

COVID-19: Risk Assessment

1st September
2020

Reviewed 30th August 2022

Introduction

Coronavirus disease (COVID-19) is an infectious disease caused by a newly-discovered coronavirus that seems to have begun to infect human beings towards the end of 2019 in the Hubei province of China before spreading world-wide in 2020. At the time of writing, there have been over 20 million confirmed cases and 750,000 deaths. After a prolonged periods of lockdown that included the closure of the majority of schools in the UK, schools and colleges were instructed by the government to prepare to fully readmit students for the 2021 Autumn term.

Schools and colleges are environments in which many young people are concentrated. Although the picture is far from complete, whilst children can get COVID-19, incidences are less frequent than amongst adults and it is usually less serious. There is no evidence that children transmit the disease any more than adults and the Office of National Statistics analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations.

No school or college can ensure a completely risk-free environment but MPW has followed and will continue to follow all relevant guidelines and put in place proportionate protective measures for students, staff and visitors to the college.

1 Background

COVID-19 is a species of coronavirus that appears to have emerged into the human population in late 2019. It spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs, sneezes or speaks. Although these droplets are small and do not travel far, they can infect someone else if they are breathed in, which is why the use of face masks and social distancing has been recommended. A second indirect route to infection is through coming into contact with these droplets once they have landed on surfaces, such as door handles and tables and then touching one's eyes, nose or mouth. The regular cleaning of surfaces and the use of hand sanitiser are the two key measures necessary to minimise such indirect infection. Studies have shown that the virus can survive for up to 72 hours on plastic and stainless steel, less than 4 hours on copper and less than 24 hours on cardboard.

There is strong evidence to suggest that children and young people are less likely to catch COVID-19 and further that those that do so experience the disease in a less severe form.

2 Symptoms

The main symptoms of coronavirus are:

- A high temperature (in excess of 37.8°C).
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- A loss or change to your sense of taste or smell (anosmia) – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

3 System of Controls

At the time of updating, the UK Government has removed all compulsory Covid-19 restrictions in England.

However, remaining guidance about steps that individuals should take can be found at:

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

The key points that are being focused on at MPW Birmingham are summarized below:

Prevention

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms and those who have tested positive, do not attend school.
- Cleaning hands thoroughly more often than usual.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Keeping occupied spaces well ventilated
- Using Personal protective equipment (PPE) on public transport and in areas of college when it is felt to be a necessary precaution

Response

- Engaging with the NHS Test and Trace process.
- Managing confirmed cases of coronavirus (COVID-19) amongst the school community.
- Containing any outbreak by following local health protection team advice.

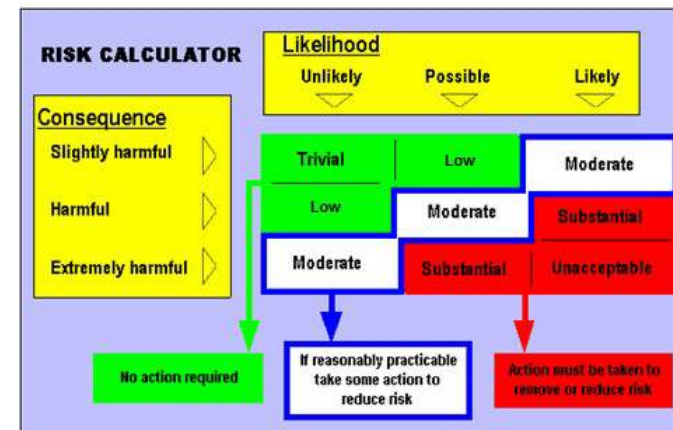
4 Detailed Risk Assessment

What follows is a detailed breakdown of how MPW is implementing the government's guidance. It covers how staff and students will be informed of the on-going situation, how the college environment will be kept in a condition to prevent as far as possible any outbreak of COVID-19, the measures in place to cope with staff or students who present symptoms and who have to self-isolate along with matters such as future exam preparation and sporting activities.

This risk assessment will be under constant review. It will be updated regularly to reflect the latest guidance from the government. Staff, students and parents will be informed of any significant changes as and when they are made.

This plan sits alongside a tried and tested Education Continuity Plan which will be activated in the event of any future lockdowns, local or national.

