

Type of Risk	Coronavirus
Date of Risk Assessment	Updated September 2020

Hazard Potential hazards include:	Who might be involved?	Level of Risk L/M/H	Control measures
GENERAL RISKS FOR COLLEGE ATTENDANCE			
Risk that safety measures in place are either not followed or are insufficient to promote the appropriate level of safety in the College	Students, staff, visitors		<ol style="list-style-type: none"> Daily comprehensive covid safety audits to be carried out by members of the senior team. Any issues raised to be corrected immediately, and improvements to be discussed in the weekly covid committee meetings. Covid committee meetings are held weekly and attended by the SLT. Improvements and changes to covid safety measures / rules are discussed and implemented as appropriate in order to promote the safety of all members of the College community.
Risk of students, staff and visitors with symptoms coming into College	Students, staff, visitors		<ol style="list-style-type: none"> Clear instructions sent to staff, students and parents not to come into College if they are suffering from the following symptoms: <ul style="list-style-type: none"> High temperature A new, continuous cough Loss of, or change in, sense of smell or taste All students, staff and visitors to have their temperature checked via the touch-free scanning device in the main entrance (or via handheld device in the annexe buildings) on arrival. Individuals with a high temperature will be asked to return home, monitor their temperature and, if it persists, to treat the temperature as a symptom of covid and follow the appropriate procedure.

<p>Risk of students, staff and visitors in College being infected with coronavirus and spreading the infection to others.</p>	<p>Students, staff & visitors (parents, contractors etc)</p>		<ol style="list-style-type: none"> 3. Students, staff, parents and visitors to be informed of the covid safety rules, and to be informed of any change to these 4. Anyone developing symptoms to return home immediately and self-isolate for the appropriate period; assess if any others could be affected and send home if so. Medical room to be used to isolate suspected case if necessary 5. Students to receive regular reminders (including, but not only, via PT sessions) that they should not attend parties and gatherings outside of College due to the risk of infection.
<p>Risk of spreading in College</p>	<p>Students, staff, visitors</p>		<p>Cleaning, to be carried out or overseen by Sunny and Amela, reporting to NW:</p> <ol style="list-style-type: none"> 1. Thorough cleaning of whole building before return 2. Regular cleaning of all touch points, including door handles, hand rails etc during the day 3. Thorough cleaning at the end of each day 4. Antibacterial cleaning wipes available in every room in College, and students instructed to wipe down their desks before use at the beginning of lessons. <p>Hygiene:</p> <ol style="list-style-type: none"> 1. Students, staff and visitors instructed to wash hands on arrival and before leaving the College buildings (or use the hand sanitiser provided if unable to wash hands) 2. Hands to be sanitised when entering and leaving classrooms using the sanitiser provided 3. Hand sanitiser units available in each room and in entrances and communal areas the College buildings 4. Raise awareness verbally and by displaying appropriate signage of the catch it, bin it, kill it message for coughs, runny noses and sneezes <p>Social distancing:</p> <ol style="list-style-type: none"> 1. Larger classrooms to be allocated larger classes to allow as much space as possible and reduce the need for desk sharing 2. Clear instructions to students, staff, parents and visitors to keep as much distance as possible from others - ideally two metres 3. Caretaker to arrange desks with appropriate spacing, supervised by NW 4. Markers on floor around the teachers' desks to delineate their area, where teachers prefer this 5. Teachers to ensure students respect arrangements 6. Appropriate signage displayed throughout the College



			<p>Face coverings:</p> <ol style="list-style-type: none"> 1. Face coverings to be worn in specific confined areas / areas prone to congestion within the College building 2. Appropriate signage is displayed to remind students, staff and visitors of where face coverings should be worn 3. Staff to prompt students to wear face coverings as appropriate 4. Students / staff to wear face coverings when it is necessary for them to work closely with each other 5. Staff empowered to request that students wear face coverings in their lessons if they prefer this or when space means that social distancing is not possible <p>Ensuring covid safety rules are followed:</p> <ol style="list-style-type: none"> 1. Regular communications detailing the College's safety measures and rules to be sent to students, staff and parents 2. Staff teaching Period 1 lessons to read through the covid safety rules at the beginning of the lesson (prompt sheets are provided in every classroom to enable this) 3. Appropriate signage to be displayed throughout the College to remind student, staff, parents and visitors of the rules.
<p>Risk of students, staff and visitors bringing in / touching potentially contaminated items</p>	<p>Students and staff</p>		<ol style="list-style-type: none"> 1. Students and staff to be advised to avoid public transport where possible, and if using public transport to ensure they wear a face covering and that they wash (or at least) sanitise their hands after their journey and before entering the College. 2. Advise students and staff of what to bring in, to minimise unnecessary baggage and equipment 3. Reduce the need for sharing equipment – Staff to be provided with pencil cases containing their own supply of stationary items and students encouraged to bring in their own laptops 4. Where sharing equipment is unavoidable it should be cleaned before use – i.e. computer keyboards and mice, telephone handsets etc

Parents dropping off and picking up – risk of passing on infection by reduced social distancing – and risk of causing congestion	Parents and students		<ol style="list-style-type: none"> 1. Drop off to be in Brent Street, not coming up Lodge Road. Students can then walk in.
Risk of passing on infection by close contact in common areas	Students and staff		<ol style="list-style-type: none"> 1. One-way system is in place in corridors and staircases as far as possible, routes are marked with arrows. In Lodge House, main wooden stairs up, back metal stairs down. Top floor in Annexe to leave via Fire Exit stairs. 2. Where appropriate, mark out 2m spacing for any places where students are expected to queue to enter 3. Limited numbers of students permitted in certain areas (i.e. common room, etc) and for this to be enforced by regular checks by members of staff and appropriate signage. Similar limits for staff room. 4. Students to be told to leave congested areas and relocate either outside or to available classrooms for any breaks, so that appropriate distance can be maintained 5. Students to be discouraged from gathering in large groups, and this to be enforced by members of staff, communications (including, but not only, via PT sessions) and by displaying appropriate signage throughout the College
Risk of unnecessary close contact when entering / leaving classrooms	Students and staff		<ol style="list-style-type: none"> 1. Students to enter classrooms straight away at the beginning of lessons, rather than queueing and waiting to be allowed in 2. Science teachers to allow students straight into labs where they feel this is safe 3. Lessons on busy corridors to have staggered end times
Risk of passing on infection due to close contact in tests / exams	Students and staff		<ol style="list-style-type: none"> 1. Limit on numbers permitted in rooms used for tests and exams is in place. 2. Desks to be spaced based on at least 1m between students. 3. Teacher to allocate desks to students. 4. Bags and coats to be left in front of each desk, by the student's feet.

Risk of passing on infection with use of toilets during tests	Students		<ol style="list-style-type: none"> 1. Toilets: designate basement for boys and single unisex for girls – for use by students in hall. Students in library and room 38 – girls use first floor, boys use ground floor. 2. Close off individual urinals and basins where two are too close.
Risk of infection due to shortage of protective equipment	Students and staff		<ol style="list-style-type: none"> 1. Availability of hand sanitisers was increased before the start of the academic year by adding to existing stock and having dispensers in rooms being used for tests and at key points in College, like at the entrances. 2. In accordance with government guidelines, use of PPE not required as a matter of course and not encouraged, except in specific areas prone to congestion. 3. Staff and students who wish to wear masks or other PPE to be advised to supply their own. 4. Stock of gloves and masks is available from the Bursar’s office in case of need.
Risk of infection could increase with poor ventilation	Students and staff		<ol style="list-style-type: none"> 1. Windows and doors to be open at all times during College hours to ensure adequate ventilation. 2. Air con systems have recently been serviced; units in library, hall and room 10 to be operated for test/exam sessions. 3. Windows to be opened on both sides of Room 38 to allow flow of air through the building.
Risk of surfaces becoming contaminated during the day	Students and staff		<ol style="list-style-type: none"> 1. Cleaning of all rooms and common areas in use to take place at the start or end of each day. 2. Additional cleaning of all touch points, including door handles, hand rails etc throughout the day, together with toilets, desks, keyboards and phones as required 3. Students instructed to clean their work spaces in lessons using the antibacterial wipes provided
Exams: risk of students not maintaining social distance if doing two exams on the same day	Students		<ol style="list-style-type: none"> 1. Issue instructions about moving round the building and which rooms are available. 2. Allocate specific classrooms to specific students for them to use, so they can eat lunch etc while maintaining appropriate distance.
Risk to staff if they cannot maintain social distance	Staff		<ol style="list-style-type: none"> 1. Issue guidance to staff about maintaining 2m distance 2. Limit numbers using desks and computers in the staff room and rest not to be used 3. Only 1 individual allowed in photocopier room at any time

