



COVID-19 Operational risk assessment for LINK19 College, including Ifield Sixth Form- March 2021

Assessment conducted by:	Denise Moore	Job Title:	Head of Sixth Form and LINK19 College	Covered by this assessment:	Staff, learners, students and parents.
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Date of Assessment:	January 2021	Review interval:	Fortnightly	Date of next Review:	Ongoing
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Related documents:

This risk assessment has been written in conjunction with the following guidelines:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

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

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

<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/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-infection-prevention-and-control-guidance-aerosol-generating-procedures>

Risk Matrix

Risk rating High (H) Medium (M) Low (L)				
		Probable	Possible	Remote
Likely Impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Y/N	Further action / comments	Residual risk rating (H/M/L)
1. Establishing a systematic process to enable re-opening, including social distancing					
1.1 Net Capacity					
Available capacity of the college is reduced when social distancing guidelines are applied	Low	<ul style="list-style-type: none"> Agreed number of learners/students who can attend the premises on a given day to enable compliance with social distancing rules. Desks to be separated, 1 metre apart and only one chair at a desk. Desks to have a box which contains writing equipment and work for the day. Learners / students not to move around the classroom 		From March 8 th there is an expectation that all learners/students will be attending in line with government guidance	Low

		<p>and will not be sharing equipment.</p> <ul style="list-style-type: none"> • Agreed new timetable and arrangements confirmed for all learners • Arrangements in place to support when learners / students are not in college with remote learning at home. 			
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	Medium	<ul style="list-style-type: none"> • Classroom size and numbers reviewed to ensure social distancing. • Classrooms re-modelled, with chairs and desks in place to allow for social distancing • Desks to have a box which contains writing equipment and work for the day. • Learners / students not to move around the classroom and will not be sharing equipment. • Spare chairs removed from desks so they cannot be used • Learners/students will be taught in groups, minimal disruption and ensuring that there is not crossover of bubbles. 		Cleaning of desks and learner/student boxes on regular intervals throughout the day.	Low

		<ul style="list-style-type: none"> • Ventilation within classrooms, ensuring that doors and windows are open. • Chairs are allocated to staff and learners. • Enhanced cleaning • Sanitising hands on a regular basis will be supported by staff especially when entering and exiting the classroom. • Desks will be cleaned throughout the day. • Desks and chairs will be cleaned at the end of every day. • Sanitiser and surface anti-bac spray available to clean surfaces and hands in all classrooms. • Clear signage displayed in classrooms and around the college promoting social distancing and stringent hygiene such as 'catch it and bin it' 			
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in college.	Low	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Staff required to support in class will be reduced, staff will 		Full use is made of staff who may be required to self-isolate or shield by the NHS but are well enough to work from home	Low

		<p>be deployed to complete admin tasks where required</p> <ul style="list-style-type: none"> • Staff are required to inform the leadership team and HR administrator if they are symptomatic and or have taken a test on the day of the test they must inform school of the results. • All staff will have the opportunity to be tested using lateral flow testing at home twice a week. • If the lateral flow test is positive staff / learners / students should carry out a PCR test and isolate following the government / NHS guidelines. • In the case of a positive test staff will support HR and SLT in completing an information sheet for PHE-Confirmed Case to support test and trace. • Risk Assessments are in place for staff • In the event of significantly low staffing levels, classes may be required to close temporarily and at short notice • Should staffing levels impact learners a blended model of home learning and attendance 			
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		at college will be utilised until staffing levels improve.			
1.4 Prioritising provision					
The continued prioritisation of vulnerable learners / students and the learners of critical workers.	Low	<ul style="list-style-type: none"> Plans in place to meet the learning needs of the learners / students who are outside of the main cohorts attending college Efforts continue to improve the attendance of vulnerable learners / students and those from disadvantaged backgrounds from the January lockdown Phone calls or door step visits will take place for those learners / students that are not attending college on a weekly basis. Pastoral and safeguarding concerns continue to be a high priority and learners that are identified as highly vulnerable will be visited by the head of the college. 		From March 8 th the expectation is that all learners / students will be in college	
1.5 The college day					
The start and end of the college day create risks of breaching social distancing guidelines	Medium	<ul style="list-style-type: none"> Start and end times are identified to ensure that no learning hours are lost. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating 		Learners / students can arrive from 8.45am Learners / students finish between 3pm and 3.30pm Signs will be put on the main door to advise when staff will be present	Low

