

## Combined Risk Assessment Return to operations - Covid 19

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Coronavirus Risk Assessment for Education					
Location/Dept: South Gloucestershire and Stroud College Group- SGS BERKELY GREEN UTC			Assessed by:		
Task/Activity: Coronavirus mitigation – School reopening in March 2021			Reference Number:		
Five stage sequential approach to risk estimation and management	1 Elimination - Stop the activity that is not considered essential if there are risks.	2 Substitution - Replace the activity with another that reduces the risks. Careful not to introduce new hazards	3 Engineering controls - Design measures that help control or mitigate risk.	3 Administrative controls - Identify and implement procedures to improve safety, e.g. floor markings or signage.	5 PPE - Used in circumstances where the guidance says it is required.

Task	Hazard/Risk	Persons at risk	General guidance and controls	0	Controls in place	Severity (1-5)	Likelihood (1-5)	total
			SGS Group/Council/Gov guidance	UTC				
				Overview of opening situation	The school is reopening on the 8th of March following the national lockdown. The school has been open throughout for vulnerable students and children of key workers. Number of pupils on site each day will return to normal over a phased period.	3	2	6
Operation of school for vulnerable learners only.	Transmission of Coronavirus.	Students Staff Parents Visitors		All students returning to site.	Following initial phased return and testing Students will return to Key stage bubbles either on the ground floor or upper floors of the UTC building. Meals will be taken in the Cyber café area or within the Riverside restaurant. Staff will be permitted to work in the open ground floor study area at individual tables with social distancing maintained at all times.			6
Estates Health & Safety	Accident or illness caused by issue arising from prolonged closure of school buildings.	Students Staff Parents Visitors	Ensure all normal health & safety checks, inspections and maintenance are up to date. Consider flushing of water systems if left unused. Discussions with insurer to determine further requirements.(SGS AT Group action)	3 yrs. old	Building has been in continuous use with weekly flushing of water systems.	3	2	6
			Ventilation and other HVAC systems	HVAC systems in place including filters.	HVAC system fully disinfected in April and September. Windows used to naturally ventilate Study area. Wc's extract only no windows. Classrooms have stand alone ventilation systems fresh air only.	3	1	3
<b>Deciding who attends the school</b>								
	Transmission of Coronavirus due to lack of space for social distancing	Students Staff	All pupils to return. Usage of COVID 19 Return to Work form with staff. Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment.	All pupils to return from	All students have been informed of plans and are aware whether they can attend the school and on which days and times.	3	1	3
	Increased risk of Coronavirus from students for staff that have undertaken foreign travel	Students Staff Parents Visitors	Monitor foreign travel and risk assess based on prevailing guidance. Following quarantine guidance and monitor for regular updates.		Pupils, staff and families will be expected to follow UK government advice on quarantine following any permitted foreign travel.	3	1	3
	Transmission of Coronavirus to those most at risk.	Students Staff Parents Visitors	Vulnerable employees and students (clinically vulnerable to Coronavirus) identified and a vulnerable persons risk assessment carried out. Consider other risk factors - age, obesity, pregnancy and ethnicity. New and expectant mothers risk assessment completed, if required.		Vulnerable staff and learners have been identified and a Vulnerable Persons Risk Assessment carried out. The Extremely Clinically vulnerable are required to continue to self isolate until 31st March 2021 when the situation will be reviewed.	3	1	3
External bodies using areas of school buildings during term time.	Transmission of Coronavirus due to lack of space for social distancing and introducing person outside the normal school bubble.	Students Staff Parents Visitors	To limit numbers of any visitors into the school. If a body has a legal right to be using space within the school it may not be possible to stop their access and this will need to be negotiated and mitigated locally	There will be no shared use of any area of the UTC other than the reception area shared with JHEH. UTC students will use the JHEH building.	Students will utilise classrooms in the UTC as timetables require. Some cross over with bubbles and JHEH users in the reception area, but contacts will be kept to a minimum with social distancing. Arrivals will avoid school movement times.	3	2	6
<b>Travelling to school.</b>								
Being on the bus travelling to and from the school site.	Transmission of Coronavirus due to lack of space for social distancing	Students Bus drivers	Liaison with bus providers who will govern of operation and social distancing on their transport. Established arrangements are in place between the school and transport companies	Applegates and Stagecoach	Buses to run as normal. Applegates and Stagecoach will put in place their own arrangements in respect of CV19 mitigation. Pupils will be encouraged to sit within their bubbles, but some mixing may occur. The wearing of masks on all buses required. The first carpark adjacent to the gatehouse will be closed to parking and be reserved for drop off and pick up only to aid social distancing.	3	2	6



