



COVID-19 Student Risk Assessment

**Please note that this is to be used in conjunction with all other college policies
ie. Student Code of Conduct.**

**This is a live document that will be updated on an ongoing basis as and when new
guidance is issued.**

The health, safety and well-being of all staff and students is of utmost importance to us. This guidance has been provided to support students on their return to college and has been compiled using the latest Government Guidance to ensure that all students remain as safe as possible whilst on site

Setting/Premises:	East Norfolk Sixth Form College
Location:	Church Lane Gorleston
Assessment completed by:	Senior Management Team on 28 August 2020

Travel and Parking

General	The College has a good car park for staff and has additional places for students.	<p>Students to request parking permits to drive to college.</p> <p>Parents asked to drop students off outside of the college and not enter the premises.</p> <p>Site staff to monitor, initially from the road, how many cars are trying to enter the premises and for what purpose</p>
Cycling	Students are instructed to use bike racks one at a time, additional bike racks are provided where required.	Additional sprays and blue paper to be available for wiping down bikes
Car journeys	Parents, staff and students have been advised not to gather in parking areas.	Car sharing is at the discretion of the student but we strongly advise that if car sharing takes place then face coverings are worn at all times.
Walking	Pupils and parents have been advised that they should not walk together in large groups	
Taxis	Students that have transport provided for them are to be dropped off and picked up at alternative locations	<p>Taxis for students will be instructed to drop off near the sports hall and not park in the disabled bays.</p> <p>Ocean Taxis to be used to transport home, where needed any student who become ill with suspected Coronavirus</p>
Public and College minibus	Students have been advised not to use college transport if they have symptoms	Communication with students and parents during half term

	Students been advised to wash their hands before and after using transport services	
	Students have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	
	Social distancing is applied as far as is possible in college vehicles by substituting smaller vehicles with larger ones or running additional vehicles. Where social distancing is not possible passengers will be instructed to wear masks unless exempt	Minibus numbers will be monitored for safe social distancing compliance.
	Windows are opened during journeys where it is safe to do so	Windows of any transport to be opened during transit.
	Touch points on school minibuses/vehicles are wiped down with disinfectant wipes after use	
	Staff will not transport a symptomatic pupil	

Arriving at and leaving College

Parents and students – arriving and leaving the premises	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings.	Parents should avoid driving on to the College at the start or end of the day and be encouraged to drop off outside of College in the layby adjacent to the park. Students should go straight to their classrooms and avoid waiting in communal areas.
	Reception area is limited and congregating in Reception is not permitted	Site staff to move students outside to bus stops Social distancing reminders to be given to students via communication about maintaining appropriate distances at bus stops.

		<p>Students are encouraged to wear coats and carry umbrellas in case of rain as they will be expected to move outside.</p> <p>Face coverings must be worn on all public transport as per Government guidance</p>
	<p>On arrival at the college all students must wear a mask and ensure they regularly wash their hands and sanitise. They should keep left when moving around the site.</p> <p>The one-way system was reviewed and evaluated and consequently removed as it was causing flow issues</p>	<p>Entrance to West block, South Block and Newman are via reception and Gentry and Poulson have their own entrance areas.</p> <p>Hand sanitiser is provided at each building entrance and outside each classroom</p>

Movement around the College site

General interactions and movement around the building	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	<p>A one-way system was introduced, monitored for two weeks, reviewed and then removed as it caused flow issues around the site</p> <p>There is a focus on mask wearing as a way of mitigating against the risks of movement of large numbers around the site. All travel is encouraged to keep to the left hand side and queue in single file for entry to classrooms.</p> <p>Hand sanitiser are in place at every classroom door and entrances to all buildings.</p>
	All students will be asked to wear face coverings when moving around college and in communal area. They may also be asked to wear them during lessons should social distancing not be possible.	<p>Masks will be available to purchase from the school shop.</p> <p>Students who are exempt will be asked to attend a meeting with the College Nurse or Student Support Worker to discuss their health needs and review whether they need an Individual Risk Assessment</p>
	Windows are open to increase ventilation where it is safe and appropriate.	
	Interactions take place side to side instead of face to face where it is possible	

	Perspex screens will be placed in classrooms where requested by the teacher	
	Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping an activity.	

Lunchtime and breaks

Lunch	Students will be encouraged to use outdoor areas to eat lunch – a canopied area has been installed outside the cafeteria to assist with this.	Most students will be asked to have lunch outside or at home
	Outside spaces or classrooms are used to eat packed lunches to reduce the demand on the cafeteria	All benches to be placed outside and students encouraged to eat their lunch outside and not remain in the corridor Limited numbers of students to sit on a bench and reminder about social distancing. Cafeteria doors to remain open with one-way route in and out of the cafeteria In the cafeteria staff will clean tables at regular points during lunch. Cashless payments and boxing of meals to reduce queue and increase speed.
	Hand gel is provided for pupils and staff to use immediately before collecting their lunch	Hand gel outside every classroom for us on entry and leaving.
	Social distancing is employed at meal collection points	Queues to require social distancing with marks on the floor.
	Food boxes are packed up with meals already within them eg egg and chips with a price so that it is 'grab and go'	
	Alternative payment methods are being used to eliminate cash handling	All cash payments to be stopped – student card or debit cards
	Tills are screened where still in use	Plastic screening for till put into place to avoid contact at payment

Break		Debit cards and student cards to only be used at the till – no cash (Estates Manager)
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Cafeteria tables moved and placed apart Students and staff encouraged to eat outside Doors opened and windows to increase airflow (Estates Manager)
	A different entry and exit route are being used at dinner times where more than one door is available	Door marked in and then out only through back of cafeteria
	Additional staff supervision is employed to ensure social distancing takes place (cafeteria and around college) Students will be encouraged to sue outside areas as much as possible.	Site staff to supervise in the first instance
	Smoking shed restrictions and numbers put into place. Students should not smoke at the front of College.	Plan devised by site staff and spaces marked for students/staff who smoke with marking two metres apart and supervised by Site Staff

Toilets and handwashing facilities

	Students are encouraged to use the nearest toilet and handwashing facilities.	Maps identifying the nearest facilities have been provided at the entrance to each building.
	Every other urinal/basin has been taken out of use in toilets that have high usage	Urinals and hand basins have been marked out of use so that social distancing can take place.
	Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at building entrance points, learning environments, in dining areas	Additional sanitiser points outside every classroom entrance And outside every building entrance
	Hand sanitiser is stored appropriately and safely	Hand sanitiser is placed next to every printer/photocopier

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	A review of the current cleaning arrangements has been carried out.	Cleaning fluids in use already treat covid-19 and extra cleaning is taking place of handles, shared areas and toilets.
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	<p>All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis</p> <ul style="list-style-type: none"> • door handles (external and internal) • toilets • taps • handrails • tables in the cafeteria • vending machine pads • photocopiers/printers • touchscreen boards/whiteboards • displays or monitors 	<p>All teaching rooms to be left with doors open at all times.</p> <p>All windows to be opened in classrooms during teaching.</p> <p>Office and corridor windows to remain open as much as possible.</p> <p>Cleaners to work throughout the day.</p> <p>Students will be discouraged from sharing resources.</p>
	<p>Computers and tablets are cleaned with a disinfectant wipe prior to use by each student. Students to remain on a single machine or using the same equipment throughout the lesson. Students in line with existing college policy are encouraged to bring their own devices to use in college.</p>	<p>Disinfectant wipes to be available in all classrooms</p> <p>Reminder of BYOD policy for all parents and students.</p>
	<p>Handheld and frequently touched equipment are disinfected prior to use</p>	<p>Cleaners will be increasing cleaning and wipes will be available.</p>
Other equipment	<p>Students should not be sharing any equipment with each other and should supply their own pens and pencils. Any students without a pen or pencil should be given one to keep</p>	<p>Teachers to have packs of pens to be given out for non-return see above.</p>
Books (books are items that are difficult to clean)	<p>Online materials are given out rather than physical books</p>	
	<p>Used books are set aside for 72 hours after use to reduce microbial load (however avoidance of book use as much as possible)</p>	
	<p>Books and posters checked for visible soiling and disposed of where necessary</p>	

Limiting Group Sizes

College student numbers	Actions have been taken to create smaller student groups in order to achieve social distancing wherever possible	Students should sanitise their hands entering and leaving classrooms (new machines on the walls) Additional signs in corridors for handwashing and use of sanitiser.
	High Needs Learners will have access to Oasis Room and Quad for breaks and lunches for wellbeing stability. Learners with medical needs e.g. diabetes will have access to the Wet Room to self-medicate.	
	Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances	

Health Needs

Student Health

Symptoms	Students know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Students will receive a pack of information on the 5 signs of safety and be shown the college video: <ul style="list-style-type: none"> • Do wash your hands and use hand sanitiser • Do stay 2 metres apart • Do stay on the College site and avoid the high street • Do stay at home if you feel unwell • Do make sure you only use your own equipment and not share
	All staff to check in with students regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	All staff to remind students on entry and check about symptoms

		The College has purchased 4 temperature check infrared thermometer than can be used by First Aiders or Site Staff as necessary First Aiders are trained to use the thermometers
	Arrangements are in place for the management of students who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	See above – infrared temperature checks can be used with all students.
Increased supportive measures for students/ psychological needs	Student risk assessment to be carried out by staff (teachers/progress tutors/progress managers/AP) for review by the College Nurse where necessary.	
	Students are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns	
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Distressed students will be supported at a distance but where necessary parents/carers will be asked to collect their child and arrangements made to keep them at home.

Actions if a person develops symptoms

Actions if a person becomes unwell with COVID-19 symptoms	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	The Medical room has been confirmed as the appropriate room by site staff and publicised to all staff and students
	Family contact to be notified of illness and, if necessary, a taxi will be called to take them home.	Ocean Taxis to be called by Reception team - passenger to wear gloves and a mask
	The room has been emptied of unnecessary items.	Room to be emptied by site staff and marked as the dedicated room
	Tissues and a waste bag have been provided in the room	In Room
	If a student develops symptoms, they will wait in the room that has been identified as soon as possible	
	In the unlikely event that a student spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move students and	Cleaning regime in place and staff have been trained to deep clean areas where potentially infected students have been.

	<p>staff while that area is cleaned. Students and staff should avoid the area until deep cleaning has been put into place and where necessary the class should be placed into quarantine.</p>	
	<p>Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance.</p> <p>Disposal of cleaning waste and secure disposal including double bagging of materials in place and overseen by the Site Manager.</p>	
	<p>Where a person tests positive, the rest of their class or group including their teacher and any other support staff in the class do not need to self-isolate for 14 days as long as social distancing in the classroom has been implemented (as advised by Occupational Health team)</p>	<p>Area to be deep cleaned and any instructions from the Track and Trace Advisors to be followed.</p>
Waste	<p>If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from student access) before being disposed of with normal waste.</p>	

Planning for emergencies

Fire evacuation	<p>Fire assembly points have been reviewed to ensure that students do not gather in groups, where required, separate assembly points encourage the spreading out of students as much as possible</p>	<p>Review carried out by Estates Manager with AP IT and social distancing measures at Fire Assembly Points</p>
	<p>Fire drills that are carried out encourage social distancing.</p>	<p>Fire drill with social distancing to be carried out during first few weeks of term</p>
	<p>Staff and students understand that in an emergency they must leave without delay</p>	<p>Already in place – see above.</p>
First aid – all settings	<p>Students with specific first aid requirements only attend where the appropriate first aid can be provided</p>	<p>Students and parents reminded that First Aid is only to be offered in an emergency and that non-essential support will not be offered.</p>

	First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance. If this is not possible the following steps have been taken:	All first aiders have received Covid-19 Training
	Higher risk activities are avoided where it is possible e.g. use of machinery	
	The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk.	
	There are arrangements in place to respond to a first aid event, e.g. two people respond to provide instructions from a trained responder by calling 999.	First Aid response teams in place
	A member of staff has been nominated to check and maintain first aid kit contents	
	First aid boxes are located in prominent places	
	The location of the automatic defibrillator is known to all staff	Reception and site staff are always present and therefore, the likelihood of any other member of staff needing to use the defib is extremely low.

Any other actions that are not listed above

Mental health support and training	Students have access to a range of internal and external support mechanisms. Progress Tutors/Managers, College Nurse and Student Support worker will all be available to support students, in addition to teachers and support staff.	New updated “student support” tab on Moodle home page.
Gym	Gym now open for students to use via booking a session National guidance and good practice followed to ensure mitigation of risk factors	Gym RA in place Regular cleaning before, after and in between sessions Students/staff can only book sessions in advance Normal gym safety precautions in place
Skills	Use of skills has been reviewed, and all stations will be opened for students to access	Clear notices to be displayed at entrance to Skills and inside venue

	Students must wear masks in Skills, and will be asked to use an alternative venue (e.g. Adnitt) if they are exempt from wearing a mask or don't wish to while studying (as social distancing is possible in these alternative venues)	Students to be challenged if not wearing masks and asked to use an alternative study venue
Trips and work experience	<p>Non-residential educational visits and work experience may take place following the guidance relevant for the college or workplace setting as appropriate.</p> <p>Minibus travel is allowed, all seats may be used however all passengers and driver should wear masks for the duration, windows should be open to ventilate and regular breaks should be taken on long journeys</p>	<p>All passengers made aware of guidance and expectations</p> <p>Students only taken on agreement that they follow all appropriate guidance</p> <p>Wipes and sanitising materials available on college minibuses</p> <p>Hired minibuses will be wiped down before use by the driver on any hard surfaces</p>

Assessor's Name:	Simon Fox (Deputy Principal) Andy Cooper (Assistant Principal) Michael Papageorgiou (Assistant Principal) Rachel Herbert (HR)	Manager's Name: Catherine Richards
Position: As above		Position: Principal
Signature:	S Fox, A Cooper M Papageorgiou R Herbert	Signature: C Richards