		<ul style="list-style-type: none"> • A member of the LT outside of the building to ensure social distancing • Signs on the main doors to advise parents / taxi drivers not to come in and buzz, staff will control the opening of the door. • No entry to the main building, parents / taxi drivers / escorts will wait outside the main building. • Visitors to the college will remain restricted. 		<p>to let learners in and out of the building</p> <p>Learners / students will be told on arrival to go straight to their classroom.</p>	
1.6 Planning movement around the college					
Movement around the college risks breaching social distancing guidelines	Medium	<ul style="list-style-type: none"> • LINK19 to use the main stairs only. Sixth form and Swans Class to use the stairs by Swans classroom • Visual reminders for learners / students on display around the college • The main entrance reception / café divided to allow for social distancing. • Movement of learners / students around the college is minimised as much as possible • Learners / students remain in class • Learners / students will have everything that they need at their desk to reduce the 		<p>Leadership Team to regularly monitor arrangements to ensure social distancing is in place around the college</p>	Low

		<p>movement around the classroom</p> <ul style="list-style-type: none"> • Learners / students are reminded throughout the day about social distancing • Learners / students and staff will wear face coverings and visors in communal areas. • While passing briefly in the corridor or playground is low risk, staff should avoid creating busy corridors, entrance and exit • Break times are staggered • The kitchen can be used, ensuring extra cleaning / sanitising of surfaces is observed. 			
1.7 Curriculum Organisation					
Learners / students will have fallen behind in their learning during school closures and achievement gaps will have widened	Medium	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Plans for intervention are in place for those learners / students who have fallen behind in their learning from September 2020. • Home and remote learning is monitored and all learners will be given the opportunity to be supported by a tutor, either face to face or remotely. 		<p>Teachers will use the last point of assessment to plan learners' / students' learning.</p> <p>Teachers will make dynamic assessments of the gaps in learning that may have occurred due to lockdown.</p> <p>Teachers will focus on redressing gaps in learning.</p> <p>SLIC team will evaluate pupils who access speech and language therapy.</p>	

		<ul style="list-style-type: none"> All learning will take place in class bubbles. 		<p>Lost learning is a priority to redress, especially where those who have been home learning may have fallen behind</p> <p>Year 11 and 12 entries for accreditation were made in the Spring Term. Teachers have provided students who attend and those at home with access to syllabus materials</p>	
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	Medium	<ul style="list-style-type: none"> Staff room and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing Staff have been briefed on the use of these rooms Main surfaces to be cleaned after staff breaks The main office will only have a maximum of four members of staff at any one time and they will work at least 2 metres away from each other The main office phones will be wiped after use. 		Cleaning materials to be available	Low

		<ul style="list-style-type: none"> The café will be open to learners serving drinks and prepacked snacks. A guard has been installed and the café will be run by a member of staff. 			
1.9 Managing LINK19 College lifecycle					
Limited progress with the college's calendar and workplan because of COVID-19 measures	Medium	<ul style="list-style-type: none"> College calendar is rationalised Staff recruitment continues through a mix of virtual and Covid-secure face to face interviews All staff meetings, including Teacher Briefings, to be held via Microsoft Teams to minimise risk of cross-contamination 			Low
Pupils moving on to their next phase do not feel prepared for the transition	Medium	<ul style="list-style-type: none"> Class teachers have spoken with learners and their parents about their next stages including transition There is regular liaison with destination institutions to assist with transition Regular communications with the parents of incoming learners / students are in place 		Swans Class successfully transitioned and are integrated into College	
1.10 Policy review					
Existing policies on safeguarding are no longer fit for purpose in the current circumstances	Medium	<ul style="list-style-type: none"> LINK19 safeguarding policy has been revised to take account of government guidelines Staff to be briefed accordingly 			Low

		<ul style="list-style-type: none"> • Other policies continue to be reviewed and updated • Fire procedures are in place 			
1.11 Communication Strategy					
Key Stakeholders are not fully informed about changes to policies and procedures due to COVID-19 resulting in risks to health	Medium	<ul style="list-style-type: none"> • All staff are responsible for reading communication via email and text on a daily basis. • Communication strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Learners / students • Parents • Directors /Governors • LA • NKC 		Communication via email is effective and where required telephone conversations take place to ensure staff are well briefed. Denise Moore to communicate / liaise with NKC.	Low
1.12 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	Medium	<ul style="list-style-type: none"> • An induction / briefing is carried out by the head of the provision to staff prior to reopening • Staff are briefed on a weekly basis and where required daily by a member of the leadership team • The day to day operation of the college including infection control is clearly set out and communicated to staff • All staff have access to the risk assessment and have the opportunity to contribute to it 		Communication via email is effective and where required telephone conversations take place to ensure staff are well briefed. Teams will be used for weekly whole team briefing. Staff Development time is dedicated to communicating to staff.	Low

1.13 Risk assessments					
Risks are not comprehensively assessed in every area of the college in light of COVID-19 leading to breaches of social distancing and hygiene guidance	Medium	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the college reopens and mitigation strategies are put in place and communicated to the staff 		Denise Moore to lead the communication to staff ensuring that all staff are aware of the strategies in place	Low
1.14 College transport					
Changes to transport arrangements as a result of COVID-19 adversely affect learners / students attendance and punctuality and do not align with staggered start and departure times	Medium	<ul style="list-style-type: none"> The details of how learners / students will travel to and from college are known prior to opening Effective liaison with KCC transport and parents is used as a basis for planning staggered start and departure times Leaders to monitor KCC transport providers' adherence to their protocols and, if necessary report any breaches to the provider Learners / students travelling on public transport will not be encouraged to travel, distance learning will continue. 		Details to be obtained through conversations with parents	Low
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of	Medium	<ul style="list-style-type: none"> NKC to provide daily cleaning of the building including cleaning prior to opening. 		Cleaning supplies will be required to enable staff to clean surfaces / door handles at regular intervals	Low

surfaces are not undertaken to the standards required.		<ul style="list-style-type: none"> • An enhanced cleaning plan is implemented which minimises the spread of infection • Class teams will use disinfection sprays and cloths to wipe surfaces throughout the day, including door handles. 		<p>throughout the day. – Ifield school to provide.</p> <p>NKC to provide cleaner contractor to wipe all surfaces and door handles at least once throughout the day.</p>	
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that learners and staff do not wash their hand frequently	Low	<ul style="list-style-type: none"> • NKc to supply hand sanitiser stations to be installed in the main reception area of H block • Handwashing facilities available in toilets / classrooms where sinks are available • Cleaner to monitor the soap dispensers and replace soap when supply is running out • Hand sanitiser available in the main office • PPE kept in locked PPE cupboard near the main entrance 	Yes		Low
Learners / students forget to wash their hand regularly and frequently	Low	<ul style="list-style-type: none"> • Staff to ensure that learners / students are reminded to wash their hands regularly and frequently. • Hand sanitiser is used when entering the building • Hand sanitiser to be used when entering and exiting the building. 		Posters advocating 'catch it, bin it. Ill it' are in place in all classes	Low

		<ul style="list-style-type: none"> • Visual signs are put up around the building to reinforce the need to wash hands 			
2.3 Fabric					
The use of fabric chairs may increase the risk of the virus spreading	High	<ul style="list-style-type: none"> • Take fabric chairs out where possible • Where this is not possible ensure that chairs are limited to single person use • The use of Dark Sensory Room will be out of use – signs on the doors and briefing of staff to ensure that sensory rooms are not used. 			
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	Medium	<ul style="list-style-type: none"> • Guidance on getting testing has been published to all staff. • Post testing support is available through the school’s leadership team • Lateral flow testing for staff will be offered to staff to take at home twice a week. • Lateral flow test results are recorded on the NHS reporting site and hard copies are kept at college. 			Low
Infection transmission within college due to staff / learners / students (or members of the	Medium	<ul style="list-style-type: none"> • No learners, students, parents, staff or visitors should enter the college if they have coronavirus symptoms or have tested positive in the last 10 days 		NKC	Low

