

## The Sir John Brunner Foundation

### Risk Assessment for the full opening of Sir John Deane’s Sixth Form College and The County High School Leftwich

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<b>Reviewed and approved by</b>	<b>SLT / Principals</b>	<b>Date</b>	<b>28 August 2020</b>
<b>Issued to</b>	<b>Chairs (Trust and Academies)</b>	<b>Date</b>	<b>28 August 2020</b>

<b>Hazard</b>	<b>Transmission of Coronavirus whilst staff and students are in school /college</b>
<b>Who could be harmed</b>	<b>Staff, students, visitors, contractors</b>

## Context

This risk assessment has been prepared using guidance drawn up by the Department for Education in consultation with Public Health England for the full opening of schools. The Government’s plan is that “all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.”

The guidance states that “Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus”. It also recognises that it is not possible to ensure a totally risk-free environment. The purpose of this risk assessment is to identify measures we can reasonably take to reduce risk.

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
All employees	Medium	<p>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 school / college.</p> <p>Cleaning hands more often than usual – either by washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol rub or sanitiser, ensuring all parts of the hand are covered.</p> <p>Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p>Ensuring a good supply of tissues is available.</p> <p>Cleaning regularly touched surfaces more often using appropriate cleaning products.</p>	Low / Medium	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>“Maintaining a distance between people whilst indoors and reducing the amount of time they are in face to face contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. We know that this is not always possible....but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.”</p> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p> <p>“On the basis of current evidence, in the light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will not generally be necessary in the classroom even where social distancing is not possible.”</p>

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
		<p>Minimising close contact with other adults and students by altering as much as possible the environment (e.g. classroom and office layouts) and timetables (e.g. classroom allocation, reducing movement around the building or staggering it).</p> <p>Maintaining appropriate social distancing as much as possible.</p> <p>Where in person meetings are required social distancing will be observed. Where this is not possible meetings will take place remotely (e.g. using Microsoft Teams).</p> <p>Detailed induction for staff on safety measures ahead of the full return of students.</p> <p>Ongoing access to the Personnel department for any issues that may arise or general support.</p>		<p>“Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided.”</p>

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
All students	Medium	<p>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 school / college.</p> <p>Cleaning hands more often than usual – either by washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p>Ensuring a good supply of tissues is available.</p> <p>Cleaning frequently touched surfaces more often using appropriate cleaning products.</p>	Low / Medium	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
		<p>Minimising contact and mixing by altering, as much as possible, the environment (e.g. forward facing desks in classroom, use of protective screens where necessary, zoning of year groups) and timetables (e.g. staggered starts / finishes / breaks / lunches where practical)</p> <p>Maintaining appropriate social distancing as much as possible.</p> <p>Handling potential cases of the virus in accordance with DfE advice.</p> <p>Use of seating plans to ensure that in the event of a positive case, those in close proximity can be identified.</p> <p>Organise classrooms and other learning environments to minimise close face-to-face contact.</p>		

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		<p>Appropriate timetable adjustments to minimize movement and mixing between year groups.</p> <p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact and communicate protocols to parents.</p> <p>Remove as many unnecessary items from classrooms and other learning environments as possible.</p> <p>Provide information on the safe use of public transport and encourage the use of alternatives where possible (e.g. walking, cycling, car).</p> <p>Continued access to support mechanisms to aid good mental health</p>		<p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p>

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
Clinically extremely vulnerable staff (previously defined as those with serious underlying health risks that puts them at a greater risk of a more severe illness and who were advised by their doctor to follow shielding measures –now suspended)	High/ Medium	<p>Individual risk assessment conducted with staff member prior to their return to work</p> <p>Provision of a personal cleaning product pack</p> <p>Risk assessment to include a review of duties to avoid unnecessary close contact with students and other adults</p> <p>Reasonable adjustments to be made where appropriate (e.g. to workroom layouts)</p>	Low / Medium	<p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>“Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced. Shielding measures will therefore be paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Therefore, we advise that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in this document, in line with the school’s own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace”</p>
Clinically extremely vulnerable students	High / Medium	<p>Students and parents advised to follow the advice of their paediatric specialist or GP.</p> <p>Clear guidance provided to students on general control measures as part of the</p>	Low / Medium	<p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>“clinically extremely vulnerable children should attend education settings in line with the wider guidance on reopening of schools”</p>

