

Risk Assessment September 2020

This document demonstrates how WSFC will comply with the essential measures laid out by the Government whilst providing a high quality, broad curriculum. This plan will promote staff and student safety, whilst considering the wider health implications of decisions and ultimately ensuring that students will have the same level of educational choices and therefore opportunities as in a normal year. We will follow Government guidelines as they are issued/updated and take account of local conditions i.e. infection rates, and so the risk assessment and operational plan will be adapted/amended as and when appropriate.

Our approach is to promote the key principles outlined by Government guidelines:

Effective hand hygiene (hand washing and sanitising);

Effective respiratory hygiene (Catch it, kill it bin it);

Enhanced cleaning;

Minimising contact.

Our approach to the last of these is that we will alter the College environment and timetable to promote physical distancing where possible. Where this is not possible in order to ensure a full education for students we will ensure compliance with the government's test and trace strategy, for example by registering student's location and those with whom they have come into close contact, as well as using PPE as appropriate.

Risk Description	Control measures and mitigating considerations	Person Responsible	Notes
Infected staff or students attending college with or without symptoms	<ul style="list-style-type: none"> • Communicate with all students and staff to remind them of the importance of staying at home if they, or a member of their household, have any symptoms of COVID-19 or if they have tested positive. • If anyone becomes ill whilst at college, they will either leave immediately or be isolated until they can return home. Advise that they should be tested if they are experiencing symptoms and that their entire household should isolate for 14 days. Updated protocols to be issued. • Adhere to principles of NHS Test and Track. • Visual and aural health monitoring to take place on arrival. Additional temperature checks to be taken where there are concerns about infection. 	<p>EYS</p> <p>EYS/CJH</p> <p>EYS/RJS CJH</p>	<p>The medical room will be used for isolation purposes in the first instance. If it is in use then 1.1 will be used for overspill.</p>

	<ul style="list-style-type: none"> • If someone is physically sick use absorbent crystals to cover the area which is then kept closed for cleaning. • If a person collapses, call for an ambulance giving the required information. First aiders (wearing PPE) will attend to the individual in the meantime. 	<p>CJH</p> <p>CJH</p>	
Pinch points that concentrate flow of people at the same time, reducing ability to physically distance	<ul style="list-style-type: none"> • Staggered start/end to College day for first and second year students • Use of workshop time to reduce contact between different bubbles of students by keeping students in class or outside at both break and lunch. • Students to be requested to use outdoor spaces to enable physical distancing to be maintained. • Pinch points identified e.g. College entrances and internal areas, stairs, doorways, corridors, toilets, staff/work room, Cafeteria. • Allow entry via multiple entrances to reduce the potential for crowding in the foyer, for example. • Monitor pinch points, arrival/drop off, social areas, entrance/exit, toilets to ensure physical distancing. • Signage & markings to continue to emphasise physical distancing, hygiene etc both internally and externally. • Smoking area to remain closed to reduce student social contact • Maintain one-way system on stairs, in the LRC and measures for corridors (2m warnings and keep right) • Review rules for use of lifts (lift pass and restrict to 1 person, additional cleaning). • Restrictions on numbers using toilet facilities. • Restrictions on numbers using staff kitchens with one in one out approach. Hand sanitiser and wipes will be available. 	<p>EYS RJS</p> <p>RJS</p> <p>EYS/CJH</p> <p>EYS/CJH</p> <p>SLT/CJH</p> <p>CJH</p> <p>EYS CJH</p> <p>CJH</p> <p>CJH CJH</p>	<p>EYS to discuss entrances and ID cards with WJT. Information sheet to be produced to detail the entrances and exits to be used.</p> <p>Place one-way directional signage in the LRC.</p> <p>Display signage to make this clear.</p>
Airborne virus spread between students and staff in	<ul style="list-style-type: none"> • Communicate in advance the robust handwashing & hygiene protocols in place and respiratory etiquette expected of all students. Posters placed at key points around college. 	EYS/CJH	

<p>classrooms/work stations/reception areas</p>	<ul style="list-style-type: none"> • Additional hand sanitising stations will be provided outside the College entrances. Bins for the safe disposal of face masks for any student who has used public transport and has a disposable mask. If they have a non-disposable mask, if they choose to remove it they will be advised to do so safely i.e. not touching the outer face and placing it in a plastic bag within their bag. • Key areas including each classroom, communal area and office will have hand sanitizer which staff and students will be required to use. Staff will be issued with individual hand sanitizers and students will be advised to bring their own. • All classrooms will be set up with all students facing forward, with the maximum spacing between desks possible. • The teacher will have a zone of 1m+ or 2m where possible at the front of the classroom and will not move into the students' area. • Windows and/or other ventilation must be opened/in use at all times for ventilation. Air conditioning units safe to use (HSE guidance on 25/6/20). Improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces through the use of desk fans, provided good ventilation is maintained. The risk of transmission through the use of desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air. • Staff to try to remain 1m+/2m away from each other at all times. To facilitate this, workrooms will be organised and used in accordance with a 2m physical distance between staff. Where this can't accommodate all staff then they will be asked to identify other locations including remaining in classrooms over lunch or other free periods to reduce number in workrooms at any one time. Ventilation must be used. HoDs/Support Staff line Managers asked to risk assess and identify how offices will be used by staff. Identify additional measures to mitigate risks identified including the need for additional Perspex screens where physical distancing may not be possible. • Active engagement with NHS Test and Trace. • All classes, workshops and other activity where possible will be registered to ensure we are able to give information on students contact in the event of someone developing symptoms or testing positive. 	<p>CJH</p> <p>CJH</p> <p>CJH</p> <p>CJH</p> <p>EYS/RJS</p> <p>EYS/RJS</p> <p>EYS/RJS CR</p>	<p>Produce guide for students on the safe disposal/storage of masks etc.</p>
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	<ul style="list-style-type: none"> • Study areas will be registered and/or monitored. This will be via teacher registration or monitoring PC use as appropriate. Where registration/monitoring is not possible physical distancing will be employed. • Cafeteria will be limited to grab and go (plus limited menu) whilst also adhering physical distancing measures in the seating areas (1 metre plus). • Additional study/social areas will be made available within College – Hall, Student Services etc and additional seating will be made available outside <ul style="list-style-type: none"> • The college will notify immediately if they hear of any cases and will engage completely with requests from Public Health England (PHE). • PPE available to staff on request. Required use by those who routinely need it e.g. cleaners • Additional protection e.g. screens to be used where physical distancing may not be possible • Some provision to remain remote e.g. some pastoral provision, some enrichment, peripatetic lessons, careers advice and guidance, counselling and other student support sessions. • Students and staff required to wear masks for specific situations e.g. learning support one-to-one sessions. • Staff and students will be encouraged to wear masks at their discretion. 	<p>CR</p> <p>TAS/CJH</p> <p>EYS/CJH</p> <p>EYS/RJS</p> <p>CJH</p> <p>CJH</p> <p>EYS/RJS</p> <p>EYS</p> <p>EYS</p>	<p>Seating will be marked so that it is clear where students can sit. Capacity of hall with physical distancing is 212 compared to usual capacity of 450. If the weather is good students will be encouraged to eat outside. If the weather is bad they will be asked to go to the classroom that they were last in and will be able to eat cold food in classrooms.</p>
<p>Risk of virus transmitted through use of public transport</p>	<ul style="list-style-type: none"> • Encourage students to walk, cycle or drive to college whenever they can • When students travel on public transport then we will write to advise them to adhere to the following: <ul style="list-style-type: none"> - use of hand sanitiser upon boarding and/or disembarking - distancing within vehicles wherever possible - the use of face coverings whilst on public transport 	<p>EYS</p> <p>EYS</p>	