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Completed by:	Adam Cross and Mark Shingleton
Approved by:	SMT
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Review date:	30 th August 2022



Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
National guidelines are updated frequently and college fails to implement new advice.	<ul style="list-style-type: none"> Acting on obsolete advice Increased risk of transmission of COVID-19 amongst staff and students leading to serious respiratory illness and possibly death Concerns amongst stakeholders that the college is not a safe environment within which to study or work. 	Staff, students, their families	Low	<ul style="list-style-type: none"> Principal to ensure daily checks are made with government updates, checking Department of Education and Public Health England websites and update emails. Proposed revisions to the COVID-19 risk assessment (including recommended changes to mitigation measures). to be circulated to the CEO and Chairman for approval. Once agreed new measures to be communicated by the Principal to all stakeholders via email and the VLE. 	Low

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Guidelines in place but are not being followed.	<ul style="list-style-type: none"> ○ Increased risk of transmission of COVID-19 amongst staff and students leading to serious respiratory illness and possibly death. ○ Rising staff and student absence levels disrupting the normal functioning of the college. ○ Concerns amongst stakeholders that the college is not a safe environment within which to study or work. 	Staff, students, their families	Moderate	<ul style="list-style-type: none"> • Staff and student briefings in the first week of the Autumn term to prepare those who have been away from college for a full scale and safe return to college. • Explanatory guidance and subsequent updates will be made available to staff, students and parents via email. • Posters around college reinforcing respiratory hygiene and related measures. • Sanitising products (hand sanitiser and disinfectant spray) will be placed in key locations to ensure ease of access for staff and students. • All staff are responsible for monitoring adherence to the safety measures put in place. Persistent or wilful non-compliance will be dealt with under the college's disciplinary procedures (staff) or behaviour policy (students). 	Low

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Inadequate communications with stakeholders and training of staff.	<ul style="list-style-type: none"> Staff do not understand the safety procedures that have to be followed. 	Staff, students, their families	Moderate	<ul style="list-style-type: none"> This risk assessment and the mitigation measures contained within it have been produced in consultation with a wide range of staff. This risk assessment will be shared with all staff and training will be provided as needed to ensure understanding of the measures put in place and limit transmission of the COVID-19 virus. Regular update bulletins from SMT will be provided as the situation evolves to keep staff informed about updated guidance and how the college intends to respond to it. The implementation of this risk assessment and the effectiveness of the measures in place will be a standing agenda item for all college committees to promote engagement and monitor the effectiveness of the system of controls that have been put in place. 	Low

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Failure to make adequate safeguarding provision for students.	<ul style="list-style-type: none"> Members of DSL team absent because self-isolating or contracting the virus themselves. Vulnerable students do not receive appropriate support and protection. 	Vulnerable students	Substantial	<ul style="list-style-type: none"> DSL team is of a sufficient size to provide help and support to staff and students in relation to new welfare concerns and the management of referrals, even if members of the safeguarding team are having to isolate. Safeguarding and welfare policies updated so there is a greater focus on mental wellbeing Returning and new students are asked to disclose any welfare needs they may have that have not previously been disclosed so that welfare risk assessments can be conducted and suitable support put in place. Safeguarding work and contact with vulnerable students can be done remotely via MS Teams in the event that they have to socially isolate Staff are trained on safeguarding in the event that remote learning is required 	Low

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Students who are shielding or self-isolating.	<ul style="list-style-type: none"> ○ Increased risk of infection leading to serious respiratory illness and possibly death. ○ Disruption to learning and adverse consequences for wellbeing. 	Shielding or self-isolating students	Substantial	<ul style="list-style-type: none"> • In a very small number of cases students may have been advised by a specialist health professional that it is still inappropriate for them to return to college at the moment. Under these circumstances, a welfare care plan will be drawn up, one element of which will be access to remote learning facilities and appropriate levels of pastoral care. • Localised increases in transmission rates may result in students (or family members) having to shield once again. Disruption to their education will be minimised by the provision of access to remote learning facilities and appropriate levels of pastoral care. • Some students will be unable to attend because they are self-isolating and have had symptoms or positive test result themselves. Disruption to their education will be minimised by the provision of access to remote learning facilities and appropriate levels of pastoral care. 	Low

