

COVID 19: RISK ASSESSMENT

Educational Setting	Sawston Village College
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings) for September 2021 Re-opening phase
Completed by & Date	Jonathan Russell, 31/8/21
Last Updated On	21/03/22

There is a separate risk assessment for the **Sports Centre**, managed by the College/Anglian Learning, accessible [here](#). **Chartwells (Compass)**, an independent company which runs all catering on site, has its own risk assessment, accessible [here](#). The national guidance for schools can be found [here](#).

Most recent changes in green

Element of risk	Who might be harmed and how	What are you doing already?	Further action required?	Action by whom?	Action by when?	Done
Social Distancing						
Lack of Social Distancing in College	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> Some social distancing is encouraged but not mandated. Staff should remain vigilant and, where possible, keep their distance especially where there are known recent cases in school. Social distancing measures that limit interaction and reduce the risk of virus transmission without causing disruption to ordinary activities should be considered Each space has appropriate signage to promote social 				

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		<p>distance and vigilance, which includes: floor markings, hand cleaning signs, social distancing signs, and direction signs.</p> <ol style="list-style-type: none"> 4. Signs for doors on communal rooms and offices to show capacity. 5. Pupils enter the classroom immediately on arrival to avoid queueing outside classrooms. 6. Practical lessons are allowed. Staff are encouraged to maximise the use of well-ventilated space. 7. At the end of the lesson pupils should be dismissed in an orderly way to maximise social distance as far as possible. 8. Staff should not shake hands as a form of greeting anyone. There should be no physical contact between anyone. 9. Professional meetings should be conducted virtually where possible but essential face to face meetings are allowed. 10. Large mixed year groups should be avoided face to face or conducted in rooms with plenty of space and good ventilation. 11. Subject meetings and small group meetings are allowed in well-ventilated spaces. 12. Whole staff meetings will be virtual or outside; staff briefing will be virtual; staff group meetings will be virtual; where it is necessary to meet staff must socially distance 13. Where essential to meet parents or external agencies, 				
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		<p>this should be done in a well ventilated space.</p>				
Movement around the College	<p>Staff and pupils</p> <p>Transmission of Covid19</p>	<ol style="list-style-type: none"> 1. Staff and pupils are free to move around the College but staff should keep social distance where possible. 2. One-way system and/or flow management enacted with signage and marking for Edinburgh Wing. 3. Corridors marked with red dividing line where necessary to support the 'Keep Left' principle. 4. Limited access for visitors other than when deemed essential or appropriate. Where possible, meetings should be held virtually. 5. Pedestrian gates opened at the beginning and end of the school day to avoid touch points. 6. Buses arrive at the outdoor playground. No parent cars on site unless disabled users; gate system in operation with secured site and restricted access. 7. Zoned cycle spaces: Y8 and Y10 Owl Building; Y7,Y9 and Y11 Spicer Wing 8. Staggered break to manage movement around the site. 				
Access/Egress of College building	<p>Staff and pupils</p> <p>Transmission of Covid19</p>	<ol style="list-style-type: none"> 1. Pupils should not wait in corridors. They should enter classrooms swiftly. 2. The electronic door to reception should be kept open if CO2 monitor shows poor ventilation. Where temperatures do not allow for this, the space must be appropriately ventilated with partially opened windows 				
Break/Lunch times	<p>Staff and pupils</p>	<ol style="list-style-type: none"> 1. Maximise use of outdoor space, e.g. pupils on playground and field only, not staying in buildings (other than Dining Hall) unless supervised. 				

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	Transmission of Covid19	<ol style="list-style-type: none"> 2. Staggered break (Y7/8 and Y9/10/11) 20 minute access to three catering facilities. 3. Access to Dining Hall via new queuing area (playground, MFL end). 4. There is a temporary dividing wall in the foyer between the languages entrance and the Dining Hall entrance to support queue management. 5. Pupils use hand sanitisers on entrance and exit to the Dining Hall. Pupils encouraged to wash hands. 6. The Dining Hall entrance from the Sports Centre side with entrance via new system (queue zone near bin store fenced from the road). Grab N Go queue as usual. Canopy queue as usual. 7. Staff/pupils should bring their own refillable water bottles. 8. No shared cups or bottles in College. 9. Staff kitchen available but with limited capacity. Staff to use their own mugs and other utensils. Staff to wash up after themselves and adhere to social distancing measures when using the kitchen. 10. Staff to clean any surfaces touched such as microwave buttons. 				
Lunchtime Catering facilities	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> 1. Three catering facilities available at lunch: two outside Kiosk/Canopy and Grab n Go; maximise spread of pupils and aim to reduce queues. 2. Cashless payment methods adjusted to avoid use of fingerprint scanners. Pupils and staff to be issued with cards. 				

