

**Date of completion:**

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## **Bideford College Covid-19 Risk Assessment**

### **Full Opening 8<sup>th</sup> March 2021**

- This risk assessment has been completed prior to the return of all students in September 2020 and changed to reflect the changed announced by the Prime Minister on the wider reopening of schools and colleges from Monday 8th March 2021
- 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, 20 October 2020, 5 November 2020) and Schools coronavirus (COVID-19) operational guidance, February 2021

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

For confirmed cases of COVID-19 contact DfE Coronavirus helpline on 0800 046 8687 to assess the risk and advice what actions to take. Report confirmed cases to Devon County Council using this [smart survey link](#). Further advice from PHE SW Health Protection Team for advice on 0300 303 8162 if there are increased cases, possible setting closure, someone in setting has been admitted to hospital or significant media interest).

Significant Hazard Section	Control measures in place
<b>1. Social distancing and reducing risk of transmission</b>	
1.1 Entrance and egress to college site causing large groups of people inside college grounds compromising social distancing.	<ul style="list-style-type: none"> <li>• Staggered timings on first day return (before mass testing)</li> <li>• Sixth Form to use a secondary entrance in front of Kingsley</li> <li>• All other year groups allocated a separate entrance/exit to the college building</li> <li>• Senior staff to supervise entry</li> <li>• Students must be instructed to wash/sanitise their hands-on arrival.</li> <li>• Students informed not to arrive before 8.30am</li> </ul>
1.2 Parents gathering at college gate not social distancing	<ul style="list-style-type: none"> <li>• Parents not to come onto site unless to attend a pre-arranged meeting</li> <li>• Parents advised not to gather at college entrance gates</li> </ul>
1.3 Overcrowding in classrooms and corridors.	<ul style="list-style-type: none"> <li>• Students grouped into consistent Year group/Sixth Form bubbles to reduce social mixing</li> <li>• Desks will be forward facing wherever feasible, spaced as far apart as possible and arranged so that face to face seating is avoided unless there is a barrier.</li> <li>• Movement around the College will be minimised by allocating each student bubble group specific zones within the site</li> <li>• Where it is possible to teach in a subject specific location students will be escorted by their teacher 5 minutes after the start/before the end of each lesson</li> <li>• Classrooms to be used by one year group per day</li> <li>• Where subject specific spaces are used by more than one year group per day the following actions would take place: <ul style="list-style-type: none"> <li>➢ Room cleaned guidelines providing by cleaning team before users</li> <li>➢ A gap of at the least two hours between different year group users. During this time all windows and doors (or in the case of science labs mechanical ventilation switched on) to allow ventilation</li> </ul> </li> <li>• Lunchtimes will be staggered into two separate sittings</li> <li>• The wearing of face coverings by staff, visitors and students in corridors and inside communal areas</li> </ul>
1.4 Groups mixing during breaks and lunchtime compromising social distancing.	<ul style="list-style-type: none"> <li>• Staggered lunch times with appropriate supervision in place</li> <li>• Each bubble designated an outside and inside break/lunch space to avoid mixing within bubble group</li> <li>• Stucley canteen to be cleaned between different user bubbles</li> </ul>
1.5 Groups mixing during extra-curricular provision	<ul style="list-style-type: none"> <li>• Homework club/detentions to take place for each year group separately</li> <li>• After school clubs to take place year group bubbles</li> </ul>
1.6 Staff	<ul style="list-style-type: none"> <li>• Staff should maintain Public health guidance of 2m wherever possible.</li> <li>• Regular hand washing/cleaning and good respiratory hygiene promoted for both staff and students</li> </ul>
1.7 Visitors	<ul style="list-style-type: none"> <li>• Only prearranged meetings</li> <li>• COVID-19 visitors policy to be followed at all times</li> </ul>

	<ul style="list-style-type: none"> <li>• Facial coverings to be worn whilst moving around the site and when social distancing cannot be maintained</li> <li>• NHS track and trace app used</li> <li>• Sufficient detail taken in visitors book to facilitate rapid contact tracing if required</li> </ul>
1.8 ITE	<ul style="list-style-type: none"> <li>• Student teachers will not have been on a University campus for two weeks prior to their arrival</li> <li>• Student teachers to follow staff protocol for social distancing at all times</li> <li>• Student teachers to be fully briefed on hygiene and spread prevention measures on arrival</li> </ul>
1.9 Defining close contacts	<p>The current definition of close contact in a school setting:</p> <ul style="list-style-type: none"> <li>• Face-to-face contact including being coughed on or having a face-to-face conversation within one metre (this will include times when you have been wearing a face covering or face mask)</li> <li>• Been within one metre for one minute or longer without face-to-face contact</li> <li>• Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>• Travelled in the same vehicle or a plane (this includes school transport)</li> </ul>
1.10 Asymptomatic spread	<ul style="list-style-type: none"> <li>• Students offered COVID-19 testing on site on return to college followed by two further tests</li> <li>• Following the completion of the third test students provided with home testing kits</li> <li>• Staff provided with home testing kits</li> <li>• Social media and parent letters used to remind parents and students to test</li> <li>• Positive results to followed by PCR tests. Students and close contacts to isolate until result is confirmed</li> </ul>
<b>2. Premises related matters</b>	
2.1 Changes to building use being safe for students & staff	<ul style="list-style-type: none"> <li>• Review whole college risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place.</li> <li>• Update risk assessments to include any changes that have been necessary (e.g. allocation of specific classrooms)</li> <li>• Update curriculum risk assessments where necessary to take into account new teaching spaces</li> </ul>
2.2 First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<ul style="list-style-type: none"> <li>• Review First Aid risk assessment (RA22 or equivalent).</li> <li>• Rota systems in place to ensure adequate numbers of first aid and PFA trained staff.</li> <li>• PPE within first aid supplies</li> <li>• Staff providing close contact care will need to wear PPE</li> </ul>
2.3 Fire Procedures	<ul style="list-style-type: none"> <li>• Review fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</li> <li>• Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</li> <li>• Review fire evacuation routes and assembly points to ensure that social distancing guidelines are being met wherever possible and update procedures as necessary</li> </ul>

2.4 Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> <li>• Staff training via email briefing prior to start of term – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases</li> <li>• Use of face coverings including storage and disposal to be explained to students in line with latest government guidance</li> <li>• Update behaviour policy to address students not adhering social distancing</li> <li>• Ensure there are opportunities for all employees to raise concerns / make suggestions via email directly to the Principal</li> </ul>
2.5 Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<ul style="list-style-type: none"> <li>• Communication arrangements in place to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors).</li> <li>• Any equipment not within statutory test periods (e.g. lifts and hoists) taken out of use until the inspection and test can be completed.</li> </ul>
2.6 Staff rooms and offices to comply with social distancing and safe working practice	<ul style="list-style-type: none"> <li>• Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart wherever necessary, unnecessary gatherings avoided, split lunchtime, Staff to bring own utensils – avoid communal sharing</li> <li>• Enhanced cleaning regimes as appropriate.</li> </ul>
2.7 Ventilation to reduce spread	<ul style="list-style-type: none"> <li>• Open high level windows enough to provide constant background ventilation and more fully during breaks to purge the air in the space</li> <li>• Leave class room doors open to assist with a throughput of air</li> <li>• prop doors open, where safe to do so (fire safety, security and safeguarding to be considered).</li> <li>• Where mechanical ventilation is present, recirculatory systems adjusted to full fresh air.</li> <li>• Ventilation to chemical stores remain operational.</li> </ul>
2.8 Management of waste	<ul style="list-style-type: none"> <li>• Ensure bins for tissues are emptied throughout the day.</li> <li>• Follow <a href="#">Guidance on disposal of PPE waste</a> (such as used fluid resistant masks) and <a href="#">Government guidance on disposal of waste</a>, including waste such as wipes and cloths generated by additional cleaning and disposable face</li> </ul>
2.9 Management of incoming goods	<ul style="list-style-type: none"> <li>• Supplies coming into the college only dropped off at rear entrance or reception only</li> <li>• Deliveries take into consideration Social Distancing and hygiene measures</li> <li>• FM Team or Reception to oversee all deliveries where possible</li> </ul>
3. Cleaning and reducing contamination	
3.1 Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> <li>• Classroom based resources such as sports, art and science equipment can be used and shared within the student bubbles</li> <li>• Resources cleaned frequently and meticulously between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> <li>• Sanitising surface wipes to be present on shared teaching' desks for sanitising between lessons (Teaching staff should make FM aware if wipes are not present)</li> <li>• Government guidance to follow if someone becomes ill with a suspected COVID-19 case at the college <a href="#">guidance for working in education and childcare</a></li> <li>• Guidance on <a href="#">Cleaning and decontamination of non-health care settings</a> followed</li> </ul>

3.2 Shared resources and equipment increasing spread	<ul style="list-style-type: none"> <li>• Students encouraged to bring own stationary to reduce sharing</li> <li>• Student access to photocopiers prevented (except Sixth Form)</li> <li>• Sixth Form allocated a photocopier in Kingsley. Hands sanitized between uses.</li> </ul>
3.3 Cleaning staff and hygiene contractor's capacity - providing additional requirements	<ul style="list-style-type: none"> <li>• Discuss with cleaning staff the additional cleaning requirements and ensure working hours allow for this</li> <li>• Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See <a href="#">Safe working in education and childcare</a> for guidance on PPE and guidance on <a href="#">cleaning non-health care settings</a>.</li> <li>• Increased frequency of the cleaning of shared areas and frequently touched surfaces</li> <li>• Stucley canteen to be cleaned between lunchtime sessions</li> <li>• Sports hall (Year 11 eating area) to be cleaned after period 3 and lunch</li> <li>• Sports hall not available period 4</li> </ul>
3.4 Sufficient handwashing facilities for staff and students	<ul style="list-style-type: none"> <li>• Hand sanitizer stations available around the site to supplement hand washing facilities</li> <li>• Student access to hand cleaning facilities encouraged throughout the day.</li> </ul>
3.5 Additional time for staff and students to carry out handwashing	<ul style="list-style-type: none"> <li>• Hand cleaning to be included in normal college routine</li> <li>• Hand cleaning to be included as part of behavior expectations and college culture.</li> </ul>
3.6 Good respiratory hygiene	<ul style="list-style-type: none"> <li>• Promote 'catch it, bin it, kill it' by ensuring that enough bins are available.</li> </ul>
3.7 Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> <li>• Suppliers and contractors contacted to ensure sufficient supplies and deliveries.</li> <li>• Regular use of appropriate cleaning products.</li> <li>• Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</li> </ul>
3.8 Toilets being overcrowded	<ul style="list-style-type: none"> <li>• Different year group bubbles allocated toilet blocks</li> <li>• Signage to discourage over crowding</li> <li>• Students encouraged to clean their hands thoroughly after using the toilet (signage in place to remind them)</li> <li>• Toilets cleaned regularly throughout the day</li> </ul>
4. Staff related issues	
4.1 Staff measures to reduce contact and transmission particularly of the new variant of COVID-19. It is also noted that the new variant may present an increased risk amongst children and young people who present as asymptomatic	<ul style="list-style-type: none"> <li>• The following section of the DfE guidance will be followed at all times: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></li> <li>• When staff move between classes and year groups, they should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone</li> <li>• Identify close contacts of any positive cases who will then either isolate or be provided with daily rapid testing for seven days</li> <li>• As many students as possible offered lateral flow testing on their return to college in the spring term</li> </ul>

<p>4.2 Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<ul style="list-style-type: none"> <li>• Where necessary visiting specialists, therapists, clinicians and other support staff for students with SEND will provide interventions as usual following visitor policy</li> <li>• Visitor log kept to facilitate track and trace</li> <li>• Visitors to where face coverings when social distancing cannot be maintained</li> <li>• Supply teachers should ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>• Parent/carer visits will only be undertaken if absolutely necessary</li> </ul>
<p>4.3 Insufficient staff capacity to deal with increased numbers of students - Shortage of teachers to maintain staff to pupil ratios</p>	<ul style="list-style-type: none"> <li>• If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher.</li> <li>• Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></li> </ul>
<p>4.4 Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<ul style="list-style-type: none"> <li>• Regular communication to staff</li> <li>• Additional staffing provided as requires</li> <li>• Individual risk assessments completed for pregnant staff and those considered critically vulnerable</li> </ul>
<p>4.5 Accessing testing arrangements are clear for all staff</p>	<ul style="list-style-type: none"> <li>• Devon County procedure for testing key worker will be followed</li> <li>• The college will prioritise the distribution of home test kits in order to minimise the impact of the virus on the education of all pupils</li> <li>• (<a href="https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/">https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</a>)</li> <li>• Engagement in NHS track and trace service</li> </ul>
<p>4.6 Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<ul style="list-style-type: none"> <li>• If a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask will be worn by the supervising adult if a distance of 2 meters cannot be maintained.</li> <li>• If contact with the student is necessary, then gloves, an apron, face mask and a face shield should be worn by the supervising adult.</li> </ul> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>
<p>4.7 Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<ul style="list-style-type: none"> <li>• Individual risk assessments to be completed with pregnant staff</li> <li>• Details of risk assessment to be documented on template below and kept by HR <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQy/LupPG5VVG6yQB2iEFDD4pgkko5qBbt0SEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQy/LupPG5VVG6yQB2iEFDD4pgkko5qBbt0SEkw?e=040Qiy</a></li> <li>• Clinically extremely vulnerable staff (as defined by the NHS and contacted by a medical professional) will work from home until 31 March</li> </ul>
<p>4.8 Staff use of PPE</p>	<ul style="list-style-type: none"> <li>• If contact with a symptomatic student is necessary, then gloves, an apron, face mask and a face shield should be worn by the supervising adult.</li> </ul> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <ul style="list-style-type: none"> <li>• Where it is not possible to maintain social distancing for example in the case of an accident then PPE should be used. PPE is available in the First Aid room and science prerooms.</li> </ul>

4.9 Incorrect use of PPE	<ul style="list-style-type: none"> <li>• Guidance on putting on and taking off standard PPE is displayed where PPE is available (see above) and in the outbreak isolation room.</li> <li>• This will be followed by any member of staff involved <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a>.</li> <li>• Students and staff provided with information on how to safely remove facial coverings</li> <li>• Plastic bags for mask storage provided if required</li> </ul>
4.10 Dealing with suspected and confirmed case/ cases and outbreak.	<ul style="list-style-type: none"> <li>• Contact the DfE Coronavirus Helpline on 0800 046 8687 if advice needed.</li> <li>• Contact PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies 1) rising cases, 2) someone in setting has been admitted to hospital 3) there is significant media interest.</li> <li>• If a child or staff member becomes symptomatic they will be advised to access testing through the normal channels. However, in exceptional circumstances if a child or staff member would be unable to access testing by these routes, provide a school home test kit <a href="#">DfE guidance on test kits for schools</a>.</li> <li>• Local authority to be contacted via email of all suspected/confirmed cases <a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a>.</li> </ul>
4.11 Involvement in lateral flow testing	<ul style="list-style-type: none"> <li>• Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges followed</li> <li>• Separate risk assessment for testing area will be available</li> </ul>
4.12 Accessing staff testing	<ul style="list-style-type: none"> <li>• How to guides circulated – videos and pdf</li> <li>• All home testing kits signed for</li> </ul>
5. Pupil related issues	
5.1 Vulnerable groups who are clinically, extremely vulnerable.	<ul style="list-style-type: none"> <li>• Follow guidance published <a href="#">Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons</a></li> <li>• Implement additional temporary recommendations received from local health agencies due to localised higher rates of transmission</li> <li>• Clinically extremely vulnerable students (as identified by a medical professional and in receipt of a shielding letter) to work from home until 31 March</li> </ul>
5.3 Students unable to follow guidance	<ul style="list-style-type: none"> <li>• Tutors educate and reinforce expectations and importance of following guidance. Tutors will explain sanctions if guidance not followed.</li> <li>• If sanctioned students will be supported by pastoral team in order to understand the importance of following guidance.</li> <li>• Tutor to contact home</li> <li>• Further sanctions will be put in place for further defiance.</li> </ul>
5.4 Students equipment	<ul style="list-style-type: none"> <li>• Students to be encouraged to bring their own essential equipment to college each day to reduce the need to share frequently used equipment</li> <li>• Equipment not shared between bubbles wherever possible</li> <li>• Equipment cleaned frequently and meticulously between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> </ul>

5.5 Member of a class becoming unwell with COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Signage to show what to do if someone starts suffering from COVID-19 symptoms</li> <li>• All students who have symptoms of COVID-19 to be sent to the First Aider and placed in the isolation room immediately, arrangements made for collection</li> <li>• If a student is awaiting collection, they will wait in the allocated isolation room (adjacent to nurses room) where they can be isolated behind a closed door appropriate adult supervision if required</li> </ul>
<b>6. Transport</b>	
6.1 Travel to college and provision of safe school transport:	<ul style="list-style-type: none"> <li>• Encourage students to walk or cycle to college where possible.</li> </ul>
6.2 Dedicated school transport, including statutory provision	<ul style="list-style-type: none"> <li>• Ensure organized queuing/boarding and distancing within vehicles if possible.</li> <li>• Students to wear face coverings during travel</li> <li>• Hand washing/sanitising on arrival</li> <li>• Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>• Students, drivers and escorts will clean their hands, before boarding home to school transport and when arriving at school or home</li> <li>• Students must not board school transport, if they or a member of their household has symptoms of coronavirus. Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting will be sent home immediately. They must not travel on home to school transport.</li> <li>• Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless; they develop symptoms themselves (in which case, they should arrange a test) or the symptomatic person subsequently tests positive (see below) or if they have been requested to do so by NHS Test and Trace</li> </ul>
6.3 Wider public transport	<ul style="list-style-type: none"> <li>• Students to wear face coverings during travel</li> <li>• Hand washing/sanitising on arrival</li> </ul>
<b>7. Curriculum considerations</b>	
7.1 Music and drama lessons	<ul style="list-style-type: none"> <li>• Expressive arts to undertake a separate risk assessment when students are singing, chanting, playing wind or brass instruments</li> <li>• Separate risk assessment completed for lessons with peripatetic music staff,</li> <li>• Students will work in their own performance spaces where practical.</li> <li>• Students will not share props.</li> <li>• Movement around the space will not cause exertion or heavy breathing</li> <li>• Background or accompanying music levels not to encourage teachers or other performers to raise their voices unduly.</li> <li>• Rehearsals will use outside space where possible.</li> </ul>



	<ul style="list-style-type: none"> <li>• Group or paired performances will be directed to avoid close proxemics face to face conversation</li> <li>• Students will have their own “home” space to return to for watching / listening</li> <li>• Curriculum leaders following guidance published in <a href="#">Guidance for Music, Dance and Drama</a> and <a href="#">Guidance for the Performing Arts</a></li> </ul>
7.2 Physical activity in college	<ul style="list-style-type: none"> <li>• Students kept in consistent groups,</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>• Only sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport will be played</li> <li>• Outdoor sports will be prioritised</li> <li>• When large indoor spaces are used the distancing between students will be maximised</li> <li>• Scrupulous attention to cleaning and hygiene</li> <li>• Regular touch surfaces in the Sports Hall to be wiped down by PE staff between users (see separate risk assessment)</li> <li>• Sports hall windows to be opened</li> <li>• Students in Years 7-10 to arrive at college in PE kit to avoid the need for changing rooms</li> <li>• Changing rooms to be used only by Year 11 students</li> <li>• No external facilities to be used</li> <li>• Competition between different schools will not take place</li> </ul>
7.3 Educational visits	<ul style="list-style-type: none"> <li>• No international education visits to take place</li> <li>• Normal off site protocol to be followed</li> <li>• Consistent bubbles must remain for any educational visit</li> </ul>
7.4 Groups of children mixing resulting in risk of more widespread transmission	<ul style="list-style-type: none"> <li>• Students grouped into consistent year bubbles throughout the day. The bubbles will not mix so to enable track and trace and self-isolation where necessary.</li> <li>• Classrooms will be allocated to one year bubble</li> <li>• Specialized rooms will only be use by one year bubble per day followed by thorough cleaning routines</li> <li>• Year group assemblies only</li> <li>• Large gatherings with more than one year group will be avoided</li> </ul>
7.5 Physical activity in schools Practical science, art and D&T lessons	<ul style="list-style-type: none"> <li>• Guidance from CLEAPSS will be followed when planning practical lessons</li> <li>• All practical activities to take place in student bubbles.</li> <li>• Curriculum leaders to ensure that they stay up to date with the latest guidance in these specialist areas.</li> <li>• Where forward facing seating in Food Technology is not possible (due to practical work), students will wear vizors or masks for short periods of time to facilitate practical work</li> <li>• Where forward facing activity in the garage is not possible, students will wear vizors or masks for short periods of time to facilitate practical work</li> </ul>
8. Provision of food	
8.1 Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> <li>• College kitchens will comply with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></li> </ul>

8.2 Catering staff are operating in a safe environment	<ul style="list-style-type: none"> <li>Catering staff to follow the relevant aspects of government guidance for food premises: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></li> </ul>
9. Communications with parents and others	
9.1 Parents, contractors and other staff entering or working in the building – college complying with external requirements for staff safety	<ul style="list-style-type: none"> <li>Parents, carers or any visitors, such as suppliers, are not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.</li> <li>Inform all visitors, suppliers, and contractors that only pre-arranged visits will be allowed on site.</li> <li>Publish a site telephone number in case of immediate access required – to be displayed in reception</li> </ul>
9.2 Communications to parents and staff	<ul style="list-style-type: none"> <li>Regular communications to take place via email and social media</li> <li>Face to face parent evenings cancelled during Autumn term and then to be continue remotely</li> <li>Encourage regular contact via email and phone between college staff and parents/carers</li> </ul>
9.3 Students and families anxious about return	<ul style="list-style-type: none"> <li>Support in place to address concerns</li> <li>communications with parents on measures in place</li> <li>Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</li> </ul>
10. Oversight of the governing body	
10.1 Lack of governor oversight during the COVID-19 crisis leads to the college failing to meet statutory requirements	<ul style="list-style-type: none"> <li>The governing body will continue to meet regularly via online platforms.</li> <li>The governing body agendas are structured to ensure all statutory requirements are discussed and college leaders are held to account for their implementation.</li> <li>The Principal will report to governors updates on how the college is continuing to meet its statutory obligations in addition to covering the college’s response to COVID-19.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>

Signed: 

**Principal**  
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**16.07.21**  
**Date** .....

**Estates manager**  
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**Date** .....

