

## Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
<b>1. Identify likely numbers of learners returning and agree required staffing resource and approach and liaise with your LA on your plans</b>					
<b>Unable to assess likely numbers of learners returning</b>	1	Identify numbers of learners likely to return: <ul style="list-style-type: none"> <li>• 0 requests from parents</li> <li>• All parents/carers have received weekly phone calls since returning from the Easter break.</li> <li>• 4 critical worker learners – HA, AB, CH, HK</li> </ul>	YES		1
<b>Unable to assess required staffing resources</b> <i>(cross reference with risk assessment on staff health and wellbeing)</i>	1	Identify numbers and roles of staff required to support return: <ul style="list-style-type: none"> <li>• 1 DSL</li> <li>• 3 Teachers, LSA's dependent on learner numbers and ratio requirements.</li> <li>• 4 critical worker learners</li> <li>• 1 kitchen staff</li> <li>• 1 first aid qualified staff member</li> <li>• 1 qualified fire marshal</li> </ul>	YES		1
<b>Number of staff available is lower than that required to</b>	1	<ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> </ul>	YES	Staff attendance monitoring on a daily basis	1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

**Covid-19 Risk Assessment**

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
teach classes in college and operate effective home learning or meet the required ratios		<ul style="list-style-type: none"> <li>• Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</li> <li>• Flexible and responsive use of learning support assistants to supervise classes is in place.</li> <li>• A blended model of home learning and attendance at college is utilised until staffing levels improve.</li> <li>• Contingency planning with LA is in place and additional resources identified</li> <li>• Consideration of available testing for college staff is updated according to latest government advice</li> </ul>			
For special colleges, specialist post-16 and hospital colleges; agree which additional learners will return irrespective of year groups to achieve a phased return	1 4 1	<ul style="list-style-type: none"> <li>• All (33)learners risk assessed and discussed at SLT level</li> <li>• Phased return arrangements in place for each learner</li> <li>• Home to college transport in place.</li> <li>• Travel assist contacted and cleaning schedule requested.</li> <li>• Specialist equipment returned to college/additional equipment made available to support return</li> <li>• 23/33 number of learners remain shielded at home</li> </ul>	YES NO YES YES	Most parents do not want their young adult to return to college presently, however conversations will be held with each learner and family as they request to return.	1 4 1
Colleges lose focus on continuing to apply in-year admissions process including admitting 'new' learners	1	<ul style="list-style-type: none"> <li>• Review in-year college admissions expectation with key admission staff.</li> <li>• Ensure key college contact and related resources in place.</li> <li>• Ensure timely returns of individual learner (applications and outcomes through a LearnerMovement Form) and wider cohort data returns.</li> <li>• Ensure speedy admission of learners in the relevant pathways.</li> </ul>		This process has not been affected	1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

**Covid-19 Risk Assessment**

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
<b>2. Plan how learners of critical workers and vulnerable learners will be accommodated alongside returning learners and encourage attendance</b>					
<b>Plans are not in place to identify number of classrooms required to allow appropriate social distancing for each pathway</b>	4	<ul style="list-style-type: none"> <li>• SLT reviewed college site and assessed which classrooms can accommodate entry/exit points</li> <li>• Maximum number of 20 learners and staff that can be accommodated at Lindridge Site (30 including day service) and on any given day.</li> <li>• 3 classrooms are being utilised for learners attending Lindridge. 3 classrooms are being used for learners attending CFS site.</li> <li>• Each site has a designated isolation room in the event a learner or staff member feels unwell (Therapy cabin at Lindridge and classroom nearest the door/kitchen space at CFS site.</li> </ul>	YES	A reduced timetable is in place to limit the number of staff and learners on site.	1
<b>Classroom arrangements do not currently allow for adequate social distancing</b>	1	Agreed new timetable and confirmed arrangements for each pathway group.	YES	Maximum of 14 at any one time per class is being achieved	1
	1	Arrangements in place to support learners when not at college with remote learning at home.	YES	Learners do not habitually sit at desks simultaneously	1
	1	Classroom size and numbers reviewed through daily planning	YES	Lack of space for storage of spare chairs	1
	1	Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance	YES		
	1	Classrooms re-modelled, with chairs and desks in place to allow for social distancing.	N/A		1
	1	Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing.	NO	Low arousal rooms required for needs of learners. Each learner will	

