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|  **Langdon College**   |  |
| **RISK ASSESSMENT AND ACTION PLAN**  |
| ***ADDRESSING RISK ASSESSMENT: COVID 19:***  Health and Safety legislation requires risk assessments to be recorded  |
| **INTRODUCTION:** * This comprehensive risk assessment aims to cover the reintroduction of students back into College life following the lockdown and wider Colleges closure for COVID 19.
* It is the duty of all staff to inform the Principal or Assistant Principal of any additional matters that may not be covered by the items addressed in this assessment.
* Any additional factors may be added to the risk assessment at any time and the details will be circulated to staff by the SLT
* Student, parent, and carer input is welcome and where appropriate will be entered into the risk assessment.

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| **LANGDON COLLEGE STATEMENT ON RETURNING TO WORK. LANGDON COLLEGE recognise that** * Staff will need support in coming back to work, re-establishing routines etc.
* Students will need support in coming back to College, and adapting to new routines and restrictions
* There will continuing fear among staff, parents, and students about health risks.
* There will be fear among many parents of health risks to student ren with special educational needs, especially those with complex needs and medical conditions.
* The gaps between students will be greater than ever with some accessing education and progressing in their learning and others who will not have done.
* There will be difficulties in social distancing for many students with SEND, implications of this, access, and use of PPE
* If we all work together, we will overcome the new challenges, which we now face

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| **RESPONSIBILITIES:** * The Principal is responsible for ensuring a risk assessment is carried out; that it is made available to all staff; and that it is complied with.
* In the absence of the Principal , the Assistant Principal is responsible for ensuring the risk assessment is brought the attention of all staff
* Teachers with responsibility for the planning and delivery of lessons while taking health and safety measures
* Students and staff have a duty of care and must be mindful of their own health and safety during College hours and must abide by the conditions of this risk assessment
* All persons onsite at any time, must give credence to, and abide by, the LANGDON COLLEGE COVID 19 risk assessment, which is based on UK government guidelines
* Any person (member of staff, parent of a student /household member) experiencing either symptoms or a positive test must advise the Senior leadership team
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| **ACTIVITY**  | HAZARD  | People affected  |  CONTROLs  |  ACTIONS/NOTES  | RISK  | Responsible persons  |
| **Accidents &** **Incidents**  | Any hazard leading to death, injury, or ill health.  | All staff  | Accidents will be recorded and reported in accordance with RIDDOR Incidents of COVID 19 infections will be recorded separately and records are available to authorised staff A record of students with existing medical conditions is available to staff  | Record instances of COVID 19 in a separate register Take advice on student with relevant medical conditions if concerns are raised by parents/staff   | LOW  | All staff     |
| **Activities**  | Close contact and infection  | Staff Students  | Before opening SLT must decide which lessons or activities can be delivered safely Consider when outdoor activities can take place e.g. sport Windows and doors open as much as possible Consideration given to using outdoor marquees for teaching.  | Current Activities not approved:Work experience Supermarket shoppingIndoor Fitness  | Low MED  | SLT AP  |
| **Attendance**  | Infection  | All  | Staff and students **must not** come back to College if they are sick with COVID 19 or caring for an infected person The attendance policy will be relaxed to fit in with UK GOV Policy if changed Parents/carers must notify the College as normal if their student is unable to attend so that staff can explore the reason with them and address any barriers together. Inform social workers if appropriate of non-attendance  |  LANGDON COLLEGE will alert the appropriate authority of any suspected cases  | LOW  | All  |

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| **Behaviour**  | Disruption  | All  |  | There is an expectation that the LANGDON COLLEGE code of behaviour will be followed during the COVID 19 period. All persons on site are required (as a condition of their presence) to observe social distancing. It is expected that some students may display increased anxiety on their return  |  | Increased therapeutic input and curriculum to provide increase opportunities to explore feelings  | LOW MED | Staff  |
| **Breaks & Lunch**  | Close contact causing possible infection  | All  |  | Detailed plans should be drawn up for breaks and lunch |  | Staggered breaks and lunch time will not be held in communal area for all learners  | Low MED  | SLT  |
| **Student welfare**  | Infection from COVID19  | Students Staff  |  | All staff that come into contact with students will follow LANGDON COLLEGE guidance on infection control at all times The College will focus on recovery timetable till half term  |  | Written guidance for staff, parents, carers No external visitors except for therapies  | LOW  | All Staff &Students  |