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		<ol style="list-style-type: none"> 3. Chartwells to share risk assessment with SVC. 4. Ventilation in the Dining Hall – at least one external door open. Higher windows may be opened to increase ventilation. 5. Screen dividers at the till 				
Increased risk of transmission from pupils through equipment	<p>Staff and pupils</p> <p>Transmission of Covid19</p>	<ol style="list-style-type: none"> 1. Specialist facilities to be cleaned routinely 2. Staff should use sanitiser wipes for all shared equipment between staff. 3. Pupils should bring their own school issued exercise books. Pupils should take exercise books home at the end of the day unless teachers need them for marking. Teachers may wish to wash hands before and after marking exercise books. 4. Wipes and sanitizer bottles/dispensers will be available in/outside all rooms. 5. Waste should be disposed of in bins provided within the room. 6. Hand washing encouraged: on arrival, after enrichment activity, after toilet, before and after eating 7. Water fountains readily available throughout the site; pupils are not able to use the water fountain in reception (unless when in reception for genuine reasons such as First Aid). 				
Assemblies	Staff and pupils transmission of Covid19	<ol style="list-style-type: none"> 1. Assemblies will be virtual. 2. When they are able to run again, assemblies must take place in well ventilated spaces. 3. Mixed year group assemblies are not allowed. 				

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		4. Staff should maintain social distance where possible.				
Office based Staff	Staff Transmission of Covid19	<ol style="list-style-type: none"> 1. Consideration of options for some very limited working from home to support social distancing. Office Staff to complete risk assessments with HR where requesting home working (where not working directly with pupils or wider community). 2. All hot desks or shared resources to be cleaned after each use. 3. Windows opened enough to provide constant background ventilation 4. Clear Covid19 signage in reception including Covid19 Compliant workplace poster. 5. Staff in shared office to stay at their own desk; where possible office sharing has been reduced, e.g. Heads of House Office. 6. Staff to bring their own resources such as pens, scissors etc. Staff to use sanitizer wipes for any shared equipment. 7. All deliveries to be placed at the 2m distance barrier in reception. Where staff handle deliveries, they may wish to wash their hands afterwards 				
College Staffroom	Staff Transmission of Covid19	<ol style="list-style-type: none"> 1. Capacity sign on the door. Staff to exercise caution when using the Staff room. 2. At least one window to be opened for increased ventilation. 3. Additional spacing out of work desks for use during PPA and TLR periods. 4. Staff are responsible for their own items and putting these in the dishwasher. 				

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		<ol style="list-style-type: none"> 5. Subject staff rooms have marked capacity on each door. Social distancing is encouraged. 6. Staff to maximise use of outdoor spaces for meetings 7. Staff to avoid shaking hands as a greeting; no physical contact should take place. 				
Hygiene Measures						
Hygiene / Washrooms / Classrooms	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> 1. The College to maintain a suitable supply of soap and access to warm water for washing hands. Staff to advise Site Team when stocks run low (using Every system) 2. Appropriate controls are in place to ensure the suitable sanitisation of hands following breaks, before meals and following the use of toilets. 3. Pupils to access the toilets individually (at most pairs) and not in groups (limit of 4 in each toilet), in a formally socially distanced queue where possible. Hand washing must take place. Additional mid- day supervision in the HMH to manage toilet use. 4. Additional hand washing trough on the Swimming Pool wall for use to all pupils especially before and after PE where equipment has been touched. 5. Toilet doors(safeguarding considered) removed to improve ventilation and to aid supervision and monitoring of handwashing. Also increases capacity by making it quicker for pupils to go in and out. 6. All visitors to the site should be requested to sanitise hands on arrival. 				

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		<ol style="list-style-type: none"> 7. Sanitiser station in reception 8. Sanitisers and wipes in each office. 9. Additional fixed sanitiser dispensers placed in key locations: corridors, communal spaces, entrances/exits 10. Pupils to be actively encouraged to wash hands and not just to use sanitiser: after using any specialist equipment, after toilet, before and after eating. 11. Hand washing after and before using specialist equipment in rooms where sinks are available. 12. Staff to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach in all lessons and around site 				
Ventilation		<ol style="list-style-type: none"> 1. CO2 monitors used to aid ventilation control. Where a room reaches 800>1500, ventilation should be increased. Additional measures required for rooms where constant reading of >1500. CO2 monitors will be used in classrooms and spaces where ventilation is hardest to achieve. All spaces will be assessed for ventilation. 2. If the CO2 monitor achieves very high levels, the room must be ventilated immediately. Where ventilation makes insufficient difference, staff members should consult SLT for consideration of a room change or other measures. 3. Where temperatures allow, one classroom door is kept slightly open when in use to increase ventilation and reduce areas of high contact. At least one window to be partially open to provide constant background ventilation unless the room is too cold. In extreme cold, all doors and windows may be closed for a short period of time during 				

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		<p>the lesson and significant ventilation should take place before and after lessons or purged at points during the lesson. Classrooms must be kept at reasonable temperatures.</p> <ol style="list-style-type: none"> 4. Some external doors to be propped open to aid ventilation except identified fire doors and where safeguarding precautions take priority. In colder months fewer external doors to be kept open during the school hours with increased ventilation taking place after school/between lessons. 5. When cold, rooms may be ventilated at the beginning and end of a lesson rather than during. However, one window partially open is required unless in extreme cold. Pupils and staff advised to wear additional layers when cold. CO2 monitors should be used to guide balance between ventilation and temperature control (video guidance: https://youtu.be/4Oh-RSIM6ik) 6. Doors may be closed during lessons to conserve warmth but there should be constant background ventilation in the room. When rooms are vacant temporarily, doors should be opened for ventilation unless they are fire doors which should be closed. All doors should be closed in line with fire safety where they are vacant for a long time. 7. Teachers should balance classroom management, teaching and learning, warmth and ventilation. Where noises outside disrupt or disturb learning, doors should be closed but all staff must be mindful of the need for 				
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		<p>constant background ventilation and not assume others will take responsibility for this.</p> <p>8. Staff should be mindful to create a throughput of air where possible.</p> <p>9. In winter months, rooms should be warm enough so that pupils do not wear external coats or similar. In extreme temperatures or where ventilation must take precedence (e.g. CO2 monitors show high accumulation of CO2), pupils may wear coats.</p> <p>10. Offices should be ventilated where possible. This may be during occupancy with one window open and a door slightly ajar or in between occupancy. Where one person is working in their own office the room need only be ventilated when pupils or staff have accessed the office.</p> <p>11. The Test Centre must be well ventilated.</p> <p>12. For any public events, all areas should be sufficiently ventilated. Venues will be chosen on the basis of good ventilation.</p> <p>13. The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides more information.</p>				
Inadequate Cleaning	<p>Staff and pupils</p> <p>Transmission of Covid19</p>	<p>1. All areas deep cleaned for the start of the autumn term and spring term. Areas cleaned routinely ahead of all terms starts.</p> <p>2. More frequent cleaning procedures in place across the site, particularly in communal areas and at touch points including:</p>				

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		<ul style="list-style-type: none"> ● Taps and washing facilities, ● Toilet flush and seats, ● Door handles and push plates, ● Handrails on staircases and corridors, ● Lift controls, ● Machinery and equipment controls, ● All areas used for eating are thoroughly cleaned at the end of each break, including chairs, door handles. ● Telephone equipment ● keyboards, photocopiers and other office equipment, classroom desks and chairs <p>3. COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn</p> <p>4. 'Foggers' will be used in areas where infection control is necessary. This will be in those rooms where transmission rates have been highest in the event of an outbreak</p>				
Infection Control						
Personal Protective Equipment	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> 1. All visitors to the site are requested to wear a face covering at all times. Visitors may remove face coverings at the staff member's discretion if in a meeting. 2. Staff and pupils may choose to wear face coverings in classrooms but must be mindful of and make mitigations for any deaf pupils. 3. Staff are recommended to wear face coverings in 				

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		<p>shared spaces but not mandated , including department bases and offices (except when based at their own individual workstation).</p> <ol style="list-style-type: none"> 4. Staff using PPE must follow the instructions and training on its use. 5. Staff have access at all times to hot water and soap or sanitiser for hand washing. 6. Staff dealing with First aid will have access to First Aid grab bags with appropriate PPE. Stock of gloves, disposable aprons on site, masks are issued for First Aid and to anyone who is dealing with a pupil/staff member who is presenting Coronavirus symptoms and is within an area where the social distancing rule cannot be adhered to. 7. PPE stock is routinely monitored and levels maintained. 8. Staff using PPE must ensure that they have watched the video https://www.youtube.com/watch?v=-GncQ_ed-9w Staff must confirm this has been watched by logging on Every or notifying HR. 9. PPE must be worn in the Testing Centre as per the training material. 10. Testing bays to be separated by wipe down partitions. 				
First Aid	<p>Staff and pupils</p> <p>Transmission of Covid19</p>	<ol style="list-style-type: none"> 1. Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19. 				

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		<ol style="list-style-type: none"> 2. Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and pupils has been assessed with suitable first aid first aid provided. Access to first aid facilities is maintained and the College suitably stocked with first aid sundries. 3. First Aid certificates to be up to date for all trained staff responsible for First Aid. 4. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and an increased level of control applied, to include the use of PPE if required. 5. First Aiders to watch this film: (https://www.youtube.com/watch?v=-GncQ_ed-9w) and read CCC and PCC First Aid Requirements 6. The First Aid policy (addendum) includes consideration of the risk of infection of covid-19. 7. Access to first aid facilities is maintained and the College suitably stocked with first aid sundries. 8. Accident and Incident Log to be used for recording all concerns including Covid19 in line with CCC Health and Safety Wellbeing Team. 9. Dedicated space (outside benches under cloisters in fresh air) to be used solely for anyone who shows signs of symptoms. Once used, the bench should be disinfected and the surrounding area cleaned. All those involved must thoroughly wash hands with soap and hot water afterwards. Other benches used for general concerns. 				
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		<p>10. Medical Room used for all other symptoms/cases where reception cannot be used. Anyone with Covid19 symptoms to wait on a bench under cloisters unless emergency in which case medical room to be used.</p> <p>11. If a pupil with suspected symptoms (whilst waiting to be collected by home) uses a toilet, they should use the disabled toilet in the CH corridor. It is clearly signed for use as First Aid access only.</p>				
Face Masks and face coverings		<p>1. Face coverings are not expected to be worn by pupils or staff in any areas.</p> <p>2. Pupils are recommended to wear face coverings on public buses and College buses but not mandated.</p> <p>3. All visitors are requested to wear face coverings on site other than when in meetings or in offices with members of staff.</p> <p>4. Staff and pupils must take personal responsibility for the cleaning of any face covering and for the safe removal of their own face coverings. Pupils may be supported if necessary but from a safe distance.</p> <p>5. Pupils with complex needs, such as those who spit uncontrollably or use saliva as a sensory stimulant, will have their own risk assessment and supported to help good respiratory hygiene. (none presently in College).</p> <p>6. Face coverings to be worn at all times in the Test Centre as per the training guidance.</p>				
Suspected or confirmed cases	Staff and pupils	<p>1. Staff may use the NHS Track and Trace app at their discretion. If using the app, mobile phones should be turned</p>				

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	Transmission of Covid19	<p>off in school when not being carried by the person. Only those over 16 may use the app.</p> <ol style="list-style-type: none"> 2. The College will follow the guidance for NHS Track and Trace as set out by the LA. 3. Pupils, staff and other adults must not come on to the site if they have tested positive for Covid19 until day 6 (following a negative LFD test on day 5 and on day 6) after their symptoms first appeared and they are no longer presenting with symptoms and their household is not self-isolating. Rules for those non-vaccinated differ. 4. Anyone developing symptoms (continuous cough, high temperature or anosmia) will be sent home. They should not use public or school buses for this purpose. They should complete a LFD test immediately. From January 11 they are no longer required to take a confirmatory PCR test. 5. Anyone with other symptoms than those listed above will be advised to go home. Other symptoms include: fever; dry cough; tiredness; aches and pains; headache; sore throat; nasal congestion; red eyes; diarrhoea or a skin rash. 6. If a pupil is awaiting collection, they should be placed under the cloisters on their own if possible and safe to do so. Appropriate PPE should also be used if close contact is necessary. 7. The household (including any siblings) should follow the latest PHE guidance stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. 				
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		<ol style="list-style-type: none"> 8. Parents are asked to contact the College immediately on notification of a positive case. 9. Unless essential to protect others, the College will not disclose the names of individuals who have tested for Covid19. 10. As per the guidelines, the College will not request evidence of a negative test or other medical evidence before admitting children. Parents will be asked to inform the College of test results. 11. Parents and staff should report the result of any LFD test to the College (using ALIS) and to the government (using www.gov.uk/report-covid19-result) 12. The College will revert to its Outbreak Management Plan if the government's threshold for the number of positive cases is met, based upon whichever of the thresholds is reached first. 				
Local Lockdown		<ol style="list-style-type: none"> 1. In the event of a local lockdown we will follow the advice of PHE and the LA. The College will follow the guidelines and expectations (and subsequent risk mitigation) laid out in Annex 3 of the government's contingency planning: https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers 				
Accident reporting Covid-19 incidents	Staff and pupils	<ol style="list-style-type: none"> 1. The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the 				

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	Transmission of Covid19	<p>requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</p> <p>2. College to ensure that when positive cases meet the DfE threshold this is reported to the Director of Operations and will seek guidance from Health & Safety adviser. The College will follow the steps as detailed in Anglian Learning guidance.</p>				
Immunisation		<p>1. Immunisation programmes will continue as normal but social distancing and other control measures will be in place.</p>				
Premises						
Property Compliance	Staff, pupils and visitors	<p>1. SVC has ensured high risk statutory compliance checks (fire, water, gas) have been completed and records updated. All other checks to recommence as suppliers return to work.</p> <p>2. Daily and weekly checks which have been undertaken throughout Covid 19 continue and pre-opening checklist completed. As per guidance set out by the DfE</p> <p>3. Review of building projects, review contractors risk assessments to ensure in context with current government and PHE guidance</p> <p>4. Health & Safety inspections will continue routinely.</p> <p>5. Termly reports to the Health & Safety committee and LGB will include evaluation of this risk assessment.</p> <p>6. Deep Cleans have taken place since Covid 19 and daily</p>				

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		<p>sanitising takes place in areas in use</p> <p>7. All serious property concerns have been raised with CCC/LGSS and appropriate steps are in place to ensure the safety of all building occupants.</p> <p>8. Statutory inspections to continue by external providers for high risk areas such as Fire, water, gas. Contractors to adhere to COVID 19 guidance, displayed at reception</p>				
Contractors	<p>Staff, contractors and pupils</p> <p>Transmission of Covid19</p>	<p>1. All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19.</p> <p>2. Contractors are requested to wear face coverings on site when indoors.</p> <p>3. Essential works should observe social distancing norms.</p> <p>4. Site Team and Contractors should follow the Site Operating Procedures as relevant.</p>				
Fire Safety	<p>Staff, visitors and pupils</p> <p>Death or injury</p>	<p>1. Visitors should be kept separate from others in an evacuation.</p> <p>2. Social distancing, where possible, should be maintained between staff.</p>				
Waste	<p>Staff and pupils</p> <p>Transmission of Covid19</p>	<p>1. Bins should be emptied daily.</p> <p>2. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</p> <p>3. Where wipes or other materials are used for cleaning of surfaces in classrooms or similar they must be disposed of in bins immediately. Rags (those for repeated use such as</p>				

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		board wiping) should not be used unless they are washed routinely and regularly (or kept for personal use only). 4. Test Centre waste to be disposed of as per the training and guidance materials.				
Personnel						
Clinically extremely vulnerable pupils and staff	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> The College will follow the government guidelines for all pupils and staff within the clinically extremely vulnerable and clinically vulnerable group Personal plans (individual risk assessments) are offered for any staff (or pupil) who are in the clinically extremely vulnerable group or clinically vulnerable group due to underlying medical conditions. Essentially, all those in these groups, as those who are clinically vulnerable adhere to the key prevention measures outlined in this document, i.e. handwashing, avoid touching surfaces, Staff in the clinically vulnerable group (and pregnant women) have had an opportunity to discuss their return to work and the College ensure it follows the advice here. 				
Equality Impact Assessment	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> Equality Impact Assessment undertaken identifying specific staff where consideration needs to be given due to serious underlying health conditions or concerns regarding increased personal risk. This is also applicable to staff with existing mobility issues for whom changed rooming and timetabling will cause greater difficulties. 				
Lack of staffing	Staff and	<ol style="list-style-type: none"> Contingency planning is in place should staff absence impact 				

