

Shooters Hill Sixth Form College reopening: Risk assessment.

The measures listed are based on current (as at 01 June 2020) government guidance:

- > [Actions for education settings to prepare for wider opening](#)
- > [Implementing preventative measures in education settings](#)
- > [Planning guide for early years and childcare settings](#)
- > [Planning guide for primary colleges](#)
- > [Guidance for secondary college provision](#)
- > [Safe working in education settings](#)
- > Any raised risk in the students or staff that will be in college (e.g. if you have BAME staff, take a look at advice from [BAMEed](#))

Overarching Guidance for all staff:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- 2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- 4) cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling students to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationary).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of students from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the Students compliancy declaration and know what role in it you're being asked to take.

Student Attendance Principles

1. Only year 12 students (those defined as intending to return to college next academic year) have been invited to attend college.
2. The parents or family member of all students have been asked to complete a disclosure form.
3. No student will be allowed on site without the completion of the disclosure form.
4. No student will be approved to come on site if their disclosure form identifies a health risk.
5. Class sizes will be limited to 8
6. There will be two lessons a day from 10am – 12pm and 1pm -3pm. Students will not attend both sessions in a day.
7. A small minority of High Needs students will attend college from 10am – 2pm. These students will be asked to provide their own packed lunch. These class sizes are limited to 4.
8. There will be no catering facilities during the re-opening phase.
9. Students temperature will be checked on entry to the college. Those with a high temperature will not be granted access.
10. Students will be asked to read and agree a 'social distancing' compliancy statement on arrival at college. They will be informed that if they break these terms they will be asked to leave the premises.
11. There will be no more than 25% (150) of year 12s on site at any one time. This is 10% of the site capacity.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	Staff Students Contractors Visitors	<p>Everyone will be asked not to come into college if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the college will help them do this.</p> <p>If a symptomatic person comes into college, they will be sent home immediately or isolated in the first aid room located in D Block room D104 will be used until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection 	<p>HR for staff AR for students PS for contractors EC-For visitors</p> <p>HR for staff AR for students</p> <p>EC HR for Staff AR for students.</p> <p>EC AR for students</p> <p>EC</p> <p>EC</p>	<p>Week ending 12.06.20</p> <p>Week ending 12.06.20</p>	<p>This will be monitored regularly.</p> <p>Staff /students will be reminded weekly via emails</p> <p>Staff, students will be reminded of government guidelines signage & emails</p> <p>To make sure ppe is available.</p>

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		<p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If a student or a staff member working with students tests positive for coronavirus, the rest of their student group will be sent home and advised to self-isolate for 14 days (as will any staff member who looked after them in college while they were symptomatic).</p> <p>If other cases are detected at college, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p> <p>All staff, students and visitors to the site will be asked to undertake a disclosure form. Any person that responds positively to; having anyone in their household who is showing symptoms of Covid-19, belong to a clinically extremely vulnerable group, a clinically vulnerable group, someone in their household who is in the clinically extremely vulnerable group, or any valid reason for which they believe means they cannot attend work or college will not be asked to attend college or if a visitor not given access to the site.</p>	<p>EC PS</p> <p>PS</p> <p>HR for staff AR for students.</p> <p>AR HR</p> <p>HR AR EC</p>	<p>Week ending 12.06.20</p> <p>Week ending 12.06.20</p> <p>Continuous</p> <p>When required</p> <p>Ongoing</p>	<p>Signs to be created and put up across the college</p> <p>We will have cleaning staff on site all day</p> <p>All staff, students will be reminded by signage and via emails</p>
Contact with coronavir	Staff Students	Everyone will be encouraged to walk or cycle or to use their own vehicles. Only people from your household should be allowed in your vehicle if they also happen to	Not sure		

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us when getting to and from college	Contractors Visitors	<p>work at the college and warned to avoid taking public transport during peak times.</p> <p>For anyone who needs to take public transport, they'll be referred to government guidance.</p> <p>If home to college transport will be running (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>For students that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different student groups being given different times • The protocols for minimising adult to adult contact • That only one parent should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to college will be expected to bring a plastic bag to keep these in during the college day.</p>	<p>NO</p> <p>NO AR for security</p> <p>NO SLT</p> <p>Security, all staff</p> <p>HR for staff AR for students</p>	<p>Week ending 12.06.20</p> <p>Week ending 12.06.20</p>	
Spreading infection due to touch, sneezes and coughs	Staff Students Contractors Visitors	<p>Everyone in college will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands 	All staff, students	Week ending 12.06.20	Hand sanitizer will be distributed to all classrooms in use. Sanitizer stations will be erected in D block main entrance & A block main

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		<ul style="list-style-type: none"> • Clean their hands on arrival, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the college.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p> <p>Staff will limit the amount of time spent in communal areas. These areas will be used for collecting post, using the fridge, or making a hot beverage to take elsewhere.</p> <p>When using the staffroom or kitchen, staff will ensure they wash their hands before and after using the fridge, microwave or water dispensers.</p>	<p>Teaching staff</p> <p>PS</p> <p>PS</p> <p>All staff</p> <p>All staff</p>	<p>Week ending 12.06.20</p> <p>12.06.20</p> <p>Ongoing</p> <p>Ongoing</p>	<p>entrance. Staff will also be offered small bottles for their personal use. Signs will be erected across the site.</p>
Spreading infection through contact with		<p>Cleaning staff will regularly clean throughout the day and of an evening frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters 	PS	12.06.20	The cleaning staff have been on-site throughout the lock down constantly cleaning