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		<p>Hand washing facilities identified for each learning zone.</p> <p>Learners stay within internal classroom areas and adjacent spaces.</p>	NO	<p>have social distancing communicated in a way that is appropriate to their needs. Learners to use sinks In own classroom.</p> <p>Due to the needs of learners, it is impossible to avoid movement between classes and accessing outdoor space. Staffing ratios have been increased at Lindridge to support learners to stay within their peer group or allocated work space.</p>	
<p><b>Appropriate planning for the use of alternative spaces not currently in place to meet shortfall</b></p>	1	<ul style="list-style-type: none"> <li>Identify reasons for large space use.</li> <li>Large gatherings prohibited.</li> <li>Design layout and arrangements in place to enable social distancing.</li> </ul> <p>Use of public and outdoor spaces that are available to limit number of people onsite at any one time.</p>	<p>YES</p> <p>N/A</p>	<p>Learning can take place in garden in dry/warm weather. Unable to maintain strict social distancing due to learner needs.</p>	1
<p><b>3. Prioritising provision</b></p>					

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

### Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
<b>Plans to accommodate learners of critical workers and vulnerable learners who will be accommodated alongside returning pathway groups not in place</b>	4	<ul style="list-style-type: none"> <li>Review numbers of learners returning according to status and pathway group (as per 1.1)</li> <li>Plans are in place to meet the learning needs of the learners who are invited but not attending college.</li> <li>Efforts continue to offer provision for learners with parent or carers that are critical workers or most at risk.</li> </ul>	N/A	All learners at Trinity Specialist College are classed as adults at risk.	1
<b>Insufficient support is available for vulnerable and/or disadvantaged learners as numbers of learners increase.</b>	2	<ul style="list-style-type: none"> <li>Support for individual learners is identified through risk assessment.</li> <li>Support for learner/parent anxiety about return to college and vulnerability to COVID-19</li> <li>LA reporting process in place for individual or complex cases including safeguarding concerns.</li> </ul>	YES	Better pathways and J Stroud (Physical difficulties support services)	1
	1		YES		1
<b>4. Content and timing of communications to parents and learners including discussing attendance expectations and other specific things that parents should do to help prepare returning learners</b>					
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the college</b>	2	<ul style="list-style-type: none"> <li>As part of the overall communications strategy parents are kept up to date with information, guidance and the college's expectations on a weekly basis using a range of communication tools.</li> <li>Social stories created to share with learners and families to communicate changes to the college routines.</li> <li>Advice is made available to parents and families on testing</li> </ul>	YES	Letter planned to be issued imminently with guidance	1
	1		YES	Social stories have been created for learners.	1
	4		YES	A COVID-19 section on the	4

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

### Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		for COVID-19		college website will be created and updated clearly showing arrangements for arriving/collecting learners.  Advice given to parents via phone	1
<b>Parents and carers may not fully understand their responsibilities should a learner show symptoms of COVID-19</b>	4	<ul style="list-style-type: none"> <li>• Key messages in line with government guidance are reinforced on a weekly basis via email, text and the college's website and verbally. Community languages are considered.</li> <li>• Clear procedures in place where a learner falls ill whilst at college with reference to the college's infectious diseases policy.</li> <li>• Ensure contact details of families are up to date.</li> </ul>	NO	Email Nick Taynton to gain information about translators.	4
	4		NO	Procedures to be written	1
	1		YES		1
<b>Communications with parents/carers about expectations that must be followed to support learners and keep the college community safe are not clear or in place</b>	4	<ul style="list-style-type: none"> <li>• Request parents and carers to send learners to college in clean clothes on a daily basis.</li> <li>• Learners that travel to college by bus to bring a change of clothes to college.</li> <li>• Refer to college's hygiene policies</li> <li>• Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family</li> <li>• Brokerage of access to Forward Thinking Birmingham resources to support mental health and wellbeing, including anxiety of returning to college for learners and parents</li> <li>• <a href="https://www.forwardthinkingbirmingham.org.uk">https://www.forwardthinkingbirmingham.org.uk</a></li> </ul>	NO	Guidance to be issued.	4
	1		YES		1
	1		YES		1
	4		NO		4
	1		YES		1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		<ul style="list-style-type: none"> <li>Consider the reduction of personal items being bought into college.</li> <li>Consider packed lunches being bought in disposable bags or lunch boxes being cleaned with antibacterial wipes.</li> </ul>			
<b>5. The college day</b> This section should be considered in conjunction with <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>					
<b>The start and end of the college day create risks of breaching social distancing guidelines</b>	1	<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrances/exits are identified and used for different groups.</li> <li>Staff and learners are briefed, and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> </ul>	YES	Plans are in place to utilise additional entrance when learner numbers increase.  Learners will require support and guidance in their own communication style and will receive one to one support at Lindrige site.  Not practical due to size of site retaining a low arousal environment. Staff will support to manage queuing.	1
	4		YES		1
	4		NO		1
	1		NO		1
	4		YES		4
1	YES	1			

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

**Covid-19 Risk Assessment**

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		<ul style="list-style-type: none"> <li>Attendance patterns have been optimised to ensure maximum safety.</li> </ul>			
<b>Daily attendance registers for new cohorts are not in place and DfE online educational setting status form to provide daily updates on how many learners and staff are in college is not completed</b>	1	<ul style="list-style-type: none"> <li>S Martin is responsible for completion of daily attendance registers (COLLEGE and DfE)</li> <li>S Martin is responsible for completion of BCC vulnerable/key worker learners attendance weekly submission</li> <li>Report to local authorities.</li> </ul>	YES		1
	4		YES		1
	4		YES		1
<b>6. Provision for meals and FSM</b>					
<b>Learners eligible for free college meals (FCM) do not continue to receive vouchers on the days that they are not in college</b>	4	<ul style="list-style-type: none"> <li>FCM voucher scheme is continued.</li> <li>A member of the college's administrative team is tasked with ensuring that learners eligible receive free meals when in college and continue to receive vouchers/college meals when not in college. Seek support from LA for clarification on circumstances where there is inevitable cross-over</li> <li>Issues with food poverty to be addressed through application to Early Help Hubs</li> <li>FCM vouchers are given to families who are not in attendance and are eligible.</li> </ul>	YES  YES	Free college meal access to be set up.  Vouchers have been purchased to send out to the families	1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**



**Covid-19 Risk Assessment**

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
<b>Meals are not available for all learners in college</b>	1	<ul style="list-style-type: none"> <li>• Communication with Cook to consider options based upon numbers of learners in college</li> <li>• Procurement plan in place which confirms that suppliers are following social distancing and hygiene measures.</li> <li>• Safe food preparation space, taking account of social distancing</li> <li>• Usual considerations in place for dietary requirements</li> </ul>	YES	Meals are available for all learners daily Food stocks are being purchased from a farm shop.	1
	4		YES		1
	1		YES		1
	4		YES		1
<b>7. Safeguarding provision is needed in college to support returning learners and consider any necessary changes and referrals as more learners return to college including those with problems accessing online offer</b>					
<b>College safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19</b>	1	<ul style="list-style-type: none"> <li>• Safeguarding remains highest priority and policy is updated to reflect changes</li> <li>• All staff are briefed on updated safeguarding arrangements, including those contacting families of learners that are not attending college</li> <li>• All DSLs have swift access to advice from LA, CSC, health visitors and police (LA has provided contact details)</li> <li>• College to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockprocedures,</li> </ul>	YES		1
	1		YES		1
	1		YES		1
	1		YES		1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

### Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
	1	<ul style="list-style-type: none"> <li>factoring in social distancing requirements</li> <li>Expectations to be shared with learners where possible in the event of the need to evacuate the building in an emergency</li> </ul>	YES	Where this is possible	1
<b>High risk of increased disclosures from returning learners</b>	1	<ul style="list-style-type: none"> <li>DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from learners</li> </ul>	YES		1
	1	<ul style="list-style-type: none"> <li>Contact is maintained with families where there are vulnerable learners that are not attending college due to parent/carer decision</li> </ul>	YES		1
	1	<ul style="list-style-type: none"> <li>Advice is available through , BCC Safeguarding and BCC Prevent Team</li> </ul>	YES		1
<b>Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for learners returning to college</b>	1	<ul style="list-style-type: none"> <li>Staff are aware of the offer from the LA and partners To support learner wellbeing, including initiatives such as 'You've Been Missed' bereavement support and any changes that have occurred in learner's lives since they have been away from college.</li> </ul>	YES		1
	4	<ul style="list-style-type: none"> <li>Staff have access to a range of support services and feel well prepared to support learners with issues that are impacting on their health and wellbeing. This is differentiated for learners attending college and those still at home.</li> </ul>	NO	Mental Health Training will be arranged at the earliest opportunity.	4
	1	<ul style="list-style-type: none"> <li>Staff are aware of how to access support for issues such as anxiety, mental health, behaviour, young carers, behaviour in addition to safeguarding in general.</li> </ul>	YES		1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
<b>8. Behaviour policies reflect the new rules and routines necessary to reduce risk in your setting</b>					
<b>Learners' behaviour on return to college does not comply with social distancing guidance</b>	4	<ul style="list-style-type: none"> <li>Clear messaging to learners on the importance and reasons for social distancing is reinforced throughout the college day by staff and through posters and floor markings.</li> <li>Staff model social distancing consistently.</li> <li>The movement of learners around the college is minimised.</li> <li>Large gatherings are avoided.</li> <li>Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>The college's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, learners and parents.</li> <li>Senior leaders monitor areas and provide relevant guidance where necessary.</li> <li>Messages to parents reinforce the importance of social distancing. Learning and knowledge is share with families.</li> </ul>	NO	Learners require instructions and prompting that meet their individual communication needs.	2
	4		NO	Social distancing cannot be modelled consistently due to the needs of the learners.	2
	1				1
	1				1
	4		YES		1
	4		YES		1
	4		YES	Addendum to be completed. Yet to be measured once learners return to college	1
		NO			
		N/A	Social distancing cannot be modelled consistently due to the needs of the learners.		

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

**Covid-19 Risk Assessment**

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
<b>9. Identify curriculum priorities, agree revised expectations and required adjustments in practical lessons including any approaches to 'catch up' support</b>					
Learners may not achieve at the same rate as they were prior to the reduction in attendance site.	4	<ul style="list-style-type: none"> <li>Home and remote learning is continuing and is calibrated to complement in-college learning where possible.</li> <li>AQA unit Awards scheme criteria are covered where appropriate</li> <li>Plans for intervention are in place for those learners who are supported through home learning</li> <li>Staff can offer support to families and carers to maintain learners self-care skills</li> </ul>	YES YES YES YES		1
College unable to meet full provision required in line with EHCP	4	<ul style="list-style-type: none"> <li>Review individual learner's EHCP to consider what can reasonably be provided whilst in college</li> <li>Where EHCPs have been adapted to make allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan</li> <li>Access support through health and social care offer</li> <li>Support offered through LA SEND Panel Inclusion Support Service</li> </ul>	NO	EHCP reviews to take place in June Individual learner risk assessment to be completed for return to college.	4
Learners moving on to the next phase in their education are ill-prepared for transition	1 1 1	<ul style="list-style-type: none"> <li>A plan is in place for staff to speak with learners and their parents about the next stage in their education and resolve any issues.</li> <li>There is regular and effective liaison with the destination institutions e.g. apprenticeship providers) to assist with learner's transition.</li> <li>Regular communications with the parents of incoming</li> </ul>	YES YES YES		1 1 1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

**Covid-19 Risk Assessment**

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		<ul style="list-style-type: none"> <li>learners are in place, including letters, newsletters and website pages.</li> <li>Virtual tours of the college are available for parents and learners.</li> <li>Online induction days for learners and parents are planned</li> </ul>	NO NO	Virtual tour to be created Open day planned for July if possible.	
<b>10. Content and timing of staff communications including bringing in staff in advance of learners returning</b>					
<b>Staffing levels can't be maintained</b>	1	<ul style="list-style-type: none"> <li>Only the staff required to be in college are in college, to maintain safeguarding and ratios</li> <li>Contingency planning in place at appropriate levels, e.g. SLT, DSLs, first aid qualified staff</li> <li>Chair of Trustees to be kept informed throughout</li> </ul>	YES		1
	1		YES		1
	1		YES		1
<b>Identify staff unable to return to college</b>	1	<ul style="list-style-type: none"> <li>3 staff clinically vulnerable or living with someone who is clinically extremely vulnerable, unable to attend college and social distancing cannot be adhered to on site, but can work effectively from home, for example supporting remote education, or safeguarding calls</li> <li>Identify specific activities for staff who are vulnerable/shielded</li> </ul>	YES		1
	1		YES		1
<b>Staff are insufficiently briefed on expectations</b>	1	<ul style="list-style-type: none"> <li>Staff receive daily/weekly briefings on day to day college matters and evolving working arrangements around learners returning to college</li> <li>Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders</li> </ul>	YES		1
	1		YES		1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

## Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
	1	<ul style="list-style-type: none"> <li>• Flexible working arrangements needed to support any changes to usual working patterns are agreed</li> <li>• Staff workload expectations are clearly communicated</li> <li>• Schedule what staff training is needed to implement any changes that the college plans to make, either delivered remotely or in college</li> </ul>	YES		1
	1		YES		1
	1		YES		1
<b>11. Protective measures and hygiene</b> This section should be considered in conjunction with <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>					
<b>Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when learners circulate in corridors as learners are unable to or do not observe social distancing at break and lunch times</b>	1	<ul style="list-style-type: none"> <li>• Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues, use of communal staff areas as detailed in 2 and 5</li> <li>• Circulation plans have been reviewed and amended.</li> <li>• One-way systems are in operation where feasible.</li> <li>• Corridors are divided where feasible.</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• The movement of learners around college is minimised as much as possible.</li> <li>• Where possible, learners stay in classrooms and staff move around.</li> <li>• Learners are briefed regularly regarding observing social distancing guidance whilst circulating.</li> </ul>	YES	It is impossible to meet this requirement but one to one staffing is in place to ensure full support for learners.	1
	4		NO		4
	4		NO		4
	4		NO		4
	4		NO		4
	1		NO		1
	1		YES		1
	1		YES		1
1	YES	1			
1	YES	1			

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

### Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
	4	<ul style="list-style-type: none"> <li>• Appropriate supervision levels are in place.</li> <li>• Agree how safety measures and messages will be implemented and displayed around college</li> </ul>	N/A	Partially completed	4
	1		YES		1
	4		4		
<b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b>	4	<ul style="list-style-type: none"> <li>• Home learning in place.</li> <li>• Net capacity assessment/asset plans reviewed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance</li> <li>• All furniture not in use has been removed from classrooms and teaching spaces.</li> <li>• Resources are arranged to be used by small groups to limit the risk of cross contamination.</li> </ul>	YES	Online lessons via zoom	4
	1		YES	Completed although learners and staff may not adhere to social distancing.	1
	4		NO	Lack of storage space does not allow for this.	4
	4		NO	Lack of storage space.	4
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	4	<ul style="list-style-type: none"> <li>• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>• Staff have been briefed on the use of these rooms.</li> </ul>	NO	Staff are not currently utilising these space but guidance will be launched by 15 <sup>th</sup> June.	4
	4		NO		4
<b>Queues for toilets and handwashing risk non-compliance with social distancing</b>	4	<ul style="list-style-type: none"> <li>• Breaks will be staggered to avoid queuing. Learners and staff know that they can only use the toilet one at a time.</li> <li>• Learners are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> </ul>	YES		1
	1		YES		1
	1		1		

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

### Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
measures	1 1 1 1	<ul style="list-style-type: none"> <li>• The toilets are cleaned frequently.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> <li>• Learners are reminded regularly on how to wash hands.</li> </ul>	YES YES YES YES		1 1 1 1
Enhanced cleaning and how it will be implemented in your college for example how often, when/if additional clean is necessary and how you will ensure sufficiency of supplies					
<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required</b>	1 1 4	<ul style="list-style-type: none"> <li>• A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.</li> <li>• An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>• Working hours for cleaning staff are increased.</li> <li>• Seek LA support to manage insufficient capacity</li> </ul>	YES YES YES N/A	Working hours for cleaning staff will be increased if required. Daily cleaning priorities have changed to meet the needs of Covid 19 government guidance implementing protective measures in education	1 1 2

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**



## Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
<b>Procedures are not in place for Covid-19 clean following a suspected or confirmed case at college</b>	1	<ul style="list-style-type: none"> <li>• Cleaning company is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u></li> <li>• Plans are in place to identify and clean all areas with which the symptomatic person has been in contact</li> <li>• Sufficient and suitable equipment is available for the required clean</li> <li>• Adequate waste disposal arrangements are in place to dispose of contaminated equipment</li> <li>• Alternative arrangements are in place for vulnerable learners and key worker families in case the college needs to close for a Covid-19 clean</li> <li>• Seek LA support</li> </ul>	YES		1
	1		YES		1
	1		YES		1
	1		YES		1
	1		YES		1
	1		N/A		1
<b>12. Enhanced hygiene for example toilet use, hand washing and decide on policy related to usually shared items e.g. books, toys practical equipment</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established</b>	1	<ul style="list-style-type: none"> <li>• An audit of handwashing facilities and sanitiser dispensers is undertaken before the college reopens and additional supplies are purchased if necessary.</li> <li>• Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day</li> <li>• Posters and social stories reinforce the need to wash hands regularly and frequently.</li> </ul>	YES	Additional items on order.	1
	1		YES		1
	4		YES		1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

## Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
Inadequate supplies and resources mean that shared items are not cleaned after each use	1	<ul style="list-style-type: none"> <li>Prevent the sharing of stationery and other equipment where possible.</li> <li>Shared materials and surfaces cleaned and disinfected more frequently</li> <li>The trustees finance committee is aware of any additional financial commitments</li> </ul>	YES	Dettol spray to be kept in the classroom.	1
	1		YES		1
			N/A		
<b>13. College level response should someone fall ill on site in line with govt guidance (also see 1.12 and 1.15)</b>					
Staff, learners and parents are not aware of the college's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the college	4	<ul style="list-style-type: none"> <li>Learner temperature to be always checked upon arrival at college and thermometer available .</li> <li>Staff, learners and parents have received 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 the college.</li> <li>This guidance has been explained to staff and learners as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>Health and safety trustees are satisfied that arrangements are in place and in line with DfE guidelines</li> </ul>	YES	Protocols to be shared with learners and staff. Thermometers are now in place	3
	4		YES		3
	1		YES	Induction process to be reviewed. New staff are due on site in July and learners in September.	1
	1		YES	1	
			YES	All trustees have been sent the risk assessment to agree	
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	4	<ul style="list-style-type: none"> <li>College's medical room/space has been assessed to ensure social distancing and isolation measures are not compromised</li> <li>Additional rooms are designated for learners with suspected COVID-19 whilst collection is arranged.</li> </ul>	YES	Room identified and measurements taken.	1
	4		YES	Therapy cabin identified.	1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

**Covid-19 Risk Assessment**

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
	1	<ul style="list-style-type: none"> <li>Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	YES		1
<b>14. Plan for personal protective equipment for staff providing intimate care for any children and young people and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home</b>					
<b>Provision of PPE for staff where required is not in line with government guidelines</b>	1	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated</li> <li>Sufficient PPE has been procured through normal stockist</li> <li>PPE requirements have been risk assessed against scenarios produced by Public Health Birmingham</li> <li>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 how to dispose of them safely.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> <li>Seek LA support for emergency PPE stock</li> </ul>	YES		1
	1		YES		1
	1		YES		1
	1		YES		1
	1		YES		1
	1		N/A		1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

**Covid-19 Risk Assessment**

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
<b>PPE provision is not in place for staff providing intimate care and for cases where a learner becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home</b>	1	<ul style="list-style-type: none"> <li>Requirements for PPE have been assessed in line with DfE guidelines and Public Health Birmingham scenarios</li> <li>Sufficient stock has been ordered using college's usual suppliers</li> <li>Arrangements to seek LA support to obtain PPE in case of an emergency are known and in place</li> <li>Health and safety trustees are satisfied that arrangements are in place and in line with DfE guidelines</li> </ul>	YES  YES  YES	Chair of Trustees is being kept up to date with all protocols.	1
<b>Managing premises related issues</b>					
<b>There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst college is in operation may pose a risk to social distancing and infection control</b>	1  4  4	<ul style="list-style-type: none"> <li>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.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, learners and contractors safe.</li> <li>Assurances have been 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 effective social distancing is always maintained.</li> <li>Where possible, temperature checks are carried out on arrival and before entering the college building.</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/learners are kept apart.</li> </ul>	YES  YES  YES  NO	Thermometer purchased for reception	1  2  4

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

### Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
	1	<ul style="list-style-type: none"> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• 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).</li> <li>• Premises trustees committee is aware of planned works and associated risk assessments</li> </ul>	<p>YES</p> <p>YES</p>	<p>There isn't a separate committee for buildings but regular updates are given to the Chair of Trustees</p>	1
<b>Fire procedures are not appropriate to cover new arrangements</b>	1	<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to:               <ul style="list-style-type: none"> <li>○ Reduced numbers of learners/staff</li> <li>○ Possible absence of fire marshals</li> <li>○ Social distancing rules during evacuation and at muster points</li> <li>○ Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>• Staff, learners and trustees have been briefed on any new evacuation procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	<p>YES</p> <p>YES</p> <p>YES</p>	<p>Procedures unchanged</p> <p>Roles and responsibilities have been amended due to reduced staff on site</p>	1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

### Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
<b>Fire evacuation drills - unable to apply social distancing effectively</b>	4	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place and are in line with social distancing measures.</li> </ul>	NO	Due to learners needs this is not possible	4
<b>Fire marshals absent due to self-isolation</b>	1	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	YES		1
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	1	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> <li>LA support is in place</li> </ul>	YES N/A N/A		1
<b>The costs of additional measures and enhanced services to address COVID-19 when reopening puts the college in financial difficulty</b>	1	<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>LA or Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>The college's projected financial position has been shared with trustees and the local authority.</li> </ul>	N/A N/A YES	To be shared at next Trustees meeting in July.	1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

**Covid-19 Risk Assessment**

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
<b>15. Ensure you have considered the impact on staff and learners with protected characteristics including race and disability in developing your approach</b>					
<b>Measures have not been put in place to protect staff and learners with underlying health issues, BAME staff, and those who are shielding</b>	4	<ul style="list-style-type: none"> <li>An equality impact assessment is undertaken for staff and learners.</li> <li>All members of staff and parents of learners with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the college.</li> <li>Records are kept of this and regularly updated.</li> <li>Members of staff and parents of learners with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff and parents of learners are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable.</li> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.</li> <li>Current government guidance is being applied.</li> </ul>	NO	Risk assessments are in process for individual learners. Staff risk assessments need to be carried out.	4
	1		YES		1
	1		YES		1
	1		YES		1
	1		YES		1
	1		YES		1
	1		YES		1
<b>Staff, particularly those from BAME heritage, are reluctant to attend college due to the</b>	4	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with</li> </ul>	YES	Health and wellbeing surveys have been issued to identify areas of concern or need.	2
	1		YES		1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**

**Covid-19 Risk Assessment**

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
media coverage on deaths related to coronavirus.	1	<ul style="list-style-type: none"> <li>the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> </ul>	YES		1
	1		YES		1
	1		YES		1
	1				
Parents, particularly those from BAME heritage, are reluctant to send their learners to college due to the media coverage on deaths linked to coronavirus	4	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support learners and parents with these anxieties.</li> <li>There is access to designated staff for all learners and parents who wish to talk to someone about their wellbeing and anxieties about attending college</li> <li>College arrangements demonstrating social distancing measures are shared with parents and learners</li> <li>Resources/websites to support parent and pupil anxiety are provided.</li> </ul>	NO		4
	1		YES		1
	1		YES		1
	4		NO		4
<b>16. Work with other college based-provision as necessary</b>					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour,	4	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the college.</li> <li>Staff, learners, parents and trustees have been briefed accordingly.</li> </ul>	NO	Addendum to be created and shared with Trustees.	4
	4		NO		4

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**



Covid-19 Risk Assessment

02/06/2020

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
attendance and other policies are no longer fit for purpose in the current circumstances					
Risks are not comprehensively assessed in every area of the college, including in light of COVID-19	4 4 4 4 4	<ul style="list-style-type: none"> <li>• Risk assessments are updated or undertaken before the college reopens and mitigation strategies are put in place and communicated to staff covering:               <ul style="list-style-type: none"> <li>○ Different areas of the college</li> <li>○ When learners enter and leave college</li> <li>○ During movement around college</li> <li>○ During break and lunch times</li> <li>○ Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>	NO  NO NO NO NO	Risk assessment completed. Share with staff week commencing 1 <sup>st</sup> June 2020.	2  1 1 1 1 1

This is a model risk assessment based on Government guidelines on COVID-19 as at 14/05/2020 and remains subject to change at short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). **Colleges should amend according to individual context.**