while carrying out tasks outside of the exam rooms			<ol style="list-style-type: none"> Staff toilets have separate cubicles; hand washing to be done in one basin only; staff may need to wait in corridor if toilet facilities get busy Use of kitchen facilities to be mindful of social distancing Limit on the number of staff permitted in staff rooms is in place
Risk to staff when attending meetings			<ol style="list-style-type: none"> Staff are given the option to attend meetings via Zoom or in person (only for limited numbers as dictated by the space)
Risk of students, parents and staff who travel to and return from countries with high levels of infection becoming infected with coronavirus and spreading the infection to others	Students, staff & visitors (parents, contractors etc)		<ol style="list-style-type: none"> All parents and students have been asked to notify the office of any recent travel to the affected countries, or any plans to travel to these countries in future. They have been warned of the dangers of doing so. All staff have been asked to notify the office of any recent travel to these countries, or any plans to travel to these countries in future. They have been warned of the dangers of doing so.
Risk of students, parents, staff and visitors being unaware of the symptoms of Coronavirus	Students, staff & visitors (parents, contractors etc)		<ol style="list-style-type: none"> Posters are displayed throughout the College explaining the symptoms of Coronavirus and giving clear advice as to what to do if you are suffering from these symptoms. Regular reminders communicated to students, staff and parents.
Risk to students, staff, parents and visitors may be increased if the College is unaware of changes to official advice about Coronavirus and / or changes to the virus itself or the way in which it is spread and treated.	Students, staff & visitors (parents, contractors etc)		<ol style="list-style-type: none"> In addition to the regular Coronavirus updates we receive from the ISA, our solicitors and our Health & Safety advisors, we actively monitor changes to advice via the DfE, NHS and UK Gov websites. Should there be changes to official advice etc, the Coronavirus posters, signage and this risk assessment will be updated accordingly. Staff are encouraged to bring any points or changes of which they become aware to the attention of SLT.

<p>Increased risk to those with weakened immune systems – these people are likely to be more susceptible to the virus and to be affected it by it more severely.</p>	<p>Students, staff & visitors (parents, contractors etc) Particularly pregnant women, older people, those with long-term conditions such as diabetes, cancer and chronic lung disease.</p>		<ol style="list-style-type: none"> 1. The measures in place, as described above are designed to protect all students, staff and visitors to the College, regardless of the current state of their health. 2. Staff wellbeing has also been considered, and staff have been encouraged to discuss any covid-associated concerns, anxiety either with their VP, HoD or with Geraldine Crehan, in-house psychotherapist, who has offered support for such cases.
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<p>Signed by Principal</p>	
<p>Name (please print)</p>	<p>Bernard Canetti</p>
<p>Date</p>	<p>September 2020</p>
<p>Signed by Bursar</p>	
<p>Name (please print)</p>	<p>Nick Webb</p>
<p>Date</p>	<p>September 2020</p>