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coronavirus on surfaces		<ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between between washes.</p> <p>Areas of the college not in use will be shut off to make cleaning more manageable.</p> <p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of students using it and multiple groups won't use it simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into</p>	<p>Not sure</p> <p>PS</p> <p>PS CL</p> <p>Cleaners/teaching staff</p> <p>PS</p>	<p>12.06.20</p>	<p>When students return it.</p> <p>Will only be required</p>

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		<p>college, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p> <p>To minimise inhalation, absorption and ingestion no food preparation should take place in staff rooms. Antibacterial wipes or spray will be provided in each staff room.</p>	<p>PS</p> <p>PS/Cleaning Contractor Teachers</p> <p>All staff</p>		<p>when this happens</p> <p>Will only be required when this happens</p> <p>Signs in classrooms</p>
<p>Spreading infection due to excessive contact and mixing between students and staff in classrooms</p>		<p>Students will be organised into small groups. These groups will be half the size of normal classes, apart from in the case of already small classes. The maximum number of students in one class should 8</p> <p>A rota will be used to decide which students will be in on each day, with separate morning or afternoon rotas However, vulnerable students or students of critical workers can continue to attend full day</p> <p>Space will be maintained between students, 2m apart where possible, with seats and desks arranged to allow this.</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p>	<p>SLT</p> <p>SLT</p> <p>All staff</p> <p>All staff</p>	<p>12.06.20</p> <p>12.06.20</p> <p>12.06.20</p>	

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		<p>Corridors in the main building will be one way. Students and staff will enter the building from one entrance and leave via another. No entry signage and barriers will prevent students from moving against the one-way system.</p> <p>Students will be briefed on the protocols and new distancing and one-way measures on their first attendance to college.</p> <p>Staff will receive an induction into the new access, egress and one way provision within the college.</p> <p>Curriculum Leaders have been asked to provide a timetable for approval of on site activity, with students and staff attendance spread across the week to ensure social distancing can be maintained in the staffrooms and within the department areas.</p>	<p>Premises</p> <p>SLT</p> <p>SLT</p> <p>CLs</p>	<p>12.6.2020</p> <p>Ongoing</p> <p>Ongoing from 12.06.2020</p> <p>Ongoing</p>	
<p>Spreading infection due to excessive contact and mixing between students and staff around the college</p>		<p>Students will be kept in the same small groups at all times each day.</p> <p>Students will stay in the same classroom at the same desk throughout the day.</p> <p>Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding. All toilets will be kept open with staff being advised what toilet facilities their class will use. Signs will be put in</p>			

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		<p>classrooms indicating this.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Staff not working with student groups will be asked to maintain 2m distances from each other and from the student groups.</p> <p>Students will be asked to leave the site immediately their classes have finished this is, so cleaning can take place before the next group arrives.</p> <p>There will be no catering facilities until further notice</p> <p>There will be no scheduled breaks between lessons All lessons will be a 2 hour session am and pm. Students will only be on site for a maximum of 2 hours per day until the end of the academic year. Only inclusive learning students will have a scheduled lunch break.</p>			
Spreading infection due to the college environment		<p>Checks to the premises will be done to make sure the college is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff</p>	PS SLT	On-going the college has been open through the lockdown.	A fire drill should be undertaken as soon as possible. All checks have been ongoing since the lockdown. We have had

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		<p>and changes to how the college space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>In the event of a fire or fire drill, social distancing protocols will be adhered. And usual fire marshalling procedures will be applied including any student or staff member with a 'Personal Emergency Evacuation Plan' (PEEP).</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p>	<p>EC PS</p> <p>All staff</p> <p>PS</p> <p>PS</p> <p>PS</p>	<p>When the rooms are in use</p> <p>12.06.20</p> <p>12.06.20</p> <p>12.06.20</p>	<p>cleaning staff in throughout the lockdown.</p> <p>Lifts will only be available for those that find it difficult to climb stairs and then only ½ people at any one time. They will be switched off at all other times.</p> <p>We have a limited supply of these bins. We are in the process of sourcing others. Once we know this the risk assessment will be updated.</p>
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. Eg D105</p>	<p>SLT HR</p> <p>SLT HR</p>	<p>Already in place Via teams</p> <p>12.06.20</p>	

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Individuals vulnerable to serious infection coming into college		<p>For everyone who could come into college:</p> <ul style="list-style-type: none"> • If they're clinically extremely vulnerable (as defined here), they will continue to learn or work from home • If they're clinically vulnerable (as defined here) – parents should follow medical advice if their child is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be given a role that allows them to be kept 2 metres away from others wherever possible • If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to and, in the case of students, they're able to understand and follow those instructions 	<p>HR</p> <p>HR</p> <p>HR</p>	Ongoing	Individual risk assessment will be conducted for all staff with an underlying medical condition and all BAME staff within the college. Risk assessment will be reviewed for each individual.