Access to first aid	Inadequate first aid cover if limited staff on site.	Learners Staff Contractors Visitors	Access number of staff and learners and required first aid cover, based on normal ratios for the school.		1 first aider per 50 staff and students to be maintained as a minimum ratio. FA will provide cover as required.	3	1	6
Protection of first aiders	Cross contamination and ensuring social distancing		Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted: - Washing hands or using hand sanitiser, before and after treating injured person; - Wear gloves or cover hands when dealing with open wounds; - If CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; - If CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. - Dispose of all waste safely.(See disposal of waste below) Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 13 days.	Ground floor first aid room	Meeting room to be used for people showing C-19 symptoms. Doors to be kept open whilst waiting for collection. Room to be deep cleaned when vacant again. FA room retained for non-C19 incidents.	3	2	6
Suspected or confirmed case of CV at the school.	Transmission of Coronavirus	Learners Staff Contractors Visitors	If an employee, learner or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point. Decontamination – following advice/guidance from the Health Protection Team.		All staff and learners to be aware of procedures to be followed. Pupils to be isolated in Multi Faith room until can be collected by a parent. Teacher to support from outside of room.	3	2	3
			Following any person who has been within the building confirming a positive test, all surfaces that the person has come into significant contact with must be cleaned, including: -All surfaces and objects which are visibly contaminated with body fluids; -All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. -Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected -If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.	Interserve are cleaning provider.	Head to ascertain potential locations that the person has been in and advise Interserve supervisor who will carry out a clean according to set Procedures. Cleaning will be focused on whole bubbles for students. Where teaching staff are effected consideration will be given to their timetables and movements.	3	2	3
			Refer to separate children with (EHC) Plan's in place risk assessments.	6 EHCP's as at opening, to be reviewed with potential changes in coming weeks.	All EHCP's have been reviewed in line with guidance.	3	2	6
			Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.		All first aid staff made aware.	3	2	6
<b>Access to catering provision</b>								
Food for students and staff	Inadequate food and drink provision for welfare of students and staff.	Students Staff	Staff advised to bring only food to work.	Contractor Aramark	Aramark will have normally service in place for reopening. They will put in place their own CV mitigation measures to protect staff and pupils.	3	1	3
Queuing and eating areas	Transmission of Coronavirus due to lack of space for social distancing	Students Staff	2m separation at all times. Staggered break times. Lunch and breaks staggered to minimise social gatherings for pupils and staff. Halls, dining areas are used with half normal capacities.	Use of cyber café tables and Riverside Restaurant	Yr. 10 and 11 to take meals in the cyber café. Yr. 12 and 13 to use Riverside restaurant in a sectioned off area. Students will eat packed lunches or Aramark meals sat as far apart as is possible. Mealtimes for one bubble will be in the cyber café and for the other in the Riverside restaurant.	3	2	3
Staff handling and preparing food	Cross contamination	Students Staff	Limited risk due to high food hygiene standards.	In place	Aramark will have normal food standards in place.	3	2	6
Money and student pay cards.		Students Staff Catering Contractors	Contactless payments only. No cash.	In place	Aramark will have normal food standards in place.	3	2	6
<b>Classrooms</b>								
Use of classrooms	Transmission of Coronavirus due to lack of space for social distancing.	Students Staff	Reduce number of rooms in use to ease cleaning. Use of single open space to enable cleaning to be concentrated on one area. Consider usage of outdoor spaces for teaching and learning to limit chance of transmission.		All classrooms will be in use. Each classroom will only be used by one bubble. Students will move between classrooms as required by their setting. Students will be required to wash their hands every time they move between classrooms. Disinfectant wipes to be in each classrooms for wipe down between uses and for students to wipe their hands.	3	2	6
Access and egress	Transmission of Coronavirus due to lack of space for social distancing.		2m separation at all times. Use of one way system if possible.		Students will maintain as much social distance as possible when queuing to enter and leave a classroom. Doors should be opened by the teacher at the beginning and end of each lesson to limit student contact with doors surfaces. Classroom doors cannot be left wedged open as they are likely to be fire doors.	3	2	6
Pupil locations during lessons	Transmission of Coronavirus due to lack of space for social distancing.		Class sizes reduced in order to ensure 2m spacing is achievable. (Alternative that tutor classes are treated as a single "family" group for all activities) EW – social distancing one metre apart whilst seated at desks (where possible, otherwise - as far apart as possible) Space audit conducted in order to evaluate the splitting of class sizes in half (no more than 15) with desks space as far apart as possible and unnecessary items/furniture removed.		Where possible all desks in classrooms will be forward facing and spaced as far apart as the room allows. Where this is not possible face to face seating will be avoided where possible.	3	2	6

