

Date of completion: 8/7/20

Completed by: Mrs R Vowles (Assistant Principal) and Mr D Crockford (Launceston MAT estates manager)

Last review date: 20/8/20

Next review date: 1/9/20

Bideford College Off Site Centre Covid-19 Risk Assessment

Full Opening 3rd September 2020

- This risk assessment has been completed prior to the return of all students in September 2020
- People at risk staff, students, visitors and contractors
- It is a live document which will be reviewed every two weeks and following the publication of Government Covid-19 guidance
- It is based on the principles and guidance contained within DfE Guidance: Covid-19 Implementing protective measures in education and childcare settings (15 May 2020) and updated following the publication of Guidance for Full Opening (2 July 2020 updated 7 August 2020) and Managing School Premises during the Covid-19 outbreak (7 July)
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- It should be read alongside the whole college risk assessment the details of which also apply to off-site centre where appropriate (https://bidefordcollege.org/wp-content/uploads/2020/08/BC-RA-Full-opening-Sept-2020-28_8.pdf)

1. Hazard <i>List significant hazards which may result in serious harm or affect several people.</i>	2. Who might be harmed <i>List groups of people who are especially at risk from the significant hazards identified.</i>	3. How is the risk controlled?	4. Is any further action is needed to control the risk? <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more. This column can be used to record any site specific or event specific hazards and control measures.</i>
<i>Added to RA 8/7/20 due to COVID-19 – Risk assessment must be reviewed every 2 weeks, or as an when changes made in DFE guidance. In September their will, be a max of 10 students at OSC at any one time, but this can be reviewed if required.</i>			
Entrance and egress to centre causing large groups of people and potentially compromising social distancing.	Students Staff Public Parents	Students to be escorted on and off medical site – students to wait at entrance to site until met by member of staff Students to enter OSC through side door washing hands on entry	

Overcrowding in classrooms and corridors.	Students Staff	A maximum of 10 students at OSC at any one time Doors and windows open to allow air flow Maximum of 2 students per room if needed but both must be facing forwards	
Teaching Rooms	Staff Students	Doors and windows open to allow air flow All students facing forwards 2m tape around staff desk – students not to pass All students facing forwards Expectations reviewed upon arrival	Students to remain at desk throughout time at OSC PPE and first aid provided in OSC. School nurse called if needed.
Fire Procedures	Staff Students	SB responsible to shut fire doors throughout centre on exit	Students to gather at meeting point 2m away from other Medical Centre Staff
Students mixing during breaks and lunchtime compromising social distancing.	Students	Students encouraged to use outside area – students need to be facing forwards and not opposite unless appropriate distance between.	Students to stay in garden area
Toilets being overcrowded	Students Staff	1 student at a time Windows open Soap and paper supplies checked regularly	
Contaminated surfaces spreading virus	Staff Students	Hand sanitizer to be provided and monitored by staff Wipes/spray/paper towels provided. All equipment (eg laptops) wiped down after each individual use by student Deep clean of whole OSC at the end of each day. Including multiple touch surfaces such as doors/key pad at front etc. Students wash hands on entry/exit and throughout points in the day Guidance posters on walls	
Managing visitors to OSC	Staff Students Parents	All pre-bookable meetings to be held after-school at main site in AO OSC meeting room can be used to meet with parent/student and 1 member of staff if 2m away – windows open to allow airflow	
Provision of food	Staff Students	Packed lunches will be ordered in the usual way, picked up from reception and delivered to OSC (S.Boyne to coordinate)	Timetables checked to allow students on PT timetables to bring lunch
Risk with students mixing with wider school environment	Staff Students	Students will be able to start the day at main site in their year group bubble and return to OSC when required. They will then	

		stay at OSC for the remainder of the day. No student will be allowed to move from OSC to main site during the school day.	
--	--	---	--

Signed: Assistant Principal:

.....

Date

Signed: MAT estates manager:

.....

Date