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| **Class sizes**  | Spread of infection  | Staff and students  |   | Small numbers of students attending college ensures reduction of risk Cleaning and disinfecting will take place immediately after the end of each session  |  | Protocols will be reviewed on return of students  |   | SLT  |
| **Cleaning**  | Spread of infection  | Staff/Cleaner  |   | Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap; dry them thoroughly or use alcohol hand rub or sanitiser ensuring all parts of the hands are covered Cleaning frequently touched surfaces often using standard products, such as detergents and bleach Classrooms and toilets will be cleaned and disinfected at the end of each day Pay attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles  |  | LANGDON COLLEGE will ensure we have enough cleaning products to cope with an increase in cleaning programmes   | MED  | SLT and Admin staff  |
| **Communication and the lack of.**  | Spread of infection  | All  |   | Instruct parents not to enter LANGDON COLLEGE site Do not allow parents to gather in groups at the College gate Ensure security informs visitors of protocols  |   | Protocols send to parents Review risk assessment after 1 week  | LOW  |  All staff  |

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|  |  |  |  | current service which has a top capacity of 12 students in 2 classes.  |  |  |  |  |
|  |  |  |  | Where appropriate items of concern will be risk assessed and added to the risk assessment  |  |  |  |  |
| **Contact**  | Spread of infection  | All  |  | Minimising contact and mixing by altering, as much as possible, the environment e.g. classroom layout and timetables e.g. staggered break times. Ensure signage reminding all of protocols are clearly displayed in easy read  Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished |   | Share guidelines for staff and students Publish guidelines to LANGDON COLLEGE website  | MED  | SLT  |
| **Corona Virus information**  | Lack of information  | Students  |   | Encourage students to ask questions and be ready to give advice on hygiene and infection control Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Coughing and sneezing in to tissues which are then disposed of and hands washed. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.  |  | Provide as much accurate information as possible  | LOW  | Staff  |
| **Creating a safe environment**  | Infection from close contact  | Staff and students  |   | Observe social distancing keep at least 1m apart where possible Desks should be at least 1 metre apart where possible Students will remain in the same classroom and staff will move from one class to another where possible  |  | Monitor and review It is important to be alert to COVID 19 symptoms Social distancing must be followed as not everyone exhibits symptoms but can still spread the disease  | HIGH  | All staff and students  |

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| **Employees** **Responsibility** *HSW A74* | Infection Death  | All staff  |   | Staff must take reasonable care for their own health and safety and that of others who may be affected by their activities and must follow LANGDON COLLEGE infection control guidance Staff must advise the Principal or AP if they develop symptoms, are in a clinically vulnerable or extremely vulnerable group. Staff must advise Principal or AP of any Covid-19 testing outcomes. All staff must respond to the LANGDON COLLEGE risk assessments  |  | Ensure staff know their responsibilities under the HSWA  | MED  |  All staff    |
| **Emergencies**  | Onset of COVID 19 symptoms  | All  |  | Where employees become infected they will refrain from work and take the appropriate action in line with government guidance. They must advise the College.Where a student falls ill at College parents should be contacted. If in doubt call 111   |  | Public Health will be informed, and guidance taken  | MED  | All staff  |

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| **Events**  | Spread of infection  | All  |  | All events including community events are cancelled until further notice  |  | Details to be published on the LANGDON COLLEGE website  | LOW  | SLT |
| **Face masks**  | Spread of infection   | All  |  | Face masks – Staff have access to clear face visors and masks Many students will not be able to where face masks . If face masks are worn on the way to College, they must be placed in closed bins when discarded. If staff wear face masks whilst supervising students arriving and departing College, masks must be properly disposed of in a closed bin Face masks must be used on public transport from 15th June.Face masks must be worn when undertaking personal care  |  | Face masks if worn to College must be bagged and stored for 72 hours before being disposed of with normal waste Ensure PPE is available at all timesStudents will be encouraged to wear face masks when accessing shops ect . based on individual needs The individual learning plan will indicate capacity of learner to wear mask | MED  | Wearers/first aiders  |