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		<p>induction / return to school or college process</p> <p>Active identification of students who have previously been advised to shield.</p> <p>Reasonable adjustments to be made where appropriate.</p> <p>Support available to discuss concerns.</p>		
Clinically vulnerable staff (including those who are pregnant or from a Black, Asian and Minority Ethnic background - BAME)	Medium	<p>Individual risk assessment conducted with staff member prior to their return to work</p> <p>Provision of a personal cleaning product pack</p> <p>Risk assessment to include a review of duties to avoid unnecessary close contact with students and other adults</p> <p>Reasonable adjustments to be made where appropriate (e.g. to workroom layouts)</p>	Low / Medium	<p>Clinically vulnerable individuals are deemed to be those at moderate risk from coronavirus including those who :</p> <ul style="list-style-type: none"> <li>• Are 70 or older</li> <li>• Have a lung condition that is not severe</li> <li>• Have specific medical conditions such as heart disease, diabetes, chronic kidney disease, liver disease or conditions affecting the brain or nervous system</li> <li>• Are very obese (BMI of 40 or more)</li> <li>• Are pregnant</li> </ul> <p>In addition people from a Black Asian or Minority Ethnic background have a higher risk.</p>

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Clinically vulnerable students	Medium	Observing the general measures put in place for all students will also reduce the risk for this group.	Low / Medium	Government guidance makes it clear that the expectation is that these students will attend school / college.
Staff and students who live with an extremely clinically vulnerable or vulnerable individual	Medium	<p>This group are no longer required to shield and should follow general government guidance.</p> <p>Additional measures available to staff include access to showers and changing facilities.</p> <p>Observing general control measures such as avoiding close face-to-face contact with others and regularly washing or sanitising hands will reduce the risk.</p> <p>Other measures such as changing out of clothes worn in school or college when returning home reduces the risk to household members.</p>	Low / Medium	
Visitors (e.g. parents, trustees, governors,	High	Restrict access to the school / college site through the use of physical barriers (e.g. access	Medium / Low	

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suppliers, contractors)		<p>gates locked outside arrival / departure times where possible, staffed gatehouse)</p> <p>Restrict visits to those that are necessary for the effective operation of the school / college or wellbeing of students and that cannot be conducted remotely.</p> <p>Arrange visits for times when fewer people are in the building (e.g. before / after the student day) as much as possible.</p> <p>Visitors to be instructed to wash / sanitise hands on arrival and departure and advised to observe social distancing guidelines.</p> <p>Use of dedicated meeting rooms as far as possible and cleaning of frequently touched surfaces between meetings.</p>		

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		<p>Maintain a list of visitors to facilitate contact tracing if this becomes necessary.</p> <p>Ensuring those members of staff who may host visitors receive appropriate training and guidance on protocols.</p> <p>Where it is necessary to have contractors working on site ensuring that they are fully briefed on the protocols to be observed and are regularly monitored to ensure compliance.</p>		
Individual becomes unwell in school / college	Medium	<p>If anyone becomes unwell with coronavirus symptoms they must be sent home and advised to follow the COVID 19 guidance for households with a possible coronavirus infection, including being tested to confirm whether or not they are infected.</p> <p>Students awaiting collection should be moved to a room</p>	Low	<p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p><i>“Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing”</i></p>

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		<p>where they can be isolated with appropriate adult supervision if required. Where available, a window should be opened for ventilation.</p> <p>If they need to go to the toilet whilst waiting for collection a separate toilet should be used where possible. This should be thoroughly cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The room used as a waiting area should be thoroughly cleaned and disinfected before being used again.</p> <p>PPE should be worn by staff caring for the student whilst they await collection if a distance of 2 metres cannot be maintained.</p>		

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		School / college to telephone to establish whether any test undertaken is positive.		
Confirmed case of Coronavirus	High	<p>Where a student or member of staff tests positive the school / college should inform the local health protection team as soon as possible and follow the advice given.</p> <p>Based on the advice of the local health protection team those people who have been in close contact with the infected person must be sent home and advised to self-isolate for 14 days since they were last in contact with the infected individual.</p> <p>Students awaiting collection should be held in a separate area of the school / college away from unaffected students and staff.</p>	Medium / Low	<p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p><i>“The health protection team will provide definitive advice on who must be sent home.”</i></p> <p><i>“Close contact means:</i></p> <ul style="list-style-type: none"> <li>• <i>Direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation or unprotected physical contact (skin to skin)</i></li> <li>• <i>Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i></li> <li>• <i>Travelling in a small vehicle, like a car, with an infected person.”</i></li> </ul>

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		Waiting areas should be thoroughly cleaned before further use.		
Track and Trace	High	<p>Staff and students who have been identified as at risk of contracting Coronavirus through the Track and Trace system must follow the guidance to self-isolate and not come into school or college</p> <p>Records of attendance and, where relevant, classroom seating plans to be maintained to facilitate the identification of those who have been in close contact with an infected individual.</p> <p>Nominated staff in each school / college to act as the link / co-ordinator with the local Health Protection Team and Track and Trace as necessary.</p>	Medium / Low	
Staff and students returning from travel abroad	High	Staff and students returning from travel abroad must comply with the relevant government	Low	<a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a>

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
		<p>requirements for a quarantine period.</p> <p>Staff and students required to quarantine should not attend school / college before the appropriate quarantine period has been fully observed.</p>		
Classrooms	High	<p>Classroom furniture to be re-arranged to minimise face to face seating as much as possible.</p> <p>Use of floor markings to define a 'teacher zone' at the front of the class.</p> <p>Excess furniture and resources to be removed as far as possible to increase spacing and remove unnecessary surfaces.</p> <p>Hand sanitiser available in all classrooms.</p> <p>Desks / tables / IT equipment to be cleaned more frequently</p>	Low	

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		<p>using appropriate cleaning products.</p> <p>Appropriate cleaning products to be available in each classroom.</p> <p>Windows to be open as much as possible</p> <p>Doors to be open as much as possible to minimise the need to touch door handles and increase ventilation.</p> <p>Teachers to use a personal set of board pens / board wipes etc.</p> <p>Planning of lessons to minimise the use of shared resources as much as possible. Where shared resources are necessary maintaining good hand hygiene is even more important.</p> <p>Use of recorded seating plans to facilitate identification of those who have been in close</p>		

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		<p>proximity to an individual confirmed as testing positive.</p> <p>Tissues to be provided in all classrooms</p> <p>Waste bins to be provided in all classrooms and emptied as necessary during the day.</p>		
Moving about the School / College	High	<p>Timetabling to be used to minimise the number of staff and students moving around the building at the same time.</p> <p>Students to be instructed to go straight to their timetabled classroom where possible.</p> <p>Appropriate management of circulation routes around the school / college to minimise close contact between individuals.</p> <p>Clear signage and where appropriate physical barriers to be used to direct movement around the building</p>	Medium / Low	

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		<p>Internal corridor doors to be open as far as possible, taking into account any potential impact on the fire risk assessment.</p> <p>Active management of corridor areas by staff during essential lesson change over times and at the start and end of the day to minimise grouping and queuing.</p> <p>Use of lifts to be restricted to those individuals with mobility issues and to be used by only one person at a time.</p> <p>Increased frequency of cleaning of door handles, bannisters etc.</p>		
Teaching Practical Subjects	High	<p>The following measures are in addition to those applying to general classrooms set out above.</p> <p>Review of curriculum delivery to remove or defer higher risk activities where possible (e.g.</p>	Low	Subjects with a practical element present additional challenges because of the increased likelihood of the need to share equipment or because students will not be seated side by side and forward facing as in a standard classroom setting. Such subjects include Art and Design, PE, Music, Drama and Performing Arts and Sciences subjects where practical experiments form part of the syllabus.

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		<p>initial focus on theory rather than practical elements)</p> <p>Increased focus on cleaning where equipment has to be shared particularly by different year groups (e.g. workshop equipment, sewing machines etc.).</p> <p>Planning of phasing of practical sessions to factor in time for shared equipment to be cleaned or left in quarantine for an appropriate period between use by different year groups.</p> <p>Purchase of additional equipment / resources where possible to facilitate separation of use between year groups.</p>		<p>Some of the control measures set out can only be temporary if students are to receive a full and rich curriculum (e.g. adjustments to curriculum plans to avoid certain activities in the first half term pending further guidance). Measures will be reviewed for half term two and in the light of any updated guidance.</p>
Staff offices and workrooms	High	Appropriate distancing to be maintained by re-arranging furniture as necessary and limiting the number of occupants using the space at the same time.	Low	

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		<p>Alternative work spaces to be made available where possible.</p> <p>Where hot desking is unavoidable staff members should clean the area before use using the products provided and practice good hand hygiene.</p> <p>Increased frequency of cleaning of regularly touched surfaces</p> <p>Windows and doors to be open as much as possible to supplement mechanical ventilation. (There may be times when doors need to be closed e.g. for a telephone conversation involving personal information about a staff member or student)</p>		
Common areas	High	<p>Creation of dedicated year group common areas.</p> <p>Numbers of students using toilets at the same time to be reduced by active management,</p>	Low	

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		(e.g. allowing students out of lessons to avoid peaks of demand at movement times or breaks).		
Lunch and break times	High	<p>Creation of additional student social / dining spaces to allow the separation of year groups.</p> <p>Students to be encouraged to use outdoor spaces as much as possible.</p> <p>Staff to bring their own food and drink to minimise unnecessary contact between adults and students in cafeteria areas.</p> <p>Active supervision of indoor student social / dining spaces to maintain year group separation.</p>	Low	
Student arrival / departure	High	Active management of student movement during arrival / departure to reinforce appropriate distancing, hand hygiene and the safe removal of masks and face coverings.	Low/ Medium	

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		<p>Staggered start and finish times to be implemented where practical.</p> <p>Use of additional points of entrance / exit where possible and safe to do so and / or one way systems to reduce the risk of grouping and unnecessarily close contact.</p>		
First Aid provision	High	<p>PPE to be used by First Aiders where close contact with an injured or unwell individual is required.</p> <p>First Aiders to carry personal kits where possible to minimise the use of shared equipment.</p> <p>Where equipment has to be shared it should be thoroughly cleaned between use.</p>	Low	<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p><i>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</i></p> <ul style="list-style-type: none"> <li><i>children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</i></li> </ul>

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				<ul style="list-style-type: none"> <li><i>if a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</i></li> </ul>
General cleaning / hygiene	High	<p>Staff and students to wash their hands / use hand sanitiser on arrival.</p> <p>Staff and students to be advised to increase the frequency of washing their hands / using hand sanitiser.</p> <p>Increased frequency of cleaning of regularly touched surfaces using appropriate cleaning products.</p>	Medium / Low	<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>

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		<p>Additional cleaning staff employed during the day (or cleaning duties assigned to other members of staff to supplement existing cleaning staff hours)</p> <p>Hand sanitiser to be available in locations around school / college.</p> <p>Paper hand towels or warm air hand driers to be available in all toilets / hand wash stations.</p> <p>Where available for student use, water dispensers, vending machines and printers to be subject to frequent cleaning of regularly touched surfaces.</p> <p>Tissues to be available throughout the school / college</p> <p>Waste bins to be emptied more frequently, as required.</p>		

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		Use of disposable cloths for cleaning		
Personal Protective Equipment (PPE) (e.g. face masks / coverings)	High	<p>Staff and parents to be advised of DfE guidance</p> <p>Training to be provided in the safe use and removal of PPE (particularly face masks) for those staff who may be required to wear it on occasions (e.g. in a first aid situation with a student displaying Covid symptoms)</p> <p>If staff choose to wear a face mask they must first receive training in their safe use and disposal.</p> <p>Face shields to be available for staff use where appropriate and where requested (e.g. for the supervision of larger groups of students in common areas for extended periods of time)</p> <p>It is recommended that students wear plain and appropriate face</p>	Low	<p>The latest guidance on face coverings in education (26 August 2020) states that the Government is not recommending face coverings are necessary in education settings generally but gives schools and colleges the discretion to require or recommend the use of face coverings in communal areas where social distancing cannot be safely managed and where schools and colleges believe it is right in their particular circumstances.</p> <p>The guidance says that “Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided.”</p> <p>The situation changes in local intervention (lockdown) areas where face coverings should be worn by adults and pupils when moving around school and in communal areas where social distancing is difficult to maintain.</p>

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		<p>coverings at key movement points identified by the individual school / college and relevant to the local context.</p> <p>Students will receive regular instruction on the safe use, storage and disposal of face masks during tutor time.</p> <p>In the event that the school / college is advised that it is in a local intervention (lockdown) area, staff and students will be advised that face coverings are required when moving around school and in specified communal areas.</p>		
Travelling on dedicated Sir John Deane's College buses	Medium	<p>Parents and students to be advised of the following measures:</p> <ul style="list-style-type: none"> <li>• Students to wear face coverings on the bus at all times.</li> <li>• No food or drink to be consumed on the bus</li> </ul>	Medium / Low	

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		<ul style="list-style-type: none"> <li>• Operators to clean / disinfect buses more regularly</li> <li>• Students to be advised to carry personal hand sanitiser</li> <li>• Disembarking at College to be managed to regulate the flow of students entering College at the same time.</li> </ul>		
Building services	Medium	<p>Where buildings or parts of building have not been in regular use ensure appropriate checks and tests are carried out by competent persons prior to re-opening, including the following:</p> <ul style="list-style-type: none"> <li>• Heating systems</li> <li>• Water systems (hot and cold)</li> <li>• Mechanical ventilation systems</li> <li>• Catering equipment</li> <li>• Fire alarms and call points</li> <li>• Automatic fire doors</li> </ul>	Low	<a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</a>

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
		<ul style="list-style-type: none"> <li>• Emergency lighting</li> <li>• Security alarms</li> <li>• Lifts</li> <li>• Local exhaust ventilation systems</li> </ul> <p>Where fitted air conditioning units will be used only in accordance with HSE guidance.</p>		<p><a href="https://www.hseni.gov.uk/articles/latest-information-and-advice-hse-gb-workplaces-about-covid-19">https://www.hseni.gov.uk/articles/latest-information-and-advice-hse-gb-workplaces-about-covid-19</a></p> <p><i>“The risk of air conditioning spreading coronavirus is extremely low. If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems.”</i></p>
Waste management	High	Waste from possible cases and cleaning of areas where possible cases have been should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and stored securely until the individual’s test results are known.	Low	

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
		<p>Where the individual tests negative the bag can be put in the normal waste.</p> <p>If the individual tests positive the bag should be stored for at least 72 hours before being put in with the normal waste.</p>		
Emergency evacuation	Medium	<p>Emergency evacuation procedures to be reviewed and revised as appropriate to take into account changed circumstances (e.g. designated fire marshals / sweepers / co-ordinators not on site, areas of the building not in use or used for a different purpose, vehicle entrance gates closed, amended signing in process for staff/ student/ visitor lists)</p> <p>Ensure that any temporary barriers used to manage circulation do not obstruct emergency exits.</p>	Low	In an emergency (e.g. fire) people do not have to maintain appropriate distancing if it would be unsafe to do so. It is more important to evacuate the building in a timely manner than to maintain social distances.

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
		<p>Ensure amended procedures are communicated to staff and students.</p> <p>Use of separate designated assembly points for different year groups.</p>		
Communication with parents	High	<p>Inform parents of measures put in place to minimise the risk of transmission of the virus within school / college.</p> <p>Inform parents of process for dropping off and picking up students.</p> <p>Advise parents travelling by car to remain in their car when dropping off students. Siblings or other occupants also to remain in the car.</p> <p>Advise parents not to congregate at the school / college gates and to observe social distancing at all times.</p>	Medium / Low	<p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p>

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
		<p>Ensure parents are aware of the published guidance on using public transport.</p> <p>All communication with parents will be via telephone or e-mail as much as possible.</p>		
Communication with staff	High	<p>All staff will receive an induction briefing to ensure they are aware of the additional safety measures put in place.</p> <p>Briefings to be held in small groups, observing social distancing or remotely using Microsoft Teams.</p> <p>Posters and signage around school / college will be used to reinforce key safety messages.</p> <p>Discussions to take place with Personnel with regards to any member of staff who raised concerns with regards to their personal circumstances.</p>	Low	

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
Communication with students	High	<p>All students will receive an induction briefing in advance of returning to school / college to ensure they understand the additional safety measures put in place.</p> <p>Students will be reminded of the safety measures on a periodic basis.</p> <p>Posters and signage around school / college will be used to reinforce key safety messages.</p>	Medium / Low	
Off-site visits / activities	High / Medium	<p>Current DFE advice that there should be no overnight UK visits or overseas visits to be observed.</p> <p>Offsite activities to be kept to a minimum and where required risk assessments should include appropriate consideration of Covid 19 risks and their mitigation.</p>	Medium / Low	