

COVID – 19 HEALTH & SAFETY RISK ASSESSMENT FOR FULL REOPENING FOR ALL STUDENTS

Updated 30/3/21

INTRODUCTION This Assessment covers the key risks, controls and actions associated with the full reopening of the College for all students from 19th April 2021. It is based on direction and guidance, issued by the Government, Surrey CC and the SFCA, together with experience gained from operation during the Autumn term and restricted opening for staff and students during the most recent lockdown period. This is a live document and will be updated as appropriate in the light of any further guidance that may be received from the Government or in the event of any circumstances that may arise. This Risk Assessment should be read in conjunction with the following documentation, including links to other information contained within the documentation:

[Schools coronavirus \(COVID-19\) operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-coronavirus-covid-19-operational-guidance)

[Further education coronavirus \(COVID-19\) operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/further-education-coronavirus-covid-19-operational-guidance)

[Schools and childcare information during Coronavirus - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/coronavirus)

See Appendix for PHE South East Health Protection Team Guidance for School Settings

Risk	Controls In Place	Actions To Further Minimise Risk	Who?	Comments/Update
ADHERING TO GOVERNMENT AND PHE GUIDANCE				
1. Students, Staff, Trustees, Parents, Contractors and other appropriate persons need to be aware of and adhere to the latest Government and PHE guidance	<ul style="list-style-type: none"> • College COVID Health and Safety Risk Assessment to be regularly updated. Links to Government guidance published on the Staff Portal, Teams Sites and Godalming Online. • Appropriate guidance and training to be provided as necessary 	<ul style="list-style-type: none"> • Keep a watching brief on latest guidance from the Government, SFCA and others • Adapt procedures as necessary • Constant reinforcement of need to adhere strictly to procedures 	SMT/JNE	

		<ul style="list-style-type: none"> • Follow Surrey County Council COVID recovery guidance as appropriate • Follow CIBSE advice on safely occupying Buildings 		
2. PHE/Government Guidance communication needs to be clearly signposted around College	<ul style="list-style-type: none"> • Posters refreshed around College promoting key social distancing and hygiene messages • Information screens across the campus to show the key messages • Staff and Students reminded regularly that they should follow the government guidance on self-isolation 	<ul style="list-style-type: none"> • Reminders given to all Students & Parents/Staff via e-mail • GoL information regularly reviewed, updated, and signposted • Contractors sent reminders of guidance and asked to confirm their approach. • Contact details required for all contractors coming onto site to ensure that Government Track and Trace System requirements can be met 	SMT/JXY	
3. Students need to understand the implications of social distancing	<ul style="list-style-type: none"> • Student Code of Conduct and Contract updated • Sharing of equipment/textbooks to be strongly avoided. If essential equipment needs to be shared, such as for scientific experiments, the use of PPE and cleaning process is to be established to reduce risks of cross-infection 	<ul style="list-style-type: none"> • Students required to sit socially distanced in study areas in the ILC and other communal areas • Guidance shared with Parents • Prepare individual risk assessments for those students identified as specifically 'at risk' as required. • Students required to remain with their year groups and wherever possible leave College as soon as their lessons have finished • 14-16 students have different College day timings, lanyard, 	CXH/STs	

		and social space distinct from other students to minimise mixing and ensure social distancing. See separate risk assessment – shared with schools. STAR Project students/staff are also self-contained and have separate COVID risk assessment	GMS/ODS/ Waverley Fed	
4. Arrangements for Home Testing	<ul style="list-style-type: none"> • Arrangements for home testing by staff on a twice weekly basis to continue. • Arrangements in place for home testing by students on a twice weekly basis • Home testing by staff and students to continue during the Easter holiday as specified in DfE guidance. • Home testing requirement added to College COVID checklist 	<ul style="list-style-type: none"> • Additional home testing kits to be distributed via Tutor Groups after Easter • All students and staff regularly reminded via briefing and the bulletin to carry out home testing • Students encouraged to regularly log results both via GoL and NHS website 	SRB/JNE	<i>If student/staff receives a positive result on a LFD test, then they must self-isolate, inform the College and contacts and book a PCR test. If the PCR test is taken within 2 days of the LFD and is negative they can return to college and contacts can cease self isolating</i>
5. Student or Staff member falling ill with possible symptoms onsite	<ul style="list-style-type: none"> • First Aider response protocol. • Seek guidance from Healthcare professionals ASAP • Follow online Government/PHE SE guidance. Test and Trace System to be followed, including notification to Local Health Protection Team • Follow advice from flowchart see Appendix 	<ul style="list-style-type: none"> • First Aid Team to have PPE • Temperature checks to be available • Follow flow chart created by PHE SE • Add posters re symptoms around College to raise awareness • Take additional steps as advised by PHE 	JNE/DLW	

		<ul style="list-style-type: none"> • Staff and students to be reminded that emergency contact information must be kept up-to-date 		
6. Failure to update Department Risk Assessments in line with guidance	<ul style="list-style-type: none"> • Risk assessments of departmental areas to be reviewed and updated as necessary. This will include need for any PPE such as gloves • Arrangements for PE, Music and Performing Arts to be reviewed and updated in line with latest advice and guidance from the DfE, Sport England and other appropriate organisations • Attendance Registers to be maintained for all lessons/activities and teachers to have regard to seating arrangement to assist with 'track and trace' requirements 	<ul style="list-style-type: none"> • Establish means of regular communication with staff to assess any changes to personal circumstances • Provide necessary support and training for staff • Support and reassurance provided to Departments/Support areas as required • Staff with particular characteristics who feel they may be at comparatively increased risk from COVID can raise concerns with their line manager or HR in the first instance. Individual risk assessments to be produced as appropriate • Students/staff with underlying health conditions which put them at higher risk of serious disease and mortality and who were previously subject to shielding should seek advice from their GP or clinician regarding their attendance at College 	SMT/HoDs/ SS Managers/ HR	

		<ul style="list-style-type: none"> • Arrangements will be made for CEV staff/students whose physician explicitly advises against attending College to be able to continue their education at home/work from home • Staff/Students who live with someone who is classed as CEV, but who are not so classed themselves should continue to attend College 		
CATERING ARRANGEMENTS				
7. Failure to adhere to social distancing	<ul style="list-style-type: none"> • Limited catering facilities will be provided in the form of pre-packed sandwiches, pasta 'bowls, salads and similar. Staff and students to be advised that ideally they should provide their own food and where possible to eat outside. U6 will have access to the Bistro and Costa, while L6 have access to Starbucks and the Refectory • L6 Students will also have access to the Main Hall in the event of wet weather, and U6 will have access to the Social Study area of the Gill Building, 317, 318, a Marquee on the Sports Field. Continuation of restricted use of Staffroom for coffee/tea making, 	<ul style="list-style-type: none"> • Shortened break and lunchtime to minimise time for mixing of students • A marquee is available on the playing field near the Sports Centre for use by U6 students as additional social space 	SRB/JNE	

	<p>use of microwave facilities and access to pigeonholes. No use of seating areas—staff advised to eat outdoors or in their own office space. Social distancing to be maintained and face masks to be worn</p> <ul style="list-style-type: none"> • Water machines will remain available around the campus (but no cups will be provided) • No sharing of food or drink receptacles must take place and no sharing food at all • Students who are entitled to Free School Meals will be provided with additional support as necessary 			
<p>CLEANING ARRANGMENTS ensure we follow: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>				
<p>8. Failure to adequately regularly clean the campus</p>	<ul style="list-style-type: none"> • Day-time cleaning by Janitor and usual evening daily cleaning by YBC Cleaning with focus delivery on key areas as directed. Strict requirements in place for emptying bins from classrooms, work areas and toilet/washroom areas • Cleaning has been extensively maintained during lockdown period and checks made of air conditioning and water systems in line with CIBSE requirements 	<ul style="list-style-type: none"> • Normal day time cleaning Janitor to work additional hours to provide more daytime cleaning. Second additional day time cleaner to work 11am-3pm • Deep cleans to be arranged as required • Provision of bins in classrooms and work areas with covered lids – with agreed regime for regular emptying in a manner that preserves strict hygiene. 	JNE	<p><i>Deep clean of campus is being carried out over the Easter Holiday</i></p>

	<ul style="list-style-type: none"> • Day-time Janitors to carry out cleaning of toilets and other high-profile areas on an agreed basis/schedule throughout the College day • Wipes will be provided for use by staff and students to self-clean keyboards, desks, chairs, telephones, and photocopiers 	<ul style="list-style-type: none"> • Estates Manager to direct overall cleaning provision and to ensure that action is focused on key areas of highest contamination risk • All staff to remind students to wipe down keyboards after use 		
9. Failure to facilitate effective hygiene practice amongst students and staff	<ul style="list-style-type: none"> • Soap/paper towels regularly replenished • Paper towels to be used instead of hand dryers in toilets/washrooms • Good hygiene posters displayed in every washroom • Install hand sanitiser stations in the entrance of every teaching block • Bins to be provided in reception areas 	<ul style="list-style-type: none"> • Ensure hand sanitiser stations are regularly topped up • Hand sanitiser and wipes to be provided to every department and in every classroom used for teaching 	Estates Team	
10. Increased risk of transmission in areas of high student/staff footfall	<ul style="list-style-type: none"> • Screens in place for high footfall locations, including reception areas, exams desk and ILC counter and workstations • Students and staff required to wear face coverings in corridors, communal areas and in classrooms where social distancing (2 metres +) cannot be maintained, in line with Government advice and guidance 	<ul style="list-style-type: none"> • Requirement to wear face coverings in classrooms and other indoor areas. Students and staff to be reminded about strict procedures in place for wearing of face coverings, including measures for safe wearing and disposal. • Special measures to be adopted for staff and students who have a medical exemption for wearing a face covering or 	Estates Team	

		the lesson activity requires the face covering to be removed or to speak/provide help to someone who relies on lip reading, clear sound or facial expression to communicate		
ESTATES MANAGEMENT FOR SOCIAL DISTANCING				
11. Narrow corridors and stairwells make social distancing impossible or challenging	<ul style="list-style-type: none"> • One-way system in operation in each building utilising fire exits where necessary (see Fire Safety below). Signage in place indicating flows and access arrangements • Signs in place showing defined routes and access. arrangements (see Fire Safety below). 2 metre distancing motifs on floors etc. • Students and staff required to wear a face covering as specified in Risk 10 above. 	<ul style="list-style-type: none"> • Seating has been removed in areas that are narrow or cramped • One-way systems are monitored and regularly reviewed. Staff and students are all required to wear face covering in in corridors and communal areas 	ALL	
12. Classrooms and offices don't facilitate effective social distancing	<ul style="list-style-type: none"> • Students to sit facing forwards and not face-to-face or side-on • Area to be marked to ensure appropriate space between teacher and students • Chairs taken out of ILC to ensure spacing between desks and screens provided • Workspaces defined and marked. Shared offices maximum 	<ul style="list-style-type: none"> • Departments each provided with a signage pack • Department Risk Assessments to clearly detail approach to shared office spaces/classroom provision. • Teachers to maintain 2 metre distance from students in classroom • Requirement to wear face coverings in classroom and 	JNE/HoDs/ SSMs	

	<p>numbers identified, and rotas agreed where required</p> <ul style="list-style-type: none"> • Staff Room computer work area will be available for staff to use their allocated 'PC Pro' Laptop/Tablet (PC's to be removed) • Other spaces for staff use will be available via an online 'spare room' report • Chairs taken out of social space and catering areas to ensure sufficient spacing between tables 	<p>other indoor areas, unless subject to medical exemption</p> <ul style="list-style-type: none"> • All areas of the College to have windows and doors always open wherever possible 		
<p>13. Key communal areas are not set up to facilitate social distancing</p>	<ul style="list-style-type: none"> • Fire doors may be wedged open where necessary using appropriate measures (see Fire Safety below) • Gym to remain closed • Seating area in Staff room to be out of use • Advice to be provided to users of changing/showers on measures to avoid cross contamination • Appropriate signs to be in place outside toilet areas limiting numbers • Student Smoking area to have spaces marked. • Fixed outdoor seating restricted as necessary • Students encouraged to eat outside at a 2-metre distance 	<ul style="list-style-type: none"> • Signage in place regarding social distancing and requirement to wear face coverings • Information to students on maintaining social distance in indoor and outdoor areas Areas marked and defined so far as possible • Upper Sixth to use Social Study, Costa area, Bistro and Silent Study, 317 and 318. An additional marquee has also been provided on the playing field near the Sports Centre for use by Upper Sixth students • Lower Sixth to use the Main Hall, Starbucks, Refectory and first floor ILC 	JNE/DLW	<p><i>All students will be asked to have their lanyards on at all times. They are colour specific to both cohort and year group. Staff are required to wear their normal lanyard.</i></p>

	and told to keep in their year group bubble	<ul style="list-style-type: none"> All students to move to their next classroom between lessons Signage regularly reviewed monitored and updated 		
ADDITIONAL CAMPUS ADAPPTIONS/IMPLICATIONS				
14. Creating one-way systems in certain blocks needs to involve the opening of Fire Doors which increases the risk of Fire and has other serious implications for site security	<ul style="list-style-type: none"> Fire doors may be wedged open as part of the arrangements to ensure social distancing and avoiding the need to touch door handles. Door release alarms or other measures that meet requisite fire safety and insurance requirements will be used Normal Fire Evacuation routes will remain in force and in the event of an emergency would override the access/flow restrictions put in place for Covid-19 Guidance and training will be provided to all fire marshals 	<ul style="list-style-type: none"> All staff to be reminded to remain vigilant of any security breaches that could occur because of the arrangements in place, especially the potential impact on safeguarding As part of the student induction they were all familiarised with the fire evacuation procedures 	JNE	
15. First Aid Team are at a potentially higher risk of infection	<ul style="list-style-type: none"> First Aiders to be provided with face masks and gloves. Other PPE requirements for gloves etc to be considered in departmental risk assessments 	<ul style="list-style-type: none"> Keep checking PPE guidance First Aiders also issued with thermometers New First Aid Protocols written and distributed First Aid Team briefed to follow PHE guidance in Appendix 	SMT	

16. Air conditioning and ventilation systems, including fans could increase the risk of infection.	<ul style="list-style-type: none"> • Ventilation to be provided via opening windows wherever possible. Air conditioning units to be checked and serviced and only used in accordance with HSE guidelines 	<ul style="list-style-type: none"> • Air conditioning units have all been serviced and checked 	Estates Team	
17. External visitors coming to the College	<ul style="list-style-type: none"> • No signing in books/pens to be used in receptions • Reception to use online booking system as appropriate 	<ul style="list-style-type: none"> • The College will restrict all visitors onsite unless necessary. Where a meeting is needed this should take place online or over the phone • Any visitors to Campus are briefed on all COVID guidelines and are expected to adhere to them. Visitor details are captured for track and trace purposes • Parents reminded about place for dropping off students and not coming onto campus without a prior appointment 	DLW	
TRANSPORT ARRANGMENTS: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-pasengers				
18. Increased risk of infection to staff and students using public transport and College buses	<ul style="list-style-type: none"> • Students and staff to be reminded of need to wear face masks when using public transport or College buses • Bins to be provided for disposal of (disposable) face masks on arrival at College • Facilities in place for cycling, running, walking to College for those who live close enough and 	<ul style="list-style-type: none"> • Students and staff to be reminded that they must not share car travel unless with a member of their household • Reminder to be issued about requirement to wear a mask on public transport and any specific requirements imposed by College Bus operators 	SRB/JNE//ELY	

	<p>where personal safety is not an undue risk. Facilities available for showering and storage of clothing</p> <ul style="list-style-type: none"> • Students and staff to be reminded about the need for safe behaviour off site, including social distancing requirements when travelling to College and in using the car park 	<ul style="list-style-type: none"> • Slightly later start and earlier finish to the day to potentially avoid having to travel on public transport at peak times 		
MENTAL HEALTH AND WELLBEING				
<p>19. Staff and students may have developed problems during the lockdown period and may also feel nervous and anxious about coming back to College. Plus, Upper Sixth and Access students may have concerns about the assessment/exam process</p>	<ul style="list-style-type: none"> • We identify young people and members of staff who may need additional support and engage with them and their representatives to understand their needs and ensure they have appropriate mental health and wellbeing support in place • We will always try to communicate as clearly and effectively as possible and give an opportunity for issues to be raised • We will try to make all our decisions in a timely manner as possible • We will always consider the implications our decisions 	<ul style="list-style-type: none"> • Information and Guidance about the Summer 2021 grading process is regularly communicated to students/parents and includes updates from DfE/Ofqual/JCQ and Exam Boards as appropriate 	<p>SMT/HR/ Safeguarding Team</p>	

	<p>and approaches on staff workload</p> <ul style="list-style-type: none">• We work with local authorities and voluntary sector mental health organisations to ensure that support is in place• Support is given over the phone for any students self-isolating from specialist staff or support services• Staff involved will continue referring young people to their local NHS children and young people’s mental health services where needed• Self-referral options are commonly available, and many services offer single points of access• Young people or their parents or carers can also contact their GP or refer to NHS 111 online• NHS trusts have also established 24-hour urgent mental health helplines in most parts of England for people of all ages			
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Reviewed and approved by Principal- Emma Young and Chair of Trustees – Elizabeth Graham

Appendix:



PHE SE COVID-19 Flowchart for Secondary School Settings

What happens if there is a confirmed case(s) of COVID-19 in our Secondary School setting?

Did the positive student/staff member attend school during the infectious period: 2 days before symptom onset (or test date if asymptomatic) to 10 days after?

- ✓ NO – no further action required by school beyond supporting student(s) as necessary during self-isolation
- ✗ YES – school carries out an on-site risk assessment using checklist.

South East HPT email:

Thames Valley HPT
ICC.TVPHEC@phe.gov.uk

Hampshire & IOW HPT
ICC.HIOW@phe.gov.uk

Surrey & Sussex HPT
ICC.SurreySussex@phe.gov.uk

Kent HPT
ICC.Kent@phe.gov.uk

- Case should already be isolating at home
- They should remain in isolation until 10 days have passed from symptom onset
- The case's household (including siblings that attend other schools should isolate for **10 days**)

Who is a direct contact?

Direct close contacts:

- Direct face-to-face e.g. being coughed on or spoken to contact for any length of time OR within <1 metre for ≥ 1 minute.



Proximity contacts:

- <2 m for 15 minutes.

Travel contacts:

- Shared a small vehicle

The school carries out on-site risk assessment to identify potential contacts during this period at:



- Large/small group sessions
- Additional on-site/ academic activities e.g. clubs/societies
- Events and trips

To identify contacts, use the risk **assessment checklist**, and:



- Attendance records, Seating plans and charts (if available).



- Speak to student (as necessary)

If any of the following criteria are met, contact the **SE HPT**

- ≥ 5 students are cases in one school year within 14 days
- ≥ 10% of staff are affected within 14 days
- ≥ 3 bubbles are affected
- There have been any hospitalisations
- Your school is a SEND school
- 2 or more boarders/staff in a residential school

- Contacts are informed to self-isolate for **10 days** from date of last contact with template letters from parents and staff.
- The **wider school** is sent an inform and advise letter
- Inform your **Local Authority** of situation

If you need advice or support you can access **the government schools guidance online** or contact the DfE helpline on **0800 046 8687**