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|  |  |  |  | Personal protective equipment should be used whilst administering first aid |  |  |  |  |
| **Hygiene & Welfare**  | Infection COVID19   | All  |  | Clean wash hand basins, with hot and cold or warm water, soap and hand drying facilities are provided Hands must be washed after using toilet facilities Hand sanitisers in will be placed in toilets, classrooms, halls, and near exits where possible. Hand sanitisers should have a minimum alcohol level of 60% Touch eyes and ears as little as possible Minimal contact with surfaces e.g. taps doors, handles, etc  |  | Safe hygiene must always be observed The use of personal antibacterial gel is permitted but must be kept for personal use  | HIGH  | All  |
| **Illness**  | Infection and death  | All  |  | Sick students, teachers and other staff must not come to College Encourage students to ask questions and be ready to give advice on hygiene and infection control The College will access testing for staff and students as soon as it becomes available and provide advice on these via the website and weekly bulletins  |  | Protocols shared with all staff and parents  | HIGH  | All  |
| **Infection control**  | COVID 19  | All  |    | All staff, students, parents and carers must abide by the College’s infection control advice Social distancing will be observed when practically possible Parents must inform the College when the Student or close family member is COVID 19 positive No Student or staff member will be allowed on site who if they are experiencing COVID 19 symptoms Where the student , young person or staff member tests positive for COVID19, the rest of their class/group will be sent home and self -isolate for 14days  |   | Protocols shared with all staff and parents  | HIGH  | All  |

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| **Information and guidance**  | Accidents, injuries  | All  |   | Safety information notices evident, clearly positioned, and effectiveDetailed guidance will be drawn up for students |  | Information will be updated and available as soon as possible when guidance changes  | LOW  | SLT  |
| **Intimate needs (Care and PPE)**  | Infection  | V students  |  | Students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way  |  | Individual risk assessments in place for all students  | LOW MED  | Support staff  |
| **Isolation zone for staff and students who feel unwell**  | Spread of infection  | Staff, students  |  | Staff or students who feel unwell will move to a designated room, which will serve as a medical centre Supplies, equipment to support hygiene will be kept in a safe, sterile cupboard in the medical centre  |  | If COVID 19 is suspected the parent or carer should be informed and/or advice sought from Public Health and /or 111  |   | Al staff  |
| **Movement of students**  | Person to person infection  | All  |  | Social distancing must be observed were possible Students will remain in the same classroom during their College session Students will remain in their seats if able Toilet breaks are permitted, students will observe handwashing protocols and social distancing  |  | Students will be reminded at the beginning of College of their responsibilities for social distancing and hygiene  | MED  | Staff Students  |
| **Personal** **Protective** **Equipment (PPE)**  | Infection, blood spillage  |   |   | PPE will be provided Staff will receive Instructions on how to use PPE safely; PPE will normally be used only where intimate care is needed and when a student falls ill at College. A fluid-resistant surgical face mask may be worn by the supervising adult if 2 metres cannot be maintained. If contact with the Student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult If a risk assessment determines that there is a risk of splashing to the eyes e.g. from coughing, spitting, or vomiting, then eye protection should also be worn  |   | Ensure that PPE is available during the period of COVID 19 LANGDON COLLEGE will use the normal supply chains to obtain PPE  | MED  | SLT/All Staff  |

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|  |  |  |   | Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning  |  |  |  |  |
|  |  |  |  | Wearing a face covering or face mask in Colleges or other education settings is not recommended.  |  |  |  |  |
| **Parents and Carers**  | Infection   | All  |   | Parents and carers must be made aware of any significant risks associated with COVID 19 Parent/carer contact information is held at the College. Parent and carers are responsible for keeping the College informed of Student’s medical conditions; educational needs; personal situations Parents and carers are kindly reminded that they can only attend the site in the event of an emergency  |   | Keep records up to date Ensure that parents are aware of their responsibilities  | LOW  | Parents and carers Staff  |
| **Remote learning**  | Stress and mental health  | Remote learners/staff  |   | Remote learning will continue for those who cannot return to College or if the college has to decrease onsite provision Staff should be aware of the stress on students who will continue to work at home and should report any concerns Wellbeing surveys should be carried to ascertain how staff and students are coping with remote learning  |  | Survey completed and will be undertaken again by half term  | LOW  | SLT  |
| **Risk assessment**  | COVID 19  | Staff and Students  |   | The LANGDON COLLEGE risk assessment will be reviewed and updated as new guidance becomes available LANGDON COLLEGE has in place a series of risk assessments which are used in normal times and these will continue  |  | SLT will evaluate, monitor, review and record all risk assessments  |  LOW | SLT   |

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| **Safeguarding**  | Infection   | Students Staff  |   | LANGDON COLLEGE Safeguarding Policy will always be adhered to Staff and students must abide COVID advice, which is posted on the web site  |  | LANGDON COLLEGE Safeguarding policy & COVID 19 policy is available on the College website  | MED  | SLT  |
| **Sharing and equipment**  | Spread of infection  | All  |   | Do not share cups, eating utensils, food or drinks Students will not share equipment and will keep all completed work in their bag or lockers. Handing work to teachers  |  | A supply of hand sanitiser will be available in classroomsStudent will be provided with individual supply of equipment  | HIGH  | SLT All   |
| