



Prospect Trust Risk Assessment for the Partial Reopening of The Sixth Form College Farnborough & Tomlinscote School



Date Undertaken: 4th June 2020

This Risk Assessment has been undertaken based on the latest available guidance from the Government and Unions (Appendix A) regarding the return to schools from June 15th 2020 for Students in Years 10 and 12, and others who need to attend e.g. to complete courses. This risk assessment will be updated when further guidance becomes available or when the basis on which it was undertaken for the college and school changes. The Risk Assessment will be used as a checklist for the college and school to ensure that they have considered risks comprehensively and ensure they have completed the relevant actions.

Risk Assessment Scope: Staff, Students, Visitors and Contractors using the Trust sites.

Ref	Hazard or Perceived Hazard	Risk	Controls	Mitigated Risk Rating		Residual Risk	Lead
				Severity	Frequency		
1.	Accessing building and classrooms	Spread of virus between attenders through droplet infection, touching contaminated surfaces etc.	<ul style="list-style-type: none">• 2m Social Distancing rules to be maintained by all (Areas to be marked with 2m markers, posters to be displayed reminding of 2m distancing, availability of hand sanitizer, screens used where required)• One way systems to be used where possible - agreed in advance• Points of entry and exit to be agreed and monitored• All users to be advised of measures to be observed	5	1	5	SLT Estates SLT/Staff SLT/Staff SLT/Staff
2.	Use of Classroom/office	Spread of virus between attenders through droplet infection, touching contaminated surfaces etc.	<ul style="list-style-type: none">• Ensure 2m distancing by identification of workstations• Use venues that have good ventilation Open windows in preference to A/C, prop doors open where possible unless fire door	5	1	5	Estates All

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			<ul style="list-style-type: none"> • Handwashing and hand sanitiser to be readily available • Avoid activities that require sharing of resources • Wipes available for individuals to clean equipment before and after use • Students to be in groups that enables Trust to remain well within government guidelines for 2 M distancing. • Groups to remain in same place for duration of study • Provision of closed bins for disposal of tissues etc. • Toilets to be allocated to groups and these will be cleaned throughout the day • All areas to be cleaned at the end of each day to recommended standard i.e. cleaned and disinfected. 				Estates Staff Estates SLT/Staff SLT/Staff Estates SLT/ Estates Estates
3.	Interaction with students	Spread of virus between attenders through droplet infection, touching contaminated surfaces etc.	<ul style="list-style-type: none"> • Limit interaction • Maintain 2m social distancing 	5	2	10	Staff All
4.	Cleaning accommodation	Direct contact with contaminated surfaces spreading infection	<ul style="list-style-type: none"> • Follow government guidelines • Wear PPE provided • Empty bins daily • Clean and sanitise surfaces 	5	2	10	Estates
5.	Pupil or staff member displaying or reporting possible symptoms	Potential spread of infection from coughing sneezing, vomiting	<ul style="list-style-type: none"> • Report to staff member and return home • Individual to follow 7 day self-isolation guidance. • Keep college/school updated on wellbeing. 	5	2	10	All

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			<ul style="list-style-type: none"> Any others who have come into close contact should be considered for self-isolation. Advise Principal Area thoroughly cleaned by cleaning staff following guidelines for PPE and disposal of waste. Remaining staff and students moved to an alternative area. 				Estates SLT
6.	Use of toilets	Spread of infection	<ul style="list-style-type: none"> Limit numbers allocated to each toilet area Stagger breaks so not all being used at same time Display posters to remind of need for thorough hygiene Clean regularly throughout the day 	5	2	10	SLT Staff Estates Estates
7.	Catering not available	No refreshments for staff or students	<ul style="list-style-type: none"> Students and staff bring in their own food and refreshments to avoid risk of contamination Breaks can be taken outside social distanced, in designated "bubble" areas or within study room socially distanced Stagger breaks where required 	3	1	3	All SLT
8.	Teacher shortage	Unable to safely cover groups and retain low student numbers	<ul style="list-style-type: none"> Confirm number of staff available and capacity to increase if a member of staff is unable to attend Arrange to have spare members of staff on each day Reduce student numbers or send home where practicable 	4	1	4	SLT SLT

Ref	Hazard or Perceived Hazard	Risk	Controls	Mitigated Risk Rating		Residual Risk	Lead
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9.	Support staff shortage	Unable to safely operate college	<ul style="list-style-type: none"> Confirm numbers of staff available and ensure capacity exists to replace staff not available 	5	1	5	Estates
10.	Lack of Protection for Extremely Clinically Vulnerable (including pregnant) or those with Extremely Clinically Vulnerable in household.	Spread of infection with severe potentially consequences	<ul style="list-style-type: none"> Advise not to attend Continue to support with remote learning and consider when any additional support can be provided Advise to seek medical practitioner involvement if required 	5	1	5	SLT SLT/Staff SLT/Staff
11.	Other Visitors to the site	Spread of infection	<ul style="list-style-type: none"> Restrict visitors to agreed areas, this includes building contractors etc to ensure that there is no interaction with students and staff Inform all visitors of additional safety measures in place 	5	2	10	SLT/ Estates
12.	Travel to site	Not able to social distance Spread of infection	<ul style="list-style-type: none"> Advise staff and students to avoid public transport and car sharing if possible. 	5	2	10	SLT
13.	Non-availability of First Aider	Incident occurs and no first aid available	<ul style="list-style-type: none"> Ensure rota provides FA cover 	3	1	3	SLT
14.	Safeguarding standards are compromised due to amended procedures	Safeguarding incident	<ul style="list-style-type: none"> Continue to ensure all safeguarding standards are maintained and all revised procedures are considered in context of ensuring safeguarding. 	5	1	5	SLT/Staff
15.	Electrical Equipment e.g. Fire alarms, lifts do not work	Health & Safety Compromised	<ul style="list-style-type: none"> Ensure all key electrical equipment is tested This has continued to an extent during partial closure period as some areas have remained operational with Estates presence. 	5	1	5	Estates

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16.	Failure of contaminated water supply	No toilets available No drinking water available No hand washing available	<ul style="list-style-type: none"> • More than one water supply available i.e. from separate building • Ensure water supplies to be used have been “flushed” and routine testing is up to date • Use hand sanitiser for cleaning hands 	4	1	4	Estates
17.	Failure of Hot Water Supply	Unable to carry out cleaning resulting in spread of infection	<ul style="list-style-type: none"> • More than one supply available 	4	1	4	Estates
18.	Inadequate levels of cleaning supplies and PPE	Inability to effectively clean and virus remains.	<ul style="list-style-type: none"> • Significant stocks of cleaning materials, and PPE have been purchased. • Stock levels will be closely monitored. 	4	1	4	Estates
19.	Fire	Fire procedures are not adequate during partial opening	<ul style="list-style-type: none"> • Review procedures in context of which areas are being used • Communicate fire arrangements to staff and Students 	5	1	5	Estates SLT/Staff

Risk Assessment Rating Severity x Frequency	Unacceptable risk 15-25	Moderate-High risk 8-12	Low-moderate risk 4-8	Low risk 1-3
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Prepared by: Alan Poole Director of Operations

Approved by: Trust Board

Appendix A

Key Guidance Sources:

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

<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>

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

<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>

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

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#re-opening-after-a-lengthy-closure>.

<https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Health,-safety-and-safeguarding/Coronavirus-essential-information/Coronavirus-FAQs/Opening-schools-and-colleges-more-widely>

