



Launceston College

Part of the Launceston College Multi Academy Trust

Date of initial completion: 26/08/20 Latest update: 06/09/2021

Completed by: Jenn Burn (Principal) and Darren Crockford (Launceston MAT estates manager)

Launceston College Covid-19 Risk Assessment Spring term 2022

- This Risk Assessment was been updated for the return to College from 4 January 2022.
- People at risk: Staff, Students, Visitors and Contractors
- It is a live document and will be reviewed weekly and following the publication of the latest Government Covid-19 guidance
- It is based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings.
- This risk assessment should be read alongside Launceston College Covid-19 outbreak management checklist and the latest government guidance: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>
- Further relevant COVID information is available on the College website <https://www.launceston-college.cornwall.sch.uk/covid-19/>

Any suspected or confirmed outbreak of COVID-19 must be reported to the local **Public Health England (PHE) Health Protection team** via phnotifications@cornwall.gov.uk Telephone 01872 323583 and should also be reported to the **DfE Helpline on 0800 046 8687 (select Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others as part of the outbreak management plan.

Significant Hazard Section	Control measures in place
----------------------------	---------------------------

Movement of persons around the school	
Overcrowding in classrooms and corridors.	<ul style="list-style-type: none"> • One way system of student movement in and out of each Faculty area and main building. • Facemasks worn by staff and students in classrooms and crowded communal areas • Canteen rota to minimise queuing and year group mixing at break and lunch.
Increased mixing during breaks and lunchtimes.	<ul style="list-style-type: none"> • Students reminded to wash hands before and after breaks/eating and encouraged to carry their own hand sanitiser. • Canteen rota to prevent year groups mixing. Rota on website. • Face masks for staff, students and visitors in classrooms and crowded communal indoor areas (unless individuals are exempt.) • Designated social areas and toilets for Year7/8 and for Year 9/10/11 before school and at break and lunch.
Premises related matters	
Changes to building use being safe for pupils & staff	<ul style="list-style-type: none"> • Updated evacuation policy • Unnecessary furniture removed from classrooms • Continued monitoring of Risk Assessments and policy's as new guidance becomes available or changes occur
First Aid procedures	<ul style="list-style-type: none"> • Review First Aid risk assessment • College First Aider on site at all times • Isolation area for suspected cases of COVID 19
Fire Procedures	<ul style="list-style-type: none"> • Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. • 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. • Review where required fire evacuation routes and assembly points to ensure that space is utilised effectively.
Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> • COVID section of website regularly reviewed and updated • All staff to complete COVID-19 smartlog training • Risk assessment document dynamic • Operating guidance shared with staff and parents/students at the start of term. • Staff to be made aware of when PPE should be used and procedure in the event of a suspected case