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Inadequate measures in place to support vulnerable and higher risk staff.	<ul style="list-style-type: none"> Some staff members are more vulnerable to catching the virus and experiencing more severe respiratory symptoms which could be fatal. Serious illness may cause staff members to be unable to work for long periods of time, causing disruption to the college's education provision. Staff who are forced to self-isolate for a long period of time may experience mental health issues. 	Vulnerable staff	Substantial	<ul style="list-style-type: none"> Individual risk assessments will be carried out for all staff who are clinically extremely vulnerable (CEV), clinically vulnerable (including pregnant staff) or at increased risk due to their age, a disability, ethnic background or some other reason. These risk assessments will be reviewed on a regular basis or on request from the vulnerable person to take into account changing circumstances. The mitigation measures, particularly those relating to vaccination, hygiene and isolation, outlined in this risk assessment reflect the latest Government guidance and should allow most staff to return to work safely. Sanitising products will be available to all staff and face coverings will be provided if requested For employees who are CEV or live with CEV people, we will consider the feasibility of them working from home. Where it is feasible, MPW will provide equipment for people to work from home safely and effectively; for example, by providing remote access to work systems and IT support. Vulnerable staff to be reminded about access to free counselling service in case they require additional support during this time. All staff members are encouraged to continue to follow advice issued by Public Health England and contact their GP or NHS 111 if concerned. 	Moderate

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Inadequate hand and respiratory hygiene leading to spread of COVID-19 virus.	<ul style="list-style-type: none"> ○ Infection spread leading to serious respiratory illness and possibly death. 	Staff, students, their families, contractor, and the wider community	Substantial	<ul style="list-style-type: none"> • Hands should be washed with liquid soap for at least 20 seconds or alcohol-based hand sanitisers should be used. Sanitiser stations will be located at the building entrances and exits and on stair landings. Bottles of sanitiser will also be available elsewhere around college • Toilet lids should be closed before flushing and left closed after use. <p><i>Continued below...</i></p>	Low

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Cont.	Cont.	Cont.	Cont.	<p><i>...continued from above.</i></p> <ul style="list-style-type: none"> Waste only needs to be segregated if an individual shows symptoms or tests positive for the virus. If this occurs, it will be treated as clinical waste and disposed of accordingly. Where possible, classroom windows and doors should be left open to promote ventilation. Doors must be closed when the room is unoccupied. At the end of the day, all doors are to be closed as a fire prevention measure. Air conditioning/heating units do not need to be removed because they do not circulate air to different rooms so can be used as normal. Observance of hygiene rules reinforced by disciplinary sanctions where necessary. 	Cont.

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Inadequate personnel protection and PPE to limit spread of COVID-19 virus.	<ul style="list-style-type: none"> ○ Infection spread leading to serious respiratory illness and possibly death. 	Staff, students, their families, contractor, and the wider community	Substantial	<ul style="list-style-type: none"> • PPE equipment obtained only from reputable suppliers. • The college complies with all the requirements contained within the Safe Schools Charter. • PPE equipment has been stockpiled prior to the reopening of the college and a stock control system is in place to ensure sufficient supplies are maintained. • Face coverings can be provided to staff and students if requested. In line with current DfE guidance, the wearing of such masks is not currently compulsory for staff or students in any areas of the college. • Please refer to the following for more information: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 	Low

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
<p>Infection may be transmitted via the physical college environment.</p> <p>Infection transmitted from home environment to college environment.</p>	<ul style="list-style-type: none"> ○ Risk of contagion within college environment and a sudden spike in suspected/confirmed cases at MPW. ○ Increase risk of infection to students/staff and family members leading to serious respiratory illness and possibly death. ○ Rising levels absence with negative consequences for student learning and wellbeing. ○ Disruption to operational working of the college leading to further temporary closures. 	<p>Staff, students, their families, contractors and the wider community</p>	<p>Substantial</p>	<ul style="list-style-type: none"> • All cleaning staff to have access to PPE if they require it and know how to use it safely. • Reduce clutter with only the minimum items left on work and other surfaces. This will facilitate intensive cleaning and reduces the risk of the virus spreading to multiple surfaces. • Ensure stock levels of sanitising products are sufficient to sustain these cleaning regimes. <p>Continued below...</p>	<p>Moderate</p>

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Cont.	Cont.	Cont.	Cont.	<p><i>...continued from above.</i></p> <ul style="list-style-type: none"> • Staff and students encouraged to use hand sanitizer. Sanitising products to be kept in key locations throughout the college. • Where possible and safe to do so, doors to be left open to reduce contact with surfaces such as door handles. • Disinfectant spray should be used on furniture and equipment potentially contaminated by sneezes or coughs. • Practical lessons can go ahead provided equipment is cleaned thoroughly before being reused. • Students will be encouraged to submit work electronically. Staff are encouraged to use PPE when marking and pay attention to hand hygiene both during and after marking 	Cont.
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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
				<ul style="list-style-type: none"> • If any student or staff member exhibit symptoms of a respiratory infection and have a high temperature and do not feel well enough to stay in college or carry out normal activities, they should go home immediately and avoid contact with other people. They should then stay at home and avoid contact with other people until they no longer have a high temperature and no longer feel unwell. • Currently, most people cannot access free Covid-19 tests, so it is not expected that a test should be undertaken • If someone tests positive on the PCR test, they should stay at home and avoid contact with other people for 5 days, starting from the day they did the test. 	

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Non-compliance with SD guidance	<ul style="list-style-type: none"> ○ Risk of contagion within college environment and sudden spike in suspected/confirmed cases at MPW. ○ Increase risk of infection to students/staff and family members leading to serious respiratory illness and possibly death. ○ Rising levels absence with negative consequences for student learning and wellbeing. ○ Disruption to operational working of the college leading to further temporary closures. 	Staff, students, their families and the wider community	Substantial	<ul style="list-style-type: none"> • Although social distancing measures have now ended, staff and students will continue to be briefed on maintain sensible social distancing where possible • Entrances and exits to the buildings have been reconfigured to reduce pinch points at peak times of the day. • Some classroom areas have been repurposed to reduce congestion in normally high use areas. <p><i>Continued below...</i></p>	Moderate
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Cont.	Cont.	Cont.	Cont.	<p><i>...continued from above.</i></p> <ul style="list-style-type: none"> • Timetable for sixth-form students allows for staggered start and finish times and lunch breaks. These students will be encouraged to go home once their lessons are over. • Main entrances and exits to be monitored by staff at peak periods to prevent overcrowding. • Staff using kitchen areas should avoid sharing cups, crockery and cutlery that has not been properly cleaned with warm soapy water • Plexiglass barriers have been installed in reception areas to enable them to interact safely with high volumes of people. 	Cont.
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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Suspected or confirmed case in household of student or a member staff.	<ul style="list-style-type: none"> ○ Student or staff member also becomes infected and transmits virus to other members of the college community. ○ Infection leading to serious respiratory illness and possibly death. ○ Staff member unable to attend causing disruption to the college's day-to-day operation 	Staff, students, their families and the wider community	Substantial	<ul style="list-style-type: none"> • Guidance issued to all stakeholders stipulates: <ul style="list-style-type: none"> • If an individual is contacted by NHS Test and Trace, they must isolate according to the instructions given • If any student or staff member exhibit symptoms of a respiratory infection and have a high temperature and do not feel well enough to stay in college or carry out normal activities, they should go home immediately and avoid contact with other people. They should then stay at home and avoid contact with other people until they no longer have a high temperature and no longer feel unwell. • Currently, most people cannot access free Covid-19 tests, so it is not expected that a test should be undertaken • If someone tests positive on the PCR test, they should stay at home and avoid contact with other people for 5 days, starting from the day they did the test. • Contingency staffing measures are in place to cover staff absence, with staff able to work from home if not ill themselves. • Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19 as long as they are not unwell 	Moderate/ Low

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				<ul style="list-style-type: none"> Please refer to the following for guidance: https://www.gov.uk/coronavirus 	
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Student or a member of staff exhibits symptoms at college.	<ul style="list-style-type: none"> ○ Increase risk of infection to students/staff and family members leading to serious respiratory illness and possibly death. ○ Rising levels of absence with negative consequences for student learning and wellbeing of students and staff. ○ Disruption to operational working of the college leading to further temporary closures. 	Staff, students, their families and the wider community	Substantial	<ul style="list-style-type: none"> ● Students or staff must not come into college if they have COVID-19 symptoms (a new continual cough, a temperature in excess of 37.8°C, loss or change in normal sense of smell or taste) or have tested positive. ● If these symptoms develop whilst in college the following protocol is to be followed: <ul style="list-style-type: none"> ○ Ill individual should report to their Personal Tutor or line manager. ○ Students will be quarantined until appropriate arrangements can be made for them to be collected by a member of their family or household. The door to the room being used for quarantine purposes should be closed but the windows kept open to facilitate ventilation. If they need to use the bathroom, it should be reserved for their exclusive use until it can be cleaned and disinfected. ○ If the symptoms are very severe it should be treated as a medical emergency and 999 called. ○ Health and Safety manager will be notified and will arrange cleaning of areas that may have been contaminated. ○ Everyone who has had any contact with someone who is unwell should wash or sanitise their hands thoroughly. ○ In the case of students, a member of the Personal Tutor team will notify the parents or guardian. <p><i>Continued below...</i></p>	Moderate
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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Cont.	Cont.	Cont.	Cont.	<p><i>...continued from above.</i></p> <p><i>Note: Anyone who has helped a symptomatic person does not need to go home to self-isolate unless they develop symptoms themselves.</i></p> <ul style="list-style-type: none"> Currently, most people cannot access free Covid-19 tests, so it is not expected that a test should be undertaken If someone tests positive on the PCR test, they should stay at home and avoid contact with other people for 5 days, starting from the day they did the test. Remote access to lessons will be available to those well enough to do so. College counselling service available to all students should they require support. 	Cont.

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Confirmed case of COVID-19 with the college community.	<ul style="list-style-type: none"> ○ Increase risk of infection to students/staff and family members leading to serious respiratory illness and possibly death. ○ Rising levels absence with negative consequences for student learning and wellbeing of students and staff. ○ Disruption to operational working of the college leading to further temporary closures. 	Staff, students, their families and the wider community	Substantial	<ul style="list-style-type: none"> • The Principal will contact the local health protection team according to current procedures to notify them of the positive cases. At present, there is no need for close contacts to self-isolate as long as they have no symptoms. • The Principal will also make a separate RIDDOR report to the HSE if a member of staff is believed to have contracted COVID-19 whilst at work • Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, as long as they do not have symptoms. 	Moderate
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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Ineffective containment of an outbreak.	<ul style="list-style-type: none"> ○ Increase risk of infection to students/staff and family members leading to serious respiratory illness and possibly death. ○ Rising levels of absence with negative consequences for student learning and wellbeing of students and staff. ○ Disruption to operational working of the college leading to further temporary closures. 	Staff, students, their families and the wider community	Substantial	<ul style="list-style-type: none"> ● If the college has confirmed cases above the current threshold within 14 days, or an increase in sickness absence where COVID-19 is suspected, it may be deemed an 'outbreak' and the local health protection team may advise that additional measures need to be implemented. In the unlikely event that these precautionary measures are not reducing transmission rates a temporary closure of the college may be necessary. ● Remote access to lessons will be available to those well enough to attend them. ● MPW has a tested contingency plan in place to continue to deliver a full timetable of lessons and pastoral support in the event of temporary closure of the college (refer to the separate Education Continuity Plan). ● In the event of a full closure the Independent Schools Inspectorate will be informed. ● College counselling service will be available to students and staff in all circumstances should they require support. 	Low
Family member of staff member becomes seriously ill or dies due to COVID-19.	<ul style="list-style-type: none"> ○ Staff member likely to experience grief, sadness and possibly increased anxiety. ○ Staff member may feel unable to work for a period of time. ○ Disruption to student learning or operational working of the college. 	Staff/ Students	Moderate	<ul style="list-style-type: none"> ● Staff member to follow normal procedures for unplanned cover, to allow continuity of education for students. ● Staff permitted to take compassionate leave to manage situation, mentally and logistically, before returning to work. ● Staff members have access to college counselling service, should they require additional support at this time. 	Low

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
<p>Staff absence increases</p> <p>Catering staff absent – closure of canteen</p> <p>Cleaning staff absent</p>	<ul style="list-style-type: none"> ○ Quality of lessons deteriorate as frequency of 'cover' lessons increases. ○ Students' learning and exam preparations suffer. ○ Students/staff unable to buy coffee/food at canteen, which may negatively impact morale. ○ Insufficient cleaning staff to sustain enhanced cleaning regimes in place leading to increased risk of COVID-19 transmission. ○ Disruption to operational working of the college leading to further temporary closures. 	<p>Staff, students and other building users</p>	<p>Moderate</p>	<ul style="list-style-type: none"> • MS Teams allows staff members who are well but self-isolating to continue to work/teach from home, reducing the impact of teacher absence. • If a tutor is ill, recordings of lessons provided to parallel groups can be made available in cases where a subject specialist is unable to provide cover in real time. • Marking of submitted work can, by agreement, be done by other members of the department. • Capacity already exists in staffroom areas for the making of tea and coffee. Drinking water can also be obtained from water dispensers. • In the event of significant staff absence due to illness, the SLT will review whether the college can continue to operate safely. If temporary closure is deemed appropriate, the college's remote working contingency plan will be activated. 	<p>Low</p>

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Using public transport to travel to and from college.	<ul style="list-style-type: none"> ○ Infection leading to serious respiratory illness and possibly death. 	Staff and students, and their families	Substantial	<ul style="list-style-type: none"> • Staff and students encouraged to walk or cycle to college where possible. • Family members may be able to drive and drop-off and collect. • Reminding people that the wearing of face masks is recommended on public transport. • Staggered start times, where possible, to facilitate the avoidance of peak periods. • https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	Moderate

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Inappropriate behaviour	<ul style="list-style-type: none"> ○ Increased risk of infection leading to serious respiratory illness and possibly death. ○ Stakeholder confidence in the college's ability to provide a safe environment is undermined. ○ Inappropriate online behaviour may result in welfare/safeguarding issues and disrupt learning 	Staff, students, their families and the wider community	Moderate	<ul style="list-style-type: none"> • Behaviour policy updated to reflect additional expectations of students' behaviour to limit the transmission of COVID-19 to others. • Changes to college rules may be necessary to reflect evolving government guidance. Under these circumstances, the updated rules will be communicated to students, parents and staff by email. • It is possible that adverse experiences and/or a lack of routines during lockdown may contribute to disengagement with education upon returning to college, resulting in increased incidence of poor behaviour. Tutors and members of the Personal Tutor team will work closely with these students, their parents and possibly external support agencies to help them reintegrate into college life and conform to expected behaviour norms. 	Low

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Poor attendance.	<ul style="list-style-type: none"> ○ Lack of routine and adverse experiences in lockdown may contribute to a lack of engagement with education leading to lower attendance levels. ○ Pupils feel underprepared for upcoming exams due to poor attendance. ○ Face to face lessons no longer viable if majority of pupils not in college. ○ End of year and external exam results may be adversely affected. 	Students	Moderate	<ul style="list-style-type: none"> • Guidelines provided to students and parents makes clear that attendance is compulsory for all students from the beginning of the Autumn term unless one of a narrow range of exemptions apply. Specifically, if they are self-isolating, they have a letter from a clinician stating they should remain at home or they are unable to re-renter the country due to travel restrictions. Staff will be notified of this by email so they can prepare accordingly. • The usual registration and absence follow-up procedures will continue to apply. Those who fail to attend lessons without a legitimate reason will face disciplinary sanctions in line with college's behaviour policy. • Children missing from education procedures will be followed if a prolonged student absence (more than 10 days) is unaccounted for. • MS Teams allows students who are well but self-isolating, shielding or are unable to travel to the UK continue to learn from home. • In the event of widespread absence due to illness, the SLT will review the viability of the college remaining open. However, absences are more likely to be due to self-isolation and, in these circumstances, students can continue to learn remotely. 	Low

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Visitors and the spread of COVID-19.	<ul style="list-style-type: none"> ○ Infection leading to serious respiratory illness and possibly death. 	Staff and students	Moderate	<ul style="list-style-type: none"> • The facility to meet visitors via Teams will still be available if it is felt necessary to avoid face-to-face contact. • Essential maintenance and testing of equipment will continue. The Buildings Manger is responsible for explaining the college's hygiene protocols and for ensuring facemasks are worn for the duration of the visit. • An electronic record is kept of all visitors which includes contact details, arrival and departure times, and details of who was being visited. This information will be used to identify contacts in the event of confirmed case of COVID-19. 	Low
Increased exposure to the COVID-19 virus whilst on educational visits.	<ul style="list-style-type: none"> ○ Infection leading to serious respiratory illness and possibly death. 	Staff and students	Moderate	<ul style="list-style-type: none"> • Individual visits will be reviewed at the time of planning in the light of prevailing COVID-19 situation. All involved in planning will be informed that a visit may be cancelled at any point due to changes in national guidance. • Educational visits may still take place on a risk assessment basis. Specifically, EVC must be satisfied that the arrangements for travel and at the destination meet COVID-19 hygiene and SD requirements. 	Low

Risk Assessment:	COVID-19
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Increased exposure to the COVID-19 virus whilst participating in science practical activities	○ Infection leading to serious respiratory illness and possibly death.	Staff and students	Moderate	<ul style="list-style-type: none"> Students and staff should wash their hands using soap and water (not alcohol-based sanitisers) before and after handling equipment After use equipment should be cleaned by the lab technician. Where meticulous cleaning is not possible due to fragility, the equipment must be quarantined for 72 hours. Practical activities involving cheek cell sampling, breathing-based or activities involving the use of saliva or blowing should not take place 	Low
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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Increased exposure to the COVID-19 virus whilst participating in art practical activities	<ul style="list-style-type: none"> ○ Infection leading to serious respiratory illness and possibly death. 	Staff and students	Moderate	<ul style="list-style-type: none"> • Sufficient time at the start and end of lesson to be allocated for setting up, clearing up and hand-washing. • Posters in all art rooms reminding everyone to wash or sanitise their hands and specific equipment on arrival and when leaving the art rooms. • Students to clean their brushes as normal and then sanitise in preparation for the next student • Sanitiser sprays and wipes to be used for cleaning all materials used during lessons 	Low

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Increased exposure to the COVID-19 virus whilst participating in sporting activities.	<ul style="list-style-type: none"> ○ Infection leading to serious respiratory illness and possibly death. 	Students	Moderate	<ul style="list-style-type: none"> • Sporting activities will continue if permitted by prevailing government guidance. • Where possible, the transportation of staff and students to sports venues will be done by mini-buses/coaches rather than by public transport. The providers of these vehicles will be required to demonstrate that suitable cleaning regimes are in place to minimise the risks of viral infection through contact with surfaces within the vehicle. Students will be required to sanitise their hands when boarding and disembarking. Whilst on the vehicle the accompanying tutors will ensure there is adequate ventilation • Sports equipment will be cleaned thoroughly after it is used 	Low

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Increased risk of transmission of the COVID-19 virus during fire drills.	<ul style="list-style-type: none"> ○ Difficulty in maintaining social distance during the evacuation may facilitate transmission of the infection leading to serious respiratory illness and possibly death. 	Students	Moderate	<ul style="list-style-type: none"> • Termly fire drills will continue to ensure all members of the college community understand fire evacuation procedures. • Assembly points will be more widely spaced to facilitate social distancing and fire notices around the college will be amended to reflect these new arrangements. • The duration of fire drills is short therefore proximity to a potentially infected person will be of very limited duration. • At the end of the drill, classes and accompanying staff will only be allowed to re-enter the buildings on a staggered basis to prevent congestion around sanitiser stations, in corridors or on stairways. 	

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Vulnerable students in the college feel distressed/unsafe.	<ul style="list-style-type: none"> ○ Triggers or exacerbates existing mental health issues. ○ Academic progress of all students adversely affected. ○ Students not previously considered 'vulnerable' become 'vulnerable' in current environment. 	Students	High	<ul style="list-style-type: none"> ● Pastoral team will use initial student meetings to identify those with heightened vulnerability. These are likely to include individuals who have not coped well during lockdown; those who have developed anxieties related to the virus; those who have experienced bereavement in their immediate or wider family; and those from BAME communities fearing they may be at increased risk. ● Personal Tutor team, all of whom have received mental health training, to closely monitor vulnerable students and refer them to college counsellor or external specialists if required. ● Heightened focus on physical and mental wellbeing and resilience within PHSE provision for students of all ages. ● Personal Tutor team to meet all tutees weekly to monitor re-engagement with educational activities and for signs of deteriorating mental health. ● Close liaison with parents to discuss concerns and the strategies that can be put in place to provide support and reassurance about the measures the college has put in place to reduce the risk of infection. ● In cases where a phased return to full-time education is necessary, MS Teams will be used to enable students to access lessons remotely. 	Moderate

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Staff in the college feel distressed/unsafe.	<ul style="list-style-type: none"> ○ Poor morale. ○ Adverse consequences for individual's mental health. ○ Quality of lessons, pastoral care and college management deteriorate. 	Staff	Moderate	<ul style="list-style-type: none"> • This risk assessment will be shared with all staff and training will be provided to ensure understanding of the measures put in place to limit transmission of the COVID-19 virus. • Regular update bulletins from SMT will be provided as the situation evolves to keep staff informed about updated guidance and how the college intends to respond to it. • Most college-based roles are not ideally suited to home working during term-time and our expectation is that most staff will return to work at the beginning of the Autumn term. MPW will consider home working for administrative staff or for those who may be at increased risk of severe ill-health if they contact the virus. • Senior staff will monitor the wellbeing of those working from home, or who are shielding and help them stay connected to the rest of the workforce, especially if the majority of their colleagues are on on-site. • Targeted support for mental health and wellbeing will be provided by the college counsellor. Other sources of mental health support such as the Education Support Partnership will be publicised. • Where work-related issues present themselves, the HSE's Stress Management Standards will be followed. 	Low