Teacher locations during lessons	Transmission of Coronavirus due to lack of space for social distancing		Ensure teaching locations are 2m from the nearest pupil. Screens maybe required in some spaces.		Teacher location to be at the front of each classroom not directly facing students. Additional rules to apply in computer rooms see below.	3	2	6
Teaching activity	Transmission of Coronavirus due to lack of space for social distancing and/or cross contamination		No work to be handed in on paper, electronic only. No activities involving shared equipment without thorough sanitization between use. Items such as headphones and microphones not to be shared and to taken home with learners. The usage of play/gym/sports equipment is supervised and cleaned between different cohort groups and never used by mixed cohort groups at the same time.		Normal teaching activities to be undertaken.	3	2	6
<b>Specialist teaching areas and activities</b>								
Computer rooms	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles. Maintain as much social distancing as the rooms allow without major alterations or additions.		Students will wipe down desk and keyboard surfaces with wipes after each use. Computers to be wiped down by cleaning staff at the end of each day. Teachers to minimise any time spent within 1m of pupils. Layouts mean some face to face computer locations are unavoidable.	3	2	6
Science labs	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.		Labs will be designated by key stage so that each has access to appropriate specialist facilities.	3	1	3
Engineering and workshop areas.	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.	3	1	3
Sports halls and sports equipment	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.	3	1	3
Movement Rooms	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.		N/a	3	1	3
Food tech	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.		N/a	3	1	3
Educational visits	Increased risk of transmission of Coronavirus due groups mixing with others outside the school environment.		No overnight UK or overseas educational visits. Non-overnight domestic educational visits permitted subject to additional risk assessment. Only essential visits to be undertaken and use made of external areas in the community.	<b>Details of any planned visits recorded here.</b>	No overnight UK or overseas educational visits. Non-overnight domestic educational visits permitted subject to additional risk assessment. Only essential visits to be undertaken and use made of external areas in the community. To be reviewed in line with the Government reopening roadmap.	3	2	6
<b>Staff areas</b>								
Use of office areas	Transmission of Coronavirus due to lack of space for social distancing		Use to be minimised and staggered where possible. Although enough rooms and time to be available for required breaks.	Various office location throughout school no single staff room.	Use of office areas to be minimised and as much social distancing as the space allows.	3	1	3
Use of staff rooms	Transmission of Coronavirus due to lack of space for social distancing		Use to be minimised and staggered where possible. Although enough rooms and time to be available for required breaks.	Various office location throughout school no single staff room.	Use to be minimised and staggered where possible. Although enough rooms and time to be available for required breaks.	3	1	3
Staff meeting rooms	Transmission of Coronavirus due to lack of space for social distancing		Use to be minimised and staggered where possible. Although enough rooms and time to be available for required breaks.	Conference room	Use for face to face meeting not to be minimised and as much social distancing as space permits.	3	1	3
<b>End of the school day</b>								
Pupils leaving buildings	Social groups and enforcing social distancing.		Staff to over see exit form buildings and ensure single file movement to transport.		Students will be required to use face masks at all times. Use of external games area for pupils to socially distance whilst awaiting transport. Over seen by member of staff. Gates wiped and locked by FA after all pupils have left.	3	1	3
Cleaning	Cross contamination from one day to the next		Extended/amended hours to ensure cleaning can take place.	Interserve	2 cleaning staff from 7am to 3pm with through cleans conducted before students arrive and after they leave. Cleaning activities will focus to touch points, including doors and staircases with particular attention given to the reception area where there will be cross over of bubbles.	3	1	3
<b>School plan</b>								
One way routes				No plan required	Corridors are wide enough for a "keep left" approach to limit social contact. Potential one way system to improve social distancing to be reviewed during opening week.	3	2	0
Classrooms to be used.				No plan required	All classrooms will be in use.	3	2	6
<b>Communication</b>								
Communicating with students and staff.	Adverse impact on mental health due to concerns over Coronavirus and lack of information.	Staff Learners Parents	Regular family contact to ensure that those children from families with symptoms do not attend school. Close liaison between families regarding symptoms, the college/school will not monitor temperatures.		Regular briefings to parents.	3	2	6
			Specific site signage for prepared for - WC Open way system		New signage in place where required. Limited where possible in favour of daily briefings which provide flexibility to enforce certain messages.	3	1	3

			Refer to and ensure all staff are aware of its contents and new protocols.		Staff are kept up-to-date with daily communications as required and weekly whole staff briefings. There are additional meetings held via TEAMS and in person on site to review the week ahead and discuss issues arising with children.	3	1	3
			Staying COVID-19 Secure in 2020 poster in place at reception.		Placed in reception.			0
Track & trace and testing								
Track and Trace	Ensure transmission of Coronavirus is controlled by identifying those at risk of potential transmission.		To actively engage with the NHS Track and Trace system.		All registers and records of those on site during any day will be readily available to be sent to NHS track and trace. This will include a method of contact. In particular any close contact between pupils or staff from outside of their bubbles to be recorded.			
Testing			Anyone suspecting they may have covid will be directed to the Gov website symptoms checker to determine if they require a test or to self isolate.					
Lateral Flow Testing			LFT will be available to all staff and pupils returning to school as soon as possible, with 3 tests completed within the first 2 weeks. All testing is voluntary.	Challenge Arena and U005	Mass testing will take place in Challenge Arena during the first two weeks of term to then be replaced with home testing. U005 will continue to operate to provide testing or those who cannot test as home if required. The facility has been set up in compliance with PHE and DfE guidance and all staff and volunteers have been trained accordingly.			
Other tasks								
Cleaning operations	Transmission of Coronavirus due to inadequate cleaning regime		Clean and disinfect frequently touched objects and surfaces.	Interserve	To be undertaken by Interserve. 2 cleaning staff form 7am to 3pm with through cleans conducted before students arrive and after they leave site	3	2	6
			Clean School building(s) on a daily basis, including frequently touched surfaces (rallings, tables, sports equipment, door and window handles, toys, teaching and learning aids).	Interserve	To be undertaken by Interserve	3	1	3
			Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist.	Interserve	To be undertaken by Interserve	3	1	3
			Hand-contact points cleaned daily/where practicable.	Interserve	To be undertaken by Interserve	3	1	3
Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	Transmission of Coronavirus		All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	Reception dealing with post.	Ensure regular hand sanitisation.	3	1	3
			Catering staff to maintain good hygiene in line with guidelines and HACCP.	Aramark	Not applicable	3	1	3
			Posters promoting good hand hygiene displayed in food areas.			3	1	3
Disposal of waste that may be contaminated by a coronavirus sufferer	Transmission of Coronavirus	Learners Staff Contractors Visitors	All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.	Interserve	Interserve to deal with all waste.	3	1	3
			Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.		Follow guidance from HPT	3	2	6
General prevention of Transmission	Transmission of Coronavirus	Learners Staff Contractors Visitors	Basic infection controls should be followed as recommended by the government: Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. - Put used tissues in the bin straight away. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Do not touch your eyes, nose or mouth if your hands are not clean.		Will ensure staff and students will follow all guidance.	3	2	6
			Hand sanitiser to be available at key points through buildings, entrances and exits of buildings, near food outlets and toilets (if appropriate).		At reception.	3	2	6
			Undertake the Ellis Whittam COVID-19 Daily Management Checklist.		To be produced by Estates for each setting	3	1	3
			Undertake the Ellis Whittam COVID-19 Contractor Checklist – inviting contractors on site.		To be produced by Estates for each setting	3	1	3
Use of PPE	Ensuring proper use of PPE if required as a final line of defence.		Adequate supplies of facemasks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care – if 2m cannot be maintained.		PPE will be provided for students who become unwell at school and need direct personal care – if 2m cannot be maintained.	3	1	3

### Risk/Priority Indicator

Severity (Consequence)	
1. Negligible (delay only)	
2. Slight (minor injury/damage/interruption)	
3. Moderate (lost time injury, illness, damage, lost business)	
3. High (major injury/damage, lost time business interruption,	
5. Very High (fatality/business closure)	

Likelihood	
1. Improbable/very unlikely	
2. Unlikely	
3. Even chance/may happen	
3. Likely	
5. Almost certain/imminent	

RISK/PRIORITY INDICATOR MATRIX				
LIKELIHOOD	5	15	20	
	3	12	16	
	3	9	12	
	2	6	8	
	1	3	3	
	3		3	

Summary	
Dec-25	
06-Nov	
01-May	

### Daily Monitoring

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government		[NAME]	
Reviewed and updated the risk assessment to incorporate any		[NAME]	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant		[NAME]	

Identified and implemented the (new) recommended control		[NAME]	
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