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	pupil Workload and detriment to education	significantly on current plans: doubling up classes within zoned areas or making use of larger spaces (HMH or MC set up as lecture hall); adapting/modifying timetable; creating study period with supervision by other staff, e.g. HLTAs; SLT deployment; amended College days, where necessary moving to Tier 2 rota or College closure if unsafe.				
Wellbeing and managing anxiety	Staff and pupils Mental health	<ol style="list-style-type: none"> 1. All plans and this risk assessment have been shared with all staff to offer reassurance and for the purpose of transparency, openness and preparedness. 2. Maintaining all normal and routine external agency contact and service to support provision for pupils with agreed protocols around visitor site access and conducting all meetings remotely where possible. 3. Maintaining all safeguarding procedures as normal including using MyConcern used by staff to identify any concerns 4. Counselling service for staff made available. 5. Staff Welfare half-termly standing item on SLT meetings and Leadership Group meetings 6. Staff and pupils signposted to mental health support and services, included in this link. 7. Staff with concerns are supported by a dedicated member of SLT. 8. Staff may be deployed as necessary but workload will be a key consideration in any deployment. 9. Workload and wellbeing survey conducted to canvass staff opinions and concerns and to identify and action potential improvements. 				

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Behaviour						
Poor Behaviour	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> 1. Pupil behaviour and cooperation is the key to implementing all of the controls. The Sawston Way (code of conduct) is established and used to help pupils/staff to adjust to new working routines. 2. College carried out inductions to inform staff and pupils of the changes 				
Learning						
Teaching	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> 1. The number of adults in a room should be limited where possible to three unless the space is large enough to accommodate more (depending on pupil numbers and venue) 2. There should be no pupil-staff physical contact nor staff-staff physical contact. 				
Use of Specialist Rooms	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> 1. Pupils in IT rooms will be assigned a workstation using a seating plan and should only make use of equipment allocated to them. 2. At the end of each usage of computer equipment in all computer rooms, antibacterial wipes are to be used to sanitise keyboards and mice Room maintenance will take place after College hours. 3. Practical equipment to be sanitised after each use. Refer to faculty RA for cleaning schedule 4. Pupils to be actively encouraged to use sanitisers on 				

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		arrival.				
Use of food rooms		<ol style="list-style-type: none"> 1. Oven gloves are classed as PPE and so they are not shared between pupils. To remove bacteria they are washed after each use at 60 degrees Celsius or above with a disinfecting chemical, followed by hot tumble drying. 2. All pupils are supplied with a cotton apron. After use each they are washed at 60 degrees Celsius or above with a disinfecting solution followed by hot tumble drying. 3. Pupil movement around the room is monitored closely. 4. When preparing food for lesson the technician wears gloves and visor 5. When cleaning pupils are given their own tea towel and dish cloth to avoid sharing as much as possible. 6. Paper hand towels are available in each unit to avoid drying hands on shared fabric towels. 7. All teachers have their own named set of equipment to avoid sharing. 8. Pupils are encouraged to take food away at the end of a lesson unless high risk. This aims to minimise social contact at collection point and cross contamination when stored in refrigerators. 				
Use of DT workshops		<ol style="list-style-type: none"> 1. Based on CLEAPSS guidance, pupils are diagonal on desks (where they can be) so they are not facing each other, four to a desk in T3 & T4, two in T1 (facing forward). 2. Pupils must use the tools and equipment in the tray allocated 				

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		<p>to their desk and clean them before and after, sanitising wipes provided in the trays.</p> <ol style="list-style-type: none"> 3. Teachers and technicians will wear PPE when supporting on machinery maintaining social distance where possible. At the front of the class they shall use visualisers to demonstrate. Individuals will also be able to see tailored demonstrations on teachers allocated work benches. 4. Goggles will be sanitised at the end of lessons in Milton. 5. Teachers will have their own set of tools which must not be used by pupils. 				
Curriculum requirements	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> 1. Where equipment has to be shared, provision is made for appropriate cleaning of equipment. 				
Remote Learning	Educational progress	<ol style="list-style-type: none"> 1. Pupils required to be at home will be provided with access to remote learning. 2. Safeguarding and welfare checks will be made as necessary when a pupil is working from home. Pastoral support will be provided as necessary. 				

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#).

The NEU has also produced a checklist for reopening of Colleges which can be found [here](#).

CLEAPSS [Guide to doing practical work after returning to College after an extended period of](#)

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[closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

You should:

- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.