household) displaying symptoms		<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to college dates in place – this is managed by Ifield School • Thermometers are available for staff to check learners' / students' temperatures if they are concerned. Any temperature over 37.8°C should be reported to the Leadership Team. This is only part of the monitoring of pupils' health and is not a reliable source for determining whether a learner is symptomatic • Procedures are in place to deal with any learner / student or staff displaying symptoms at college. These symptoms include a new continuous cough or high temperature, or loss of, or change in, their normal sense of taste or smell. <ul style="list-style-type: none"> • If a learner / student is awaiting collection because they are symptomatic, they should be moved to the medical room where they can be isolated behind a closed door, with appropriate 			
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		<p>adult supervision if required. Ideally, the window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Supervising adults should wear a mask and gloves. If required, a visor and apron are available. The symptomatic person should use the disabled toilet, located opposite only. A symptomatic adult should follow the same procedure while they are awaiting collection.</p> <ul style="list-style-type: none">• Any members of staff who have helped someone with symptoms and any learners who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves.• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact			
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		<p>with someone who is unwell.</p> <ul style="list-style-type: none">• The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.• As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.• Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.• Pupils, learners, students and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply.			
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		<ul style="list-style-type: none">• Where a person is symptomatic, they and their households are required to follow government guidance. The symptomatic person MUST self-isolate for at least 10 days and must arrange to have a test to see if they have coronavirus. They must inform the college of the result of the test.• Other members of their household, including siblings, should self-isolate for 10 days from when the symptomatic person first had their symptoms.• If the person who was symptomatic test results are negative, they can return to work. All members of the household can return to their usual activity.• Any household that hosts a person who is visiting from another country must follow government guidance relating to their circumstance. The person from outside of the UK			
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		<p>should be tested at the earliest opportunity.</p> <ul style="list-style-type: none">• Those individuals who are more vulnerable due to age, medical history or ethnicity, for example should be particularly alert to their own health and share any concerns they might have with leaders immediately.• The college will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). The college will contact the local health protection team.• This team will also contact college directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the college – as identified by NHS Test and Trace.• The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were			
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		<p>infectious, and ensure they are asked to self-isolate.</p> <ul style="list-style-type: none">• Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:<ul style="list-style-type: none">- direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)- proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes either as a one-off contact, or added up together over one day) with a case			
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		<ul style="list-style-type: none"> - travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of learners and staff in each group, and any close contact that takes places between learners and staff in different groups • Household members of those contacts who are sent home do not need to self-isolate themselves unless the learner or staff member who is self-isolating subsequently develops symptoms. • If someone in a class or group that has been asked to self-isolate because they have been in contact with a confirmed case of COVID 19 develops symptoms themselves within their 10-day isolation period they should follow 'Stay at home: guidance for households with possible 			
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		<p>or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period - this is because they could still develop the coronavirus (COVID-19) within the remaining days • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms) - their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ • Learners, students parents and staff are aware of the steps to take if they, or any member of their household display symptoms. 			
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		<ul style="list-style-type: none"> • A record of any COVID-19 symptoms in staff or learners/ students is reported to the directors, NKC and local authority. • NKC will be informed of any confirmed cases. 			
Staff, learners, students and parents are not aware of the college's procedures should anyone display symptoms of COVID-19	Low	<ul style="list-style-type: none"> • Staff, learners, students and parents to receive clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in college. • The guidance has been explained to staff and learners as part of the reopening phase. • All stakeholders will receive communication should there be a confirmed case of COVID-19 • Any updates or changes to the guidance are communicated in a timely and effective way to all stakeholders • The head of LINK19 college will be available using the college mobile for parents to discuss any concerns or ask questions. 			Low
Staff, learners, students and parents are not aware of the	Medium	<ul style="list-style-type: none"> • Staff, learners, students and parents will receive clear communications informing 			Low

college's procedures should there be a confirmed case of COVID-19 in the college		<p>them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in college.</p> <ul style="list-style-type: none"> • The guidance has been explained to staff and learners / students. • Any updates or changes to the guidance are communicated in a timely and effective way to all stakeholders • The head of LINK19 college will be available using the college mobile for parents to discuss any concerns or ask questions. 			
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts learners' safety at risk	High	<ul style="list-style-type: none"> • A high proportion of first aiders are available on each day • Two DSLs are employed at the college. In their absence six DSLs are available at Ifield School to be contacted in person or by telephone 		The newly appointed LINK 19 Assistant Lead has been booked onto DSL training	
2.6 Medical room					
Medical rooms are not adequately equipped or configured to maintain infection control	Medium	<ul style="list-style-type: none"> • Social distancing provisions are in place for the medical room • The medical room is identified as the designated room for learners with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned 			Low

		after suspected COVID-19 cases, along with other infected areas including toilets			
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the college	Medium	<ul style="list-style-type: none"> • Parents are kept up to date using a range of communication tools. • A COVID-19 section on the college website is created and updated • Parents and learners/students are supported by the leadership team. • LINK19 opening plan will be discussed with parents • Key information will be shared on the college's website • The college will use the text messaging service to communicate to parents where required. 			Low
Parents and carers may not fully understand their responsibilities should a learner / student show symptoms of COVID-19	Medium	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced via the college's website. • Parents receive regular communication so that they are well informed of government guidelines. • If a learner / student displays symptoms and are therefore collected from college staff will communicate the need for a 			Low

		<p>test to take place immediately and results to be shared with the college.</p> <ul style="list-style-type: none"> • The college retains some tests for symptomatic learners which can be provided in exceptional circumstances. • Learners / students that have a positive result through the lateral flow test will be provided with a PCR test and advised to isolated for 10 days following government guidelines 			
2.9 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	Medium	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Yes	<p>All staff must wear face coverings and visors in communal areas and when supporting pupils closely e.g. personal care, unless they are exempt in which case they should wear a green lanyard and exemption card.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be</p>	Low

		<ul style="list-style-type: none"> • PPE Guidance has been shared with all staff and is separate to this RA. • Face coverings are required at all times on public transport (for children over 11 years) or when attending a hospital as a visitor or outpatient. • When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. However, visors are available should these be required. • Where social distancing cannot be observed in populated communal areas such as corridors, and in particular among secondary aged pupils, staff must wear a mask to prevent cross contamination of bubbles unless exempt. 		worn and the face covering should be replaced carefully.	
2.9 Learners' / Students' Personal Resources					
Infection may be spread by learners	Medium	<ul style="list-style-type: none"> • Learners / students to have their own packs of stationery at 			Low

sharing personal items		<p>their tables. These items should not be shared.</p> <ul style="list-style-type: none"> • Classroom based resources, such as books can be used and shared within the bubble. These should be cleaned regularly, along with frequently touched surfaces • Cleaning fluids are available to classroom staff for this purpose. • Learners / students should minimise personal equipment and items brought to school, unless associated with sensory needs. • It is still recommended that learners / students limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, books, and mobile phones. Bags are allowed. 			
2.10 Key Staff					
Key staff are not in place to ensure the college can function effectively and safely	Medium	<ul style="list-style-type: none"> • If key staff are isolating because a member of their household is symptomatic, awaiting a test result or positive they will continue to work from home during that period to support the work of colleagues. This includes, leaders (DSLs), administrative staff and 			Low

		<p>staff who work directly with pupils.</p> <ul style="list-style-type: none"> • In the event of a lockdown, the following will apply while learners / students whose parents are key workers and the most vulnerable learners / students attend • DSL will be based in college to support learners / students as appropriate • College cleaning staff will be in place • A member of staff will be the lead for medication • A member of staff will be the lead for first aid. • College site staff and lunchtime catering staff are available • IT staff are available to provide support 			
2.11 Staff Resources					
Infection may spread through the use of staff resources	Medium	<ul style="list-style-type: none"> • Staff to limit the number of shared resources taken home and limit the exchange of resources to within their designated bubble. • Staff to wash hands and surfaces, before and after handling pupils' books • Gloves will be available for the office and site team to receive 			Low

		<p>and provide items for visitors and parents.</p> <ul style="list-style-type: none"> Resources that are shared between classes or bubbles, should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles. The cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment) will be assessed by therapists, to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. Learners / students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does 			
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		not contribute to learner education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.			
3 Maximising social distancing measures					
3.1 Learner / student behaviour					
Learners / students behaviour on return to college does not comply with social distancing guidance	Medium	<ul style="list-style-type: none"> • Clear messages are given to learners / students on the importance of reasons for social distancing are reinforced throughout the day. • Staff consistently model social distancing • The movement of learners' / students' movement around the college is minimised • Large gatherings are avoided • Break and lunch times are structured to support social distancing and are closely supervised. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing • Visual signs will be put up around the college to remind learners and staff to social distance. 			Low

		<ul style="list-style-type: none"> Learners / students and staff to wear a face covering and visor when moving around the building unless they are exempt in which case they must wear a green lanyard 			
3.2 Classrooms and teaching spaces					
The size and configurations of classrooms and teaching spaces does not support compliance with social distancing measures	Medium	<ul style="list-style-type: none"> All furniture not in use will be removed from classrooms and teaching spaces Arrangements are reviewed regularly Socially distancing measure of 2m will be observed where possible. 			
3.3 Movement in corridors					
Social distancing guidance is breached when learners / students circulate in corridors	Medium	<ul style="list-style-type: none"> LINK19 will use the main stairs only. The movement of learners / students around the college is minimised Learners / students stay in class and staff move around. Start and end times of the day are staggered to avoid overcrowding. Appropriate supervision levels are in place Visual signs will be displayed around the building. 		There are staggered arrival times between 8.45 and 9.15am each day and staggered departure times between 3pm and 3.30pm	Low

		<ul style="list-style-type: none"> • Learners / students will wear face coverings in communal areas. • Staff to wear face covering and a visor in communal areas, unless they are exempt in which case they will wear a green lanyard 			
3.4 Break and Lunch Times					
Learners / students may not observe social distancing at break and lunch times	Medium	<ul style="list-style-type: none"> • Break and lunch times are staggered • Classrooms can be used for lunch times • The main reception area / café to be used for break and lunch time allowing 2m social distancing. • Eating areas are cleaned after use. • The Refectory will not be used by any learners, lunches will be pre ordered. • Learners / students will wear face coverings whilst moving around the building. • Staff will use a face covering and visor whilst moving around the building, unless they are exempt, in which case they will wear a green lanyard 			Low
3.5 Toilets					

Queues for toilets and handwashing risk non-compliance with social distancing measures	Medium	<ul style="list-style-type: none"> • Learners / students will know that they can use the toilet one at a time. • Learners / students are encouraged to use the toilets during class time to avoid queues • Monitoring ensures constant supply of soap • The toilets are cleaned regularly • Learners / students are reminded how to wash their hands. 		NKC to ensure that toilets are cleaned daily. NKC to confirm if the cleaner can clean toilets at lunch time.	Low
3.6 Arrival and departure from college					
Learners, students parents and taxi escorts congregate at entrance and exit points making social distancing measures difficult to apply.	Medium	<ul style="list-style-type: none"> • Start and finish times are identified. • Two members of staff will be at the front of building to ensure that only learners enter the building. • Social distancing measures are reinforced at the entrance to H block through signs and floor markings • Signs on the main door to remind adults not to buzz to enter the building, they are to wait for a member of staff to come out to manage the entrance and exit of learners. 			Low

		<ul style="list-style-type: none"> • Regular messages to parents to remind them of the need to social distance • Learners / students will wear face coverings when entering the building. 			
4 Continuing enhanced protection for learners / students and staff with underlying health conditions					
4.1 Learners / students with underlying health issues					
Learners / students with underlying health needs or those who are shielding are not identified and so measures have not been put in place to protect them	Low	<ul style="list-style-type: none"> • Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the college aware of learners' underlying health conditions and the college has sought to ensure that the appropriate guidance has been acted upon. • The college, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • College have a regularly updated register of learners /students with underlying health conditions. 			Low
Staff with underlying health issues or those	Low	<ul style="list-style-type: none"> • All members of staff with underlying health needs, those 			Low

<p>who are shielding are not identified and so measures have not been put in place to protect them.</p>		<p>within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</p> <ul style="list-style-type: none"> • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. • Current government guidance is being applied. • Staff are strongly advised to share personal circumstances with leaders and HR to allow the school to make provision for their needs, including working from home where needed. 			
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5 Enhancing mental health support for learners / students and staff					
5.1 Mental health concerns for learners / students					
Learners' / students' mental health has been adversely affected during the period that the college has been closed and by the COVID-19 crisis in general	Medium	<ul style="list-style-type: none"> • All staff continue to follow the school's safeguarding policies, including the appendices relating to COVID19. • There are sufficient numbers of trained staff available to support pupils with mental health needs. • There is access to designated staff for all learners / students who wish to talk to someone about wellbeing/mental health. • Teachers and leaders maintain contact with all learners' parents • Individual parental discussions identify learners who need to attend college to support their mental health and behaviour. • Records of communication between the college and learners' homes are recorded. 		<p>In class learning will enable learners to share anxiety and ask questions</p> <p>Teaching will help learners / students understand how to protect themselves by supporting their understanding of control measures.</p>	Low
5.2 Mental health concerns for staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by	Low	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 			Low

the COVID-19 crisis in general		<ul style="list-style-type: none"> • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff are provided with transparent information to help them understand decisions made by leaders • Links to the COVID19 testing facility have been provided 			
5.3 Bereavement Support					
Learners / students and staff are grieving because of loss of friends or family	High	<ul style="list-style-type: none"> • The college has access to trained staff who can deliver bereavement counselling and support • Support is requested from other organisations when necessary 			Low
6. Maintaining educational provision for learners of key workers and vulnerable learners in the event of a local area lockdown					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school is part of a local area lockdown.	Low	<ul style="list-style-type: none"> • Current government guidance is followed. • In the event of a lockdown liaison with parents who are key workers and the parents of vulnerable learners would immediately resume to agree required provision. • The facility for full-time attendance is available where required in the event of a 		If the NKC site was to completely close we would explore the possibility of re-locating the most vulnerable learners to Ifield School. Learners would be kept separate from school-aged students.	Low

		<p>lockdown. Unless in extreme circumstances determined by the government, special schools will remain open to all pupils at all times when the college can safely manage this situation.</p> <ul style="list-style-type: none"> • Arrangements are in place to ensure that a cohort is tracked and supported effectively should they be required to isolate. • The college does not make arrangements where supervision for learners / students of key workers needs to be extended beyond the normal college day. 			
Provision to ensure the safety and welfare of learners / students in and out of College is maintained	Medium	<ul style="list-style-type: none"> • The College continues to monitor closely the attendance of learners / students • First day calling for learners / students who are expected to attend • DSL to continue to oversee arrangements to safeguard pupils • Staff to continue to prioritise safeguarding, including through discussion with families who are absent from college, including those 			Low

		<p>who are absent for medical reasons</p> <ul style="list-style-type: none"> • Continue to liaise with wider services, including social care and attend professional meetings virtually • Undertake announced and unannounced doorstep visits to ensure the safety of learners, particularly those that are difficult to reach. • Advise parents to contact college if they are struggling and sign post wider services. • Access 0204 513 9990, The Operation Encompass Teachers' Helpline when required. This service provides free advice and a professional dialogue with an Educational Psychologist about how-to best support families. • Continue to ensure that the Government Voucher Scheme reaches as many families as are eligible when this is necessitated through lockdown or for families who are isolating. 			
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		<ul style="list-style-type: none"> Continue to ensure that Health and Safety Measures are fully adhered to throughout the pandemic 			
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	Medium	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: - Distancing of bubbles within the fire point have been measured and visible on the muster point. - SLT support the role of the fire marshals - Class teams walk through the route and designated standing area on the muster point at the start of term to familiarise learners / students and staff about the expectations. Staff and learners / students have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. A fire alarm test will be held at regular intervals and learning points raised with staff. 			Low
Fire evacuation drills - unable to apply	Medium	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are 			Low

social distancing effectively		<p>in line with social distancing measures.</p> <ul style="list-style-type: none"> • Learners / students exit the building at the nearest evacuation point. • Class groups remain together and walk at a distance from others. 			
Fire marshals absent due to self-isolation	Medium	<ul style="list-style-type: none"> • College registers will be maintained by the college and used to check that all learners / students are present at muster points. • The college will monitor the staff designated as fire marshals and put contingency plans in place if numbers fall. • The college's senior leaders sweep the corridors, classrooms and toilets while exiting the building. 			Low
7.2 Managing the premises					
All systems may not be operational	Medium	<ul style="list-style-type: none"> • Government guidance is being implemented where appropriate. • LINK 19 has liaised with NKC to ensure that all systems have been recommissioned. 			Low
Statutory compliance has not been completed due to the availability of	Medium	<ul style="list-style-type: none"> • Statutory compliance remains the responsibility of the landlord (NKC) 			Low

contractors during lockdown					
7.3 Managing learners / students with dual placements, such as Post 16 learners / students					
Placements do not have the necessary risk assessments and procedures in place to mitigate risk to users	Medium	<ul style="list-style-type: none"> • Where a learner / student routinely attends more than one setting on a part time basis, for example because of work placements, the settings should work through the system of controls collaboratively, • Leaders of dual settings should share risk assessments to ensure that are jointly satisfied with strategies in place to reduce risk if a dual placement was deemed appropriate. • Staff will undertake a pre-visit to satisfy themselves of the procedures in place • Records should be in place of all learners / students attending dual placement, the time and days spent in alternate settings. • A risk assessment will be undertaken as to the impact on a setting should the learner / student display, be exposed to, or be diagnosed with COVID19 on the alternate placement. 			Low
7.4 Specialists, therapists, clinicians and other support staff					

<p>Learners / students do not have access to the specialist, therapists, clinicians and support staff to support their SEND</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Specialists, therapists, clinicians and other support staff can provide interventions as usual. • Supply teachers, peripatetic teachers or other temporary staff can move between settings. • They should ensure they minimise contact and maintain as much distance as possible from other staff. • A record is kept of all visitors. • All visitors are required to complete a contact sheet and provide details of the location and contact with others during the time that they are at school. • An assessment has been carried out to see if any additional control measures are required to keep staff and pupils safe • Assurances have been sought from the visitor that all staff attending the setting will be in good health (symptom-free) and that they have measures in place to ensure effective hygiene is in place. • Temperature checks are carried out on arrival and before entering the college building. 			<p>Low</p>
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		<ul style="list-style-type: none"> Contact details, including full name, organisation and contact telephone number MUST be provided for track and trace. 			
7.5 Contractors working on the college site					
Contractors on-site whilst college is in operation may pose a risk to social distancing and infection control	Medium	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for colleges (e.g. estates related) have been designated as essential work by the government and so are set to continue. Where visits can happen outside of college hours, they should. A record should be kept of all visitors. In addition, they are required to complete a form stating where in the college they have carried out work and whom they have been in contact with. An assessment has been carried out to see if any additional control measures are required to keep staff, learners and contractors safe. Assurances will be sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure 			Low

		<p>effective social distancing is maintained at all times.</p> <ul style="list-style-type: none"> • Temperature checks are carried out on arrival and before entering the college. • Alternative arrangements have been considered such as organising classes so that contractors and staff/learners/students are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 			
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the	Medium	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • Additional COVID-19 related costs are under monitoring and 			Low

college in financial difficulties		options for reducing costs over time and as guidance changes are under review. Current guidance does not make reimbursement possible with regard to funds available for PPE expenditure			
9. Governance					
9.1 Oversight of the College's Directors and School Governors					
Lack of Directors' and Governors' oversight during the COVID-19 pandemic leads to the college failing to meet statutory requirements.	Low	<ul style="list-style-type: none"> • The Directors and Governors continue to meet regularly via online platforms. • The Directors' and Governors' meetings are structured to ensure all statutory requirements are discussed and college leaders are held to account for their implementation. • Reports to Directors and Governors include content and updates on how the school is continuing to meet its statutory obligations in addition to covering the college's response to COVID-19. • Regular dialogue with the Directors and Governors is in place. • Minutes of Directors' and Governors' meetings are reviewed to ensure that they 			Low

		accurately record their oversight and holding leaders to account for areas of statutory responsibility.			
10. Additional site-specific and curriculum issues and risks					
The sensory room has multiple users that could transfer infection	Medium	<ul style="list-style-type: none"> All surfaces must be wiped between 'bubbles' Sessions are timetabled and for use as an intervention The use of the sensory room will be limited and no adults or pupils can access it unless timetabled to do so. 			Low
There may be increased risk of infection and transmission in the kitchen.	Medium	<ul style="list-style-type: none"> Learners / students should use their own resources allocated to them for the lesson which should not be shared. Staff should help learners / students to practice high levels of hygiene, such as washing hands frequently, especially before and after handling ingredients and utensils. Staff will help learners / students to refrain from tasting ingredients directly from utensils while they are preparing food. All utensils and equipment must be cleaned with soapy, warm water after use. 			Low

		<ul style="list-style-type: none"> All surfaces and used chairs should be wiped using an antibacterial spray. 			
There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance	Medium	<ul style="list-style-type: none"> Singing, wind and brass playing must not take place in choirs and ensembles, or assemblies. These activities should only take place within music lessons and within class bubbles while trying to maintain a safe distance between participants and particularly between adults. Learners / students and staff should face in one direction for singing. Learners / students and staff should not be encouraged to project their voice. All equipment must be cleaned between each group, or bubble. Learners / students must not use a woodwind or brass instrument where they use their mouths to generate sound. 			Low

<p>External coaches and tutors visiting the college and working across bubbles increase the risk of infection</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Settings are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so • All coaches and tutors will follow the college's hygiene expectations on entry to and from the site. • All coaches and visitors are required to leave contact information as previously identified. • All coaches and tutors must follow a timetable so that groups can be quickly identified in the event of infection. • As far as possible, visiting tutors and coaches should teach pupils within the extended bubble on the same day to avoid cross contamination through shared resources and clothing • Coaches and tutors should not bring resources into school that have been used within another setting unless these items have 			<p>Low</p>
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		<p>been cleaned thoroughly or have not been used for 48 hours+</p> <ul style="list-style-type: none">• As far as possible, visiting coaches and tutors should maintain a safe distance from staff and learners / students of 2 metres.			
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