	<ul style="list-style-type: none"> • Regular briefings made via email to update staff with any information or changes being made. • School leaders must monitor arrangements throughout the day and make remedial actions where needed. • Ensure there are opportunities for all employees to raise concerns / make suggestions.
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<ul style="list-style-type: none"> • Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). • If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.
Staff rooms and offices to comply with current guidance and safe working practice	<ul style="list-style-type: none"> • All whole staff briefings and meetings to be in well ventilated areas with spaced seating and facemasks. • Chairperson of smaller group meetings to ensure adequate ventilation, facemasks and when possible social distancing. • Allocated staff room and toilet/handwashing facilities for staff • Staff to bring their own food and utensils to avoid communal use • Anti-bacterial wipes available on request from the site team for staff to wipe down any shared desks during the day • Staff to inform site team if adjustments are required to work areas/classrooms – removing unnecessary furniture, moving desks in rooms, door wedges, window/blind maintenance, thermometers, ventilation
Ventilation to reduce spread	<ul style="list-style-type: none"> • Windows open wherever possible to produce air flow • Windows must be opened at all times in teaching spaces where possible • Corridor and classroom doors propped open where practical to maximise airflow and minimise contact with hands • Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Ventilation to chemical stores should remain operational • Staff and students advised to wear additional layers of clothing to compensate for increased ventilation during colder weather. Staff advised to inform their line manager if they have concerns about the temperature in any classroom/work area and to use their personal judgement to sensibly manage the balance of temperature and ventilation.
Management of waste	<ul style="list-style-type: none"> • Ensure bins for tissues are emptied regularly • Follow guidance on disposal of waste (such as used fluid resistant masks) 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#how-should-ppe-and-face-coverings-be-disposed-of
Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> • Remove unnecessary items from teaching spaces wherever possible • Daily and weekly cleaning rota • Toilets cleaned throughout the day • Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting, including enhanced cleaning of the areas they have been. 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
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> • Students and parents to be informed that they will need to bring all equipment with them and advised not to share. • Any resources shared will have to be cleaned after use. Staff and students to wash/sanitise hands before or after using shared resources. • Sanitiser to be available at entrance to IT rooms, wipes provided for cleaning after use • Staff cards for photocopiers. Handwashing signs at print hubs. • Teaching staff to follow current COVID safe procedures regarding marking books
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<ul style="list-style-type: none"> • Cleaners present on site during school day to wipe down appropriately • Full cleaning team on site to clean all teaching areas at the end of the school day. • Cleaning products being used are suitable and adequate supplies of cleaning materials are available. See 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 and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> • Allocated student toilets and handwashing facilities across site • Staff access to dedicated staff toilets available across site. • Hand sanitiser dispensers available around site where appropriate
Additional time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> • Staff and students to be directed to wash hands at the start of each day and between each session/lunch/break where possible • Mobile sanitising stations visible as prompt when entering key areas of the site
Handwashing practice with children	<ul style="list-style-type: none"> • Signs in all toilet areas https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf • Students briefed fully via tutors and Assemblies, regular reminders in College and in communication with parents
Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> • Discussion with suppliers and contractors to ensure sufficient supplies and deliveries. • Regular use of appropriate cleaning products. • Review COSHH assessments and implement additional controls required where there are any change in products.
Toilets being overcrowded	<ul style="list-style-type: none"> • During lessons only one student per class to leave (if needed) to use the toilet • Toilets designated for certain years groups at break and lunch.
Staff related issues	

Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	<ul style="list-style-type: none"> • Guidance, risk assessment and checklists provided by LA and access to support via LA • Schools DfE Helpline and resources • Smartlog training • Individual staff RA offered to all staff – reviewed by LM on request in response to ongoing changes • Unions consulted regularly • Staff encouraged to feedback concerns to Principal directly or via their LM
Insufficient staff capacity - shortage of teachers to maintain staff to pupil ratios	<ul style="list-style-type: none"> • Staff availability is currently sufficient for expected student numbers – monitored daily. • Cover supervisor capacity under regular review -additional recruitment as required.
Anxiety levels of staff and community causing breakdown in staffing ratios.	<ul style="list-style-type: none"> • Timely communication to staff and parents of COVID plans, including safety measures and any necessary updates in response to ongoing changes locally and nationally. • Operating guidance shared with staff, students and parents and regularly reviewed • Individual staff RA available with staff reminded regularly to revisit and update • If appropriate, seek GP or occupational health advice • Leadership very aware of the importance of staff wellbeing – dedicated wellbeing section for available staff on Trust website • Staff surveys to include timely questions about wellbeing
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<ul style="list-style-type: none"> • Timely communication to staff and parents of operational plans including safety measures, and any necessary updates in response to ongoing changes locally and nationally. • COVID-19 guidance and information provided before the start of term and on INSET day. • Operating guidance regularly reviewed and updated if required. • Individual staff RA offered - reviewed by LM on request in response to ongoing changes • Inset day's and designated training time • Testing information communicated to staff and parents. All information available on website and regularly reviewed.
Accessing testing arrangements are clear for all staff, parents and students	<ul style="list-style-type: none"> • Communicate to staff and parents how to access PCR testing (https://www.gov.uk/apply-coronavirus-test/) • COVID testing section on website – weekly communication to staff and parents • Testing on site – information on website and via regular parent and staff briefings
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<ul style="list-style-type: none"> • If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a face mask, gloves and apron should be worn by the supervising adult if a distance of 2 meters cannot be maintained. These items of PPE are available in the First Aid room. • If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Fluid resistant face shields are located in the First Aid room. 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
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<ul style="list-style-type: none"> • Pregnant staff advised to work from home from 28 weeks • Individual staff risk assessments – regular reminders and updates • Follow latest government guidance on shielding and working from home

	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Staff use of PPE	<ul style="list-style-type: none"> • Students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance 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 • See above (care of symptomatic child)
Use of PPE Lack of understanding	<ul style="list-style-type: none"> • PPE to be used by First Aider if need arises • Clear guidance displayed for safe use and disposal of PPE in First Aid room, isolation room and ARB • First Aider to <i>follow guidance on putting on and taking off standard PPE</i> https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures-and-above-guidance-on-use-in-education-settings.
Dealing with suspected and confirmed cases / cases	<ul style="list-style-type: none"> • Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Ring DfE helpline on 0800 046 8687 for advice following a suspected or confirmed outbreak that has reached the current local threshold. Lines open Mon-Fri 8am-6pm, Sat and Sun 10am-4pm. • Notify Cornwall Council by emailing phnotifications@cornwall.gov.uk following a suspected or confirmed outbreak that has reached the current local threshold. • Ring South West Public Health England on 0300 303 8162 for advice – lines open 24 hours, 7 days a week. • First aid to be contacted if any concerns. • Ensure accurate records of staff and students are maintained to enable public health contact tracking and test regimes.
Pupil related issues	
Vulnerable groups who are clinically, extremely vulnerable.	<ul style="list-style-type: none"> • Parents should follow medical advice if their child is in this category: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Children with EHCP	<ul style="list-style-type: none"> • Complete individual risk assessment and review in line with changes to guidance.
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> • If a child is awaiting collection, they will be moved to a designated isolation area with appropriate adult supervision if required. • Ensure adequate ventilation of isolation area • Suitable PPE (including fluid resistant face mask) available from First Aid. • Clear guidance to staff for safe use and disposal of any PPE used

Transport	
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> • Where possible, encourage parents, students and staff to walk or cycle to college, or arrive by private car. • Follow latest advice published by Cornwall and Devon school transport based on DfE advice at https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators and https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • Liaise with transport providers where further consideration is required. • Facemasks to be worn on public transport, school buses and shared private transport when government guidance advises it for our locality.
Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	<ul style="list-style-type: none"> • Separate risk assessments completed for canteens. • Ensure Health & Safety policies are followed • Year groups access canteens separately by rota at break and lunch to minimise overcrowding
Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> • As above
Catering staff are operating in a safe environment	<ul style="list-style-type: none"> • Catering staff to follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery • Normal food hygiene measures undertaken • All staff to complete Smartlog COVID-19 training
Communications with parents and others	
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<ul style="list-style-type: none"> • Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. • Signage in place to show the above • Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. • Publish a site telephone number in case of immediate access required. • Updated visitors policy on website
Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> • Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours wherever possible
Communications to parents and staff	<ul style="list-style-type: none"> • Regular communications via email, text and website – website redesigned to give prominence to important information and a separate COVID tab. Weekly communication to parents and staff from Principal or alternative ALT member. • Open evening and transition information online as alternative to onsite visits. • Parent teacher meetings online using existing booking system.

Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> • Protocols communicated with students, parents and staff - reshared when updated in response to changes. • Inform parents to communicate any questions to House team - prioritise parents identified as anxious and work with all families to reduce anxiety. • Update behaviour policy to include Covid related scenarios. • Parent teacher meetings held online using existing booking system.
--	--

Signed: Headteacher/Head of Department Jenn Burn

Date 04/01/22

The outcome of this assessment should be shared with the relevant staff.
 A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.