

ALL STAFF ARE ENCOURAGED TO READ THE HSE GUIDANCE ON CORONAVIRUS
<https://www.gov.uk/coronavirus>

Risk Assessment for

Date

College reopening from September 2020.	13/05/2020. R 04/06/20 Reviewed 12/06/20 / 07/07/20 /15/09/20 / 22/09/20 27/09/20
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Assessed by

Signed by (HOD/Principal)

Review date – CONTINUAL UPDATE

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Notre Dame
CATHOLIC SIXTH FORM COLLEGE

have faith in your future

This Risk Assessment has been completed by the College Health & Safety committee in conjunction with a representative from the NEU and the NASUWT. Please note that this is a working document and subject to change in respect of information received from the Department for Education and Public Health England.

Background

The initial Risk Assessment was completed to accommodate a phased re-opening of the college response to the DfE phased wider re-opening of schools, colleges and nurseries from 1st June 2020. 'Secondary schools, sixth forms and colleges will also work towards the possibility of providing some face-to-face contact with young people in Year 10 and Year 12 to help them prepare for exams next year.

<https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries>

This Risk Assessment was completed in the 1st instance for the college to be opened to a limited number of students who were invited to attend a face-to-face with college staff. Students were sent an invite and they were given a specified time to attend. Students were not able to access the college site without a prior appointment.

The second stage of the re-opening was to provide some face-to-face contact with the current year 12.

Key Message

Guidance was issued on the 7th August stating that “ we are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas. We want all pupils and staff to be back in schools, and believe the conditions are right for this, but some people will understandably have worries that should be heard and addressed.

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

In relation to working in Schools, the ONS have suggested that staff in educational settings tend not to be at any greater risk than many other occupations.

<https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/causesofdeath/bulletins/coronaviruscovid19relateddeathsbyoccupati onenglandandwales/deathsregistereduptoandincloding20april2020>

It is important to note that the Risk Assessment is an evolving document and it being reviewed as and when information is available. In particular that Leeds and Yorkshire is currently a 'Hot Spot' for COVID -19 and that this may affect any opening of the college.

There are regular updates regarding local lockdown restrictions. When this affects Leeds, the RA will be updated with the new protocols.

<https://www.gov.uk/guidance/north-west-of-england-local-restrictions-what-you-can-and-cannot-do>

The guidance states that students should plan to return to college in September 2020. There are no restrictions on travelling for work.

Prior to any opening the College will ensure that all health and safety compliance checks have been undertaken before opening.

Before any staff member can enter the college site, they must have downloaded and read the Do's and Don't document. They must have successfully completed the Smartlog COVID-19 training.

Hazard	Who might be harmed and how?	Existing Controls in place	Risk Rating (H/M/L)	Further controls needed	Action by who and by when	New Risk Rating
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Contracting
Covid 19

Staff, Students,

Communication of Guidelines and Restrictions

- Communication to parents, students, staff, contractors is key. Clear communication for the process to access College site and all other guidance as listed above, will be given in advance via email, through Moodle and an updated section on the College website parent/carer section.
- The College will communicate early with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- Posters are in the areas that will be accessed by Staff and Students with the key information on how to Prevent Spread of Infection.
- Students and staff will receive a virtual briefing regarding expected behaviour prior to any attendance at college. Information will be on the Parent Portal and on the College Website.
- If there are any staff meetings, these will be held virtually to avoid staff gatherings.
- Governor meetings will still be held on site where the number of attendees can be accommodated in a socially distanced room. Provision will be made for Governors to attend remotely via Teams etc.
- Refreshments will take the form of pre-packaged materials and bottled water.
- Tables and chairs will be spaced out at least 2m apart and hand sanitiser will be provided within the room.
- Papers will be circulated at least 3 days in advance and people will be discouraged from tabling papers at the meeting.

- Students will be reminded of these regulations regularly whilst on college site through messages on the on-site screens and through staff communication
- Any student non-adherence to the guidance could result in exclusion
- Any staff non-adherence to the guidance could result in disciplinary.
- Catering facilities will be available. The industry works to a high regime of Health & Hygiene. However, additional supervision may be required at peak times. The catering manager has advised that all Chartwell's staff will be fully trained in the use of PPE and the enhanced regimes. The students eligible for FSM will continue to receive funding direct to their Bank accounts and they will be encouraged to use 'contactless payments'.
- A one way system will be put in place for accessing the hot servery and for the outside and downstairs shop.

Minimising Exposure

- If there are any members of staff who are concerned about returning to college due to Health reasons, the H&S advisor will conduct 1-1 Risk Assessment.

- If any member of the college becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>), which sets out that they must self-isolate for at least 10 days and should arrange to have a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) to see if they have coronavirus (COVID19). If they have tested positive whilst not experiencing any symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self- isolate for 14 days from when the symptomatic person first had symptoms.

- In the event of a confirmed case of Coronavirus, the college will contact Public Health England and offer support with any tracking and tracing.
- If a student presents themselves as unwell, they need to be at least 2metres away from anyone else. The College has designated an Isolation room as the small room next to the Principals office. Previously JF's office and St Monica's. If the student becomes unwell with symptoms of coronavirus while at college and needs direct personal care until they can return home and contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the

supervising member of staff/s. The college also recommends wearing of a visor in these circumstances.

- Within this room are antibacterial wipes and a bin. Any rooms, including toilets, which the student may have visited prior to presenting to isolation, will be disinfected immediately. The room will be closed and locked until a deep clean has been completed. Those staff will wear the appropriate PPE. Any waste in the bin will be bagged and disposed on. The waste bin will also then be disinfected.
- Staff and students will be advised of the Public Health England guidance including to immediately change clothes and shower when they return home to minimise the risk of transferring the virus.

Public Transport:

- A significant number of Notre Dame students use public transport. All parents/carers and young people will be made aware of recommendations on transport to and from education (including avoiding peak times), see

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

- As of the 15th June, everyone using public transport should use a face covering when on public transport
- This information will be sent to Staff. If there are concerns regarding staff traveling on Public Transport, they should discuss with their Hod.

<p>Classification of Close Contact</p>	<p>Students, Staff</p>	<p>In the event of a positive case, those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person. Close contact means:</p> <p><u>Direct Close contact</u> – face to face for any length of time within 1 meter. <u>Proximity Contact</u> – extended close contact within 1-2 meters for more than 15 mins. <u>Travel in a small car.</u></p>				
		<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Cleaning guidelines from the DfE will be followed, and have been issued to cleaning staff and followed by cleaning staff from late February. This has included extra cleaning using standard products such as detergents and/or bleach of frequently touches surfaces such as communal telephone sets, handrails, doors, door buttons, lifts, printers, IT Open Learning suite, library. These will be regularly cleaned throughout each day. All frequently touched surfaces will be cleaned at the end of every day • All desks should be kept clear of paper and work so that they can be sanitised. Any desks that re not kept unclear will not be cleaned. • There should be no sharing of equipment between staff and students. • We will issue sanitiser spray for each classroom/ IT suite area/library which teachers in classrooms can use. • Clear signs encouraging regular hand washing are around the college. • All staff and students have been told they must clean their hands more often than usual: both at 				

the entrance and exit of every college building using the hand sanitisers provided, ensuring that all parts of the hands are covered or washing hands thoroughly for 20 seconds with running water and soap and dry them thoroughly

- Sanitiser hand gel is in all staff and visitor toilets.
- Table, desks and chairs will be positioned to ensure that social distancing can be maintained. Under NO circumstances should these be moved.

Site Management

- The College will not receive any visitors to the College unless by agreed appointment by the Principal. Information about this will be on the website.
- Any scheduled visitor must ring the college from outside in order to be admitted to the college main entrance, under no circumstances must they enter the building until authorised to do so.
- There will be signage on the main entrance perimeter fence and the main door with instructions for visitors.
- College Royal mail post will be left outside as it is currently.
- 'The majority of staff in educational settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including': First Aid and Cleaning.

- Staff are advised that Kettles, Microwaves and fridges can be used, but that they should be cleaned before and after each use.
- Any crockery that is used by staff must be placed in the dishwasher immediately after use and must not be placed on work surfaces or in sinks

Classroom Management

- The College will implement a strict one-way system around the college site and for each college building. Consideration will be given to possible bottle necks.
- The College will minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout, Study areas). Students and staff will be encouraged to always 'keep left' around the college.
- There will be a fixed lunch break on Monday and Friday.
- A temporary timetable will be created to minimise the number of students moving around college.
- Students who do not have afternoon lessons will be told to leave site as soon as the lesson ends and not to come into college until their 1st lesson.
- Any classroom that has an external fire exit or door should use this as a means of entry/exit to follow a one-way system through the classroom for that taught class only

- The College will ensure as far as possible, that toilets do not become crowded by limiting the number of students who use the toilet facilities at one time.
- No assemblies will take place and instead communication will be given remotely.
- Where possible the H&S Officer will advise which internal doors can be propped open to limit use of door handles and aid ventilation.
- Following the Implementing Protective Measures information, the College will provide a working timetable which follows the guidance.
- The Cleaning Manager/Estates Manager will ensure orders for proportionate supplies of soap, anti-bacterial gel and cleaning products are placed and all College areas are kept re-filled.
- Social distance regimes will be in place in all study areas.
- Additional private study areas will be provided in the main hall and Sports Hall.
- If possible and appropriate, ND + will continue, but using alternative resources i.e recommending Videos etc.

Office accessibility

- Staff offices will only be accessible to those who work in those offices.

- Students and staff will be advised to email in the first instance, they must not visit any office across the college unless authorised to do so. Only upon advice from the staff member contacted should a student personally visit any office.
- The use of the staffroom should be minimised. Minimise contact with other people, hand washing, using equipment.

Subjects with a Practical element

- Any subject which includes a practical element must follow the guidance above. If possible, practical elements should be planned for a late in to the year as possible. However, where this is not possible, resources must be cleaned frequently and meticulously and always between classes or rotated to allow them to be left out of reach for 48 hours (72 for plastics) to be re-us,
- Each subject will need to review their individual subject risk assessment in light of all the DfE guidelines. Advice from H&S Officer will be available to support HoDs in the preparation of this for teaching in September. This must be completed prior to any class teaching.
- There remains a restriction on all UK and Overseas residential trips. Day trips within the UK are allowed, but with additional guidance.

<p>Potential Outbreak within college</p>	<p>Staff, Students</p>	<p><u>Engaging with Track and Trace</u></p> <ul style="list-style-type: none"> As part of Track and Trace, the college will ask Staff and Students to inform them immediately of the results of the test. In the event of a positive test, the Local Protection Team will work with the college to guide them through any actions that need to be taken. The Health Protection team will provide definitive advice on who must be sent home. <p>Further Guidance can be found in Section 7 of https://.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <ul style="list-style-type: none"> A limited number of home testing kits will be available in college. These will be issued to students who would not be able to access a test. 				
<p>Accessing Official Guidance</p>	<p>Students</p>	<p>The new dedicated advice service for nurseries, schools and colleges has been launched. The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).</p> <p>This new service has been introduced by Public Health England (PHE) and is delivered by the NHS Business Services Authority, working to agreed PHE and DfE guidance. It can be reached by calling the DfE's existing coronavirus helpline number on 0800 046 8687, and selecting option 1. This option will take you through to the dedicated team of advisors who will inform you what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for</p>				

		<p>referring more complex cases, as necessary, following a triaging of your circumstances during the call.</p> <p>The advice service will be open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays.</p>				
Test Centres	Staff, Students	<p>Drive through testing</p> <p>When attending a site for testing, please stay in your car with your windows closed and follow instructions from site staff.</p> <p>A mobile unit travels around the region so that you can be tested close to your home. If the unit is not near you at the time you need to be tested, you should attend the regional testing centre at Temple Green or order a home testing kit.</p> <p>Walk-through testing</p> <p>If you don't have a car, there are two walk-through testing sites for people living or working within walking distance. The sites are at Bridge Community Church (Rider Street, in the LS9 7BQ postcode area of Leeds) and at the Gryphon Sports Centre (University of Leeds campus, Woodsley Road, LS2 9LZ). The Gryphon walk-through testing centre is open seven days a week from 8am until 8pm, the Bridge Community Church walk-through testing centre is open Monday to Saturday from 8am until 8pm.</p> <p>To use the walk-through testing sites it is best to have a pre-booked appointment. Please read the information leaflet to find out more.</p>				

		<ul style="list-style-type: none"> This easy read summary leaflet explains how you can book an appointment at the walk-through community testing centre. Please watch this video to find out what you need to do before your appointment and what will happen when you arrive for your test. <p>To use the walk-through testing sites it is best to have a pre-booked appointment which can be done through the NHS website or by ringing 119. To help keep the spread of infection down, you should book a test if you have symptoms of COVID-19 and should self-isolate for 10 days only leaving your house for medical tests or emergencies.</p>				
Symptomatic	Staff	<p>An additional venue for testing has opened at the Mandela Centre, Chapeltown Road Leeds West Yorkshire LS7 3HY, Monday to Friday 9am-3:15pm, but with limited availability. This site is available only for symptomatic key workers or their immediate families. As this site has been set-up by Leeds City Council, it is not available to book on the national system. If you are a key worker and do attend the Mandela Centre, please be aware that there may be a queue and wait time. Please remember to socially distance, and wear a face mask.</p>				
Enhanced Risk Factors	Staff	<p><u>Extremely Clinically Vulnerable, Vulnerable and risk characteristics.</u></p> <ul style="list-style-type: none"> Shielding measures have been paused from the 1st August and therefore, the advice is that those who are clinically extremely vulnerable and vulnerable can return to school in September 2020 provided that the systems of control outlined in this document are implemented. 				

		<ul style="list-style-type: none"> This is in place for all staff who may be more susceptible due to characteristics such as Age, Gender, Ethnicity. 				
Chapel Useage	Staff and Students	A discussion has been held between CH, AKS, LC and Fr Marc regarding the use of the Chapel. All details have been recorded and kept with CH. Any usage of the Chapel must be checked with AKS. Prayer Space for other denominations				
Staff Wellbeing		The college will ensure that staff are supported through the Pandemic and that they are encouraged to access the resources through Health Assured. The H&S team are considering options for staff wellbeing surveys.				
Sport Activities		A return to Sporting Activities have been sanctioned by the Dfe in line with guidance from the Sport Regulation Boards. Risk Assessments will be completed to be COVID appropriate. Students engaging with Sport will need parental consent to take part. As of the 22 nd September, Sport was removed from the list of approved activities, however, Sport for Under 18's remains the same.				
Local Lockdown Protocols		The college has an operational procedure document in the event that Leeds is placed under local restrictions; 'ND Initial Tier Response'.				
Dealing with Positive Test	Student	A protocol for responding to a student positive test in place. In the 1 st instance, SJ and LC should be notified.				

Face Coverings	Students, Staff	As of Monday 28 th September 2020, all staff and students must wear face coverings when moving around the college. This includes corridors, upper and lower study areas, refectory, food outlets and IT Floor. The coverings can be removed when seated in classrooms, the Library and the Main hall study area.				
Social Distancing	Staff & Students	As from Monday 28 th September, staff and students must engage with the rule of 6. There should be no more than 6 individuals grouped together and they must be at least 6 feet from other individuals.				

Other comments/questions

There is a growing concern regarding BAME students and Staff and this is being closely monitored. As information emerges, this will be forwarded to staff.

The IT floor has been measured and appropriate seats have been identified. Any usage of the IT Floor will be monitored. IT Staff should wear gloves when using shared materials to minimise transmission. The Library and its materials are available and the students will be advised on how they can use it. Any books returned must be placed in a holding area for at least 3 days before being placed back on to the shelves.

The current advice from the HSE regarding the use of Air Conditioning Units is that, if the units circulate air between rooms they should not be used. However, our units are stand alone and can be used. The units are regularly serviced and there have been no reports of faults.

The situation is being closely monitored and the Risk Assessment will reflect this as is appropriate.