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
GCSE/A Level exam preparation disrupted.	<ul style="list-style-type: none"> ○ Negatively impact grades. ○ Cause students to feel worried/anxious/stressed. ○ Students disengage with studies. 	Staff Student	Moderate	<ul style="list-style-type: none"> • Staff and students trained on remote learning via MS Teams. • Lessons continue as normal (remotely via MS Teams) in the case of a college closure, and TAs can continue to be conducted remotely. • Homework continued to be set by teachers via MS Teams, emails and Firefly and students can returned scanned copies/photographs/emails of work back to teachers for feedback and guidance. 	Low

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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
Inadequate contingency plans for outbreaks and local lockdowns.	<ul style="list-style-type: none"> Severe disruption to student learning and exam preparations. Decline in staff morale over concerns about safety and income. Negative effects on physical and mental wellbeing. Proliferation of safeguarding issues. Adverse impact on student and staff recruitment. 	Staff Students	Substantial	<ul style="list-style-type: none"> Student learning will continue to be geared towards the public examinations they are due to take. Existing schemes of work will continue to be followed and normal rules about homework and the setting of timed work will continue to apply. The 'normal timetable' will continue to operate with lessons being delivered by means of MS Teams and students will be registered in the usual way. Absences will be followed up by members of the admin team All staff members without access to PC/laptop at home will be provided with a PC by college with MS Teams software pre-downloaded. Firefly will be used to provide resources to students. Existing staff have gained considerable experience of using MS Teams to facilitate remote learning. New staff will be provided with training as part of new staff induction and additional guidance notes are available on the VLE. Staff hints and tips page is available on VLE where staff can share experiences of MS Teams as well as best practices. New students will be shown how to use MS Teams during in induction. IT Support can be provided remotely and will be available to staff, students and parents. <p>Continued below...</p>	Low

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Cont.	Cont.	Cont.	Cont.	<p><i>...continued from above.</i></p> <ul style="list-style-type: none"> • Tutors should continue to set assignments and post them in the normal way on the VLE. • Students will have the option to send tutors all work electronically and it will be returned via the student's MPW email address. Useful points to note: <ul style="list-style-type: none"> ○ Where students send Word documents, tutors can add comments electronically (e.g. in Word). ○ Where students hand-write their work, they will need to scan their work in as a PDF and send it to the tutor. Students should use the OneDrive app to do this. Tutors can add comments in Acrobat. ○ Tutors can add comments electronically to Word documents or PDFs. If they prefer, they can print work off, write marks on and scan the work in again. ○ Students should submit files with their names/assignment titles in the document title and in the document itself (e.g. in the header). ○ Marked work should be returned in a timely fashion in line with MPW's teaching and learning policy. • Key college policies, including those pertaining to safeguarding, have been amended to set out expectations and guidance in the event of a future lockdown and a reliance on remote learning <p><i>Continued below...</i></p>	Cont.
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Risk Factor	Potential Hazards	Who Could be Affected?	Level of Risk Before Control Measures	Existing and Planned Control Measures	Level of Risk After Control Measures
				<p><i>...continued from above.</i></p> <ul style="list-style-type: none"> • Pastoral meetings with students will continue to take place on a regular basis. • Counselling service will continue uninterrupted using MS Teams. • An annex has been added to the Safeguarding Policy to explain how welfare and child protection procedures will operate during lockdown. • There is the option for student and staff recruitment interviews to be done by means of video conferencing rather than faceto face. • Recruitment procedures for staff will be in line with the statutory guidance Keeping Children Safe in Education (September 2022). <p>Full details of how the college will remain fully operational during a period of lockdown are contained in the MPW Education Continuity Plan.</p>	

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In the event of an emergency, the following plan will be put into effect:	Reporting person will contact a member of the SLT. If a person is incapacitated emergency services will be contacted.	
I believe this risk assessment to be suitable and sufficient. I agree to adopt the control measures/precautions above but will implement additional measures if required.	Date:	Signed: