

Reason for assessment: **On-site face to face teaching during Covid 19 pandemic
Supported Learning SEND / Vulnerable Students**

Classroom assessed: Theatre, PK, RBS and Hillcroft classrooms **Maximum learner numbers in classroom:** 6 -12

Door to be used to enter/ exit College building: Enter and Exit through Main Reception (and Link Canteen door if parking in disabled bay at the rear – Parkshot only)

Toilets to be used by staff and learners: Theatre - Theatre toilets & wheelchair accessible toilet; PK5 & 7 toilets near first aid room & accessible toilet; PK1, PK2, PK3, PK4 (Catering), PK10, 15, 17 – toilets and accessible toilets opposite PK3 /by permanently closed front entrance door to Parkshot; RBS classrooms to use RBS ground floor toilets and accessible toilet. Hillcroft – ground floor toilets

Name of Assessor: Sam Hurst – SEND Programme Manager

Date of Assessment: 07/09/20

Tutor to print and display a copy of this Risk Assessment in each of the classrooms used by SEND students. Tutors to ensure *the control measures are adhered to and are in place / implemented at all times*

No learners or staff should attend College if they have symptoms of coronavirus.

This Risk assessment has been sent to each learner (family or carer) for information prior to attending a classroom-based face to face course which start from Monday 7th September 2020. Tutors to draw attention to the Risk Assessment at beginning of first session. By signing the Code of Conduct, learners are accepting the control measures in this risk assessment, and are agreeing to comply. Any learners who do not follow the control measures in the assessment will be asked to leave. Parents/Carers and Students are asked to read the risk assessment carefully before returning to site.

DfE guidance is that face coverings are not required in educational settings - SEND students are exempt. However, some students may wear a face covering if they wish by personal choice, but only if they are able to follow the guidelines for wearing these safely. Disposable face coverings to be put in a plastic bag when not in use, and before putting in the bin. Staff are not required to wear face coverings in classrooms, although SEND Tutors & Learning Support Workers (LSW)s are advised to wear a visor. Where staff may have to come within 2 metres of individuals, e.g. LSWs providing personal care, assisting during first aid, appropriate PPE (mask or visor, gloves and apron) should be worn and will be provided. When staff are not with SEND students, they are required to wear face coverings or visors in communal areas and corridors.

Name of Assessor: Samantha Hurst (Programme Manager SEND)

Date of Assessment: 07/09/20

Hazard and related activity	Persons at risk	Existing control measures <i>Eg workplace instructions, training, authorised user, competent person, PPE – give specific references</i>	Risk rating after existing control measures	If any additional control measures required – what are they? <i>Eg documented observational monitoring</i>	Residual risk rating after additional control measures
Staff member or learner arrive on-site displaying symptoms of coronavirus (COVID-19) or develop symptoms during the day	Staff Learners	<p>Email sent to parents and carers to advise student must not attend college if they are displaying any symptoms of coronavirus (COVID-19). Staff advised not to attend</p> <p>Parent / Carer and student to sign Code of Conduct Sept 2020 accepting control measures</p> <p>Isolate the person in separate designated 'clean' room and phone home to arrange the parent/carer to collect by car as soon as possible. Refer parent /carer to guidance on contacting NHS 111 on-line advice re: testing / self-isolating</p>	2 x 3 = 6 (Medium)	<p>On arrival at College any learners and teaching staff displaying symptoms of coronavirus to be and sent home / access to site not permitted</p> <p>If symptoms develop during the day, all students and staff to leave College and session cancelled. Parents/Carers to be telephoned asking students to be collected by car</p> <p>Estates to arrange deep clean of site areas where person with symptoms has been.</p> <p>Parent /Carer of student to confirm test result (if taken) to Programme Manager SEND, and follow guidance provided by NHS. Staff to follow NHS guidance if positive.</p> <p>Management will inform the Kingston or Richmond Public Health team in line with Council outbreak control plans.</p>	2 x 2 = 4 (Low)

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Parent /Carer not available to collect student when displaying symptoms of coronavirus (COVID-19)	Staff Learners	<p>Email sent to parents and carers informing them that it is a mandatory requirement to have back-up collection plans in place/to be available to collect student if contacted</p> <p>Students travelling by public transport to be collected and not travel home by public transport</p>	2 x 3 (Medium)	Student not to leave site until contact with parent or carer made.	2 x 2 = 4 (Low)
Risk of Virus spread / not following social distancing or handwashing	Staff Learners	<p>On arrival at College all learners and staff to follow government advice on handwashing.</p> <p>Students will remain in daily class 'bubbles'</p> <p>All students to use front entrance of College, unless parking in a disabled bay at the rear of the College. All staff to enter through the rear link door to the canteen.</p> <p>All learners and staff are to follow the government policy on "staying safe" social distancing policy "2 metre rule" to be strictly reinforced throughout the day</p> <p>Students not to arrive on site before 10 minutes of class start time and to leave promptly at the end of the day/session</p>	3 x 3 = 9 (Medium)	<p>Ensure a structured handwashing and personal hygiene culture is embedded into the daily teaching routine</p> <p>Staff to report to Estates if soap and sanitiser levels are low before they run out to maintain adequate supply</p> <p>Code of Conduct to be revised and issued to all students and signed at the start of first return to site session / face to face teaching session.</p> <p>Code of Conduct to be shown and read to all students again to remind them of need to social distance and hand washing</p>	2 x 3 = 6 (Medium)

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		<p>Maintain good personal hygiene and hand-washing for 20 seconds on arrival at College, after using the toilet and before and after eating food Avoiding unnecessary physical contact e.g. hand-shaking, touching</p> <p>Students and staff to bring to college own pencil case with pens, pencils, ruler, rubber, whole punch etc, to avoid sharing resources</p> <p>Learners are to be encouraged not to touch their faces and use a tissue or elbow to cough or sneeze and use bins for tissue waste</p> <p>Doors and windows will be left open to aid ventilation where possible.</p>		<p>Staff or student repeatedly not following social distancing and/or handwashing to sent home Telephone call and email to parent or carer to advise that student will be unable to return to site</p>	
Travel to site – risk of virus spread	Staff and Learners	<p>Preferred method of travel is by car or on foot. All students / staff to wash hands on arrival at College before entering the classroom. Learning Support Worker (LSW) to carry out extra hand washing checks on those students arriving by public transport.</p> <p>Students should not arrive before 9:15 am (unless class start time is staggered eg. 9.00am) and must go to their designated classroom, rather than usual meeting room. Students</p>	3 x 3 = 9 (Medium)	<p>If used, single use face coverings to be disposed of using controls on arrival before entering the building/classroom - placed in plastic bag and tied, discard in waste bin. Refer to: WHO how to use face mask guidance. Multi-use face coverings to be stored in their belongings safely.</p>	2 x 3 = 6 (Medium)

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		<p>frequently arriving late may not be able to attend College.</p> <p>Taxi / car drivers at drop off and collection to remain in their vehicles. There will be no waiting in Reception area or mixing of bubbles. Staff will assist students arriving and departing by car.</p>		<p>Staff to report names of student's whose drivers do not remain in their vehicles to the Inclusive Learning Office, so families can be contacted.</p>	
PPE / Sanitiser / cleaning products not available	Staff and Learners	<p>Estates to ensure supply of PPE / cleaning products to be available at all times to staff in designated classrooms, when move students displaying symptoms to designated 'clean' room, carrying out personal care, and for use when accompanying students travelling home</p>	2 x 3 = 6 (Medium)	<p>Grab bag of cleaning supplies to be given to one LSW for each class, who will be responsible for keeping this with the group at all times.</p>	2 x 1 = 2 (Negligible)
Unclean classroom equipment & resources - spread and contamination of germs and viruses	Staff Learners	<p>At the end of each learning session staff and learners to wipe down and clean all working areas as appropriate with cleaning materials provided.</p> <p>Extend good hygiene practices including cleaning shared equipment e.g. ipads, keyboards, etc.</p>	3 x 3 = 9 (Medium)	<p>At the end of day Cleaning staff to thoroughly clean all surfaces - tables/work surfaces/door handles/ door plates/ 'mini' deep clean</p> <p>Bins will be reintroduced into classrooms and offices to allow for the safe disposal of cleaning materials.</p>	2 x 3 = 6 (Medium)

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Food, risk of virus spread / contamination	Learner	<p>The Parkshot café will remain closed until Monday 7 September. Learners to bring their own packed lunch to site prior to the reopening.</p> <p>Learners should take any purchased refreshments into their classroom.</p> <p>Code of conduct signed to ensure student only brings packed lunches on site until the café reopens.</p> <p>A hot lunch service will be available at Hillcroft.</p> <p>All to wash hands before and after eating</p> <p>Students to remain in their classrooms for breaks and lunchtimes to maintain classroom bubbles.</p>	2 x 1 = 2 (Negligible)	<p>Student to be sent home if does not bring a packed lunch or tries to leave site to buy refreshments</p> <p>Educated Palate and CH&Co risk assessments to be reviewed on a regular basis.</p>	2 x 1 = 2 (Negligible)
Student does not stay on-site during the day	Staff / Learners	<p>Staff to remind (Independent) students they must not leave the site during the day.</p> <p>Code of Conduct signed by all students / parents and carers</p>	2 x 1 = 2 (Negligible)	Student not permitted to return to site if they leave during the day /before end of the class / sessions	2 x 1 = 2 (Negligible)
Health and Wellbeing – Stress and anxiety	Staff Learners	Up-to-date communications with learners and staff based on Public Health England advice (to be issued by HR for staff and ALS Team for learners)	3 x 3 = 9 (Medium)	Student and staff to be directed to College support services and specific support for their own health and well being	3 x 3 = 6 (Medium)

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Staff vulnerability when assisting with Personal Care or Assisting with First Aid	Staff	Staff to wear PPE (disposable gloves, face coverings/visor and apron) when accompanying Learner to toilet or assisting with personal care or First Aid. Government guidelines to be followed of washing hands, before and after using the toilet. Staff to clean all door handles/ door plates after toilet use if touched	3 x 3 = 9 (Medium)	Staff /Learner not to attend site if they develop any of the symptoms identified by the NHS and government and if they are displaying any symptoms of coronavirus (COVID-19). All Staff and Learners self-isolate for 14 days – session cancelled for 14 days	2 x 3 = 6 (Medium)
Learner vulnerability / underlying health conditions	Learners	Staff to be aware of learners' underlying health problems recorded on Student Profiles and individual risk assessments. Staff to wear PPE (disposable gloves, face covering/visor and apron) when assisting student with health condition or medical needs eg. taking medicine	2 x 2 = 4 (Low)	Students with underlying health conditions not disclosed by parent / carer to be sent home and learner individual risk assessment to be revised	1 x 2 (Negligible)
Size / Availability of First Aid Room / First Aider	Staff & Learners	Use of alternative designated SEND classroom when 2 or more persons unable to social distance in First Aid Room due to room size SEND staff vulnerability of assisting student alongside First Aider and not able social distance to wear PPE (disposable gloves, face covering/visor and apron) when assisting student with First Aid	2 x 2 = 4 (Low)		2 x 2 = 4 (Low)

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Fire Evacuation – unable to social distance at College Muster point	Staff and Learners	<p>Evacuation procedures will remain in place, with staff and learners assembling at the muster point in the Old Deer Car Park. Social distancing to be maintained and face coverings to be worn if learners are using them (unless exempt). Fire Marshals at the muster point to remind staff and learners of these measures.</p> <p>Tutors to be familiar with clear building exit and re-entry points to enable smooth exit for wheelchair users and to ensure social distancing is maintained. Students to remain in class bubbles during an evacuation and maintain 2 metre distance.</p> <p>Staff to carry out Induction procedures with example trial evacuation / bell sounding in the classroom during first return to site session and when each new student(s) join</p>	2 x 2 = 4 (Low)	Staff to wear PPE (disposable gloves, face covering/visors and apron) when assisting student not exiting or social distancing during fire evacuation	2 x 2 = 4 (Low)

Risk rating.

L = Likelihood	(5)-Frequent; (4)-Probable; (3)-Occasional; (2)-Remote; (1)-Improbable
S = Severity	(5)-Fatal; (4)-Major; (3)-Serious; (2)-Minor; (1)-Low
R = Risk Rating	(LxS)-Likelihood x Severity
RR = Residual Risk Rating	Risk Rating following application of Additional Controls: 15 to 25 – Unacceptable and/or 10 to 14 – High (Remove hazard or consider re-deployment immediately); 6 to 9 – Medium (Adapt working practices and review in 2–4 weeks); 4 to 5 – Low (Review in 4–8 weeks); 1 to 3 – Negligible.

Scheduled date of next review	Are there any changes to the activity since the last review?	Signature of manager:	Date of review
24 09 2020 (or anytime as DfE guidance changes)	<i>Confirm that all the controls are still in place and are monitored on a regular basis.</i>	Gaynor Bray	

COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated, and any other comments and information

This Risk Assessment will be displayed on the wall of the classroom, and sent to each learner prior to attending a classroom-based course before September 7th 2020. Tutors to draw attention to the Risk Assessment at beginning of first session. By signing the learning agreement after enrolment, learners are accepting the control measures in this risk assessment, and are agreeing to comply. Any learners who do not follow the control measures in the assessment will be asked to leave.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

Attendance at College

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-children-and-young-people>

Returning to work/college

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

Hand hygiene

<https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf>

Cleaning

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Windows in corridors and ventilation

https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf

Controls declaration poster

<https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>

All classroom risk assessments shared with all staff via Sharepoint, and all-staff emails.