<p>Risk of transmission via large gatherings</p>	<ul style="list-style-type: none"> • Assemblies and large enrichment gatherings such as Ambition will be conducted using Teams. • Early and late workshops will mean that lunchtimes will be staggered. • Students will be prevented from mixing outside their core subject groups using the following methods: <ul style="list-style-type: none"> - Students will be able to eat cold food in classrooms or outside following physical distancing rules to prevent mixing with students outside of their classmates. College rules will be amended to allow some eating/drinking during lessons as appropriate. - Break will be conducted in classrooms for students who have a lesson immediately preceding. Others will be required to follow physical distancing and, where/when possible to use outdoor space - One-way systems will be used on stairs and in the LRC to reduce crowding in corridors and classrooms will be open prior to the start of lessons to eliminate queuing in the corridors. • All staff (and some other cross-College meetings) will be conducted remotely. SLT will communicate key messages via an electronic briefing. • Revised Fire Evacuation Procedures with muster point being extended to include the field area to prevent overcrowding when students gather. 	<p>RJS/GJW</p> <p>CR/RJS EYS/CR/CJH</p> <p>EYS</p> <p>CJH/EYS</p>	
<p>Virus spread by touching of surfaces</p>	<ul style="list-style-type: none"> • Enhanced cleaning arrangements will continue with cleaners working additional hours from September. This will involve cleaning all toilets, changing facilities, handles and other hard contact surfaces at regular time periods throughout the college day to ensure we have enhanced cleaning regimes at the college. • Resources in the classroom will require cleaning between each use or a gap of 72 hours. • Wipes to be provided for students to clean resources and move to online resources encouraged. Students asked to bring their own resources e.g. pens and paper. • Visualisers to be used where required. • Teaching staff to be able to clean their own desk space as required, as well as additional cleaning regime • Student work to be submitted electronically wherever possible 	<p>CJH</p> <p>CJH</p> <p>CJH</p> <p>CR</p> <p>RJS CJH</p>	

	<ul style="list-style-type: none"> • Staff with specialist tasks will continue to use appropriate PPE e.g. cleaners, First Aid etc • To mitigate any increased risk to cleaning staff they have been informed of COVID related cleaning protocols. Training and supervision including correct use of PPE. Where a cleaner is in a location where known or suspected individual may have been or for cleaning bodily fluids they will be provided with enhanced PPE to include respirator style face mask and eye protection. Showers and changing facilities available for cleaning staff and first aiders to clean themselves & change clothes on site. Cleaners allocated room for meeting, changing etc • Staff with underlying health conditions or anxiety will be provided with PPE in response to their requests/risk assessments • Screens will be utilised in study areas such as the LRC and in areas where staff may have prolonged close contact with students e.g. HoYs • Some close contact e.g. Learning Support may require both students and staff to use masks for prolonged close contact. • Teachers to be provided with their own portable keyboard to move between classrooms. • Staff to be given individual hand sanitising spray. 	<p>CJH</p> <p>CJH</p> <p>CJH</p> <p>EYS</p> <p>CR</p> <p>CJH</p>	
<p>Infected member of the public transmitting the virus</p>	<ul style="list-style-type: none"> • Visitors (including parents) by appointment only or in an emergency. Restrict visitors' site access to a designated room rather than permitting their further movement through the site. Visitors must not be permitted to enter the college through any other point of entry and should be informed of this in advance. Visitors to be informed of the college's COVID-related protocols in advance wherever possible. • Contractors permitted on site where essential. Work should be prioritised for times when site is not busy (e.g. before/after the College day, weekends or holiday periods). Method statements to be requested and COVID-related control measures reviewed. Contractors will be informed of the College's COVID-related protocols. • Deliveries to continue to be taken to designated location where they can be safely stored/disseminated. Staff trained on how dispose of packaging safely. 	<p>EYS/DJB</p> <p>CJH</p> <p>CJH</p>	

	<ul style="list-style-type: none"> External lettings will only be permitted (out of College hours) after risks have been assessed and mitigating actions identified e.g. netball. 	CJH	
Loss of key personnel as a result of COVID-19	<ul style="list-style-type: none"> Attendance will be compulsory for staff and students alike, unless they have reason to suspect infection or are self-isolating with a family member. Departments have been asked to identify in their operational plans how they will deal with absences due to self-isolation etc. 	EYS RJS	
Potential of disruption caused by further lockdown or the need for hybrid delivery due to increased restrictions	<ul style="list-style-type: none"> Should we need to return to a lockdown situation, all departments have written plans that enable transition to a remote delivery method. All departments have outlined plans for using Microsoft Teams next year to enable remote or blended learning. Staff development will continue to have a focus on Teams and Digital learning in 2020/21. Subject staff will demonstrate how Teams will be used in the first week and back up with activities such as setting a homework to log into Microsoft Teams to prepare for any disruption. 	RJS RJS SJJ RJS	
Increased anxiety and other mental health presentations by students	<ul style="list-style-type: none"> Staff to monitor student's wellbeing and be alert to potential need for greater emotional support if they have suffered or suffer a COVID-related bereavement. Signpost to support services and external resources 	JUF JUF	
Staff welfare. Increased anxiety and other mental health presentations by staff	<ul style="list-style-type: none"> Proactive line management and discussion of concerns with colleagues. Involve colleagues in the review of risk assessments so they can help identify potential problems and identify solutions Signposting to EAP and other support resources 	LMS LMS DJB	
Increased risk of COVID for high risk staff and students.	<ul style="list-style-type: none"> Individual discussions with staff who were previously sheltering/isolating as a consequence of their own underlying health condition or that of a member of their household. Staff who believe that are in an at risk group encouraged to raise/discuss concerns. Individual discussions and risk assessments with staff in high risk groups. 	EYS EYS EYS	

	<ul style="list-style-type: none"> • Advice and guidance to be shared with students about at risk groups. Students who fall into this category to be encouraged to discuss concerns with their tutor in the first instance. • Individual arrangement to be agreed with staff and students as appropriate. • Should an arrangement need to be agreed whereby a member of staff will work remotely, working at home risk assessments to be reviewed and updated with consideration of measures to mitigate risk of muscular skeletal conditions. 	<p>EYS</p> <p>EYS/HoYs</p> <p>LMs</p>	
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Appendix 1

Measures to Reduce Overcrowding

These measures are intended to reduce overcrowding at the start/end of the day and at break and lunch etc.

Staggered start and end:

Year 1 and GCSE start at 8.50 end at 4 p.m.

Year 2 start at 9 a.m. end at 4.10

This can be reviewed at periods until it is felt to be unnecessary as College settles down during the term.

Entrance and exit points, stairs:

Students to use the entrance nominated for their location at the start/end of the day

Students to go directly to their room for lesson 1. Rooms to be unlocked and students required to wait in the room rather than corridor (unless specialist equipment e.g. labs). Only those who have no timetabled lesson to access Cafeteria or LRC. No access from Cafeteria until after 9 a.m.

Entrances to be staffed at beginning of the day. Cafeteria gates and other alternative entrances opened until 9.10 after which swipe system and turnstile back in use. Main staircase to be staffed at the beginning of the day.

Stairs Main and Science UP, South and East DOWN (at beginning and end of the day UP/Down).

Break & Lunch – students to go outside or remain in classroom if raining. Cafeteria & Hall to have distanced seating for some students.

What room are you going to?	Which entrance should you use?
G2 – G9	South Entrance
G12 – G22	Science Entrance
G25 – G32	Main Entrance
1.15 – 1.24	
1.25 – 1.29	Science Entrance
2.1 – 2.14	South Entrance
2.15 – 2.20	Main Entrance
2.22 – 2.28	Science Entrance
3.1 – 3.12	South Entrance
3.14 – 3.17	Main Entrance
3.19 – 3.26	Science Entrance
LRC	Main Entrance
Cafeteria	Via Cafeteria entrance/exit
Hall	Via Cafeteria entrance/exit

Appendix 2

People at high risk (clinically extremely vulnerable)

People at high risk from coronavirus include people who:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- have a serious heart condition and are pregnant

People at moderate risk (clinically vulnerable)

People at moderate risk from coronavirus include people who:

- are 70 or older
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)
- are pregnant

Other things that can affect your risk

A report by Public Health England found that other things might also mean you are more likely to get seriously ill from coronavirus.

These include:

- your age – your risk increases as you get older
- being a man
- where in the country you live – the risk is higher in poorer areas
- being from a Black, Asian or minority ethnic background
- being born outside of the UK or Ireland
- living in a care home
- having certain jobs, such as nurse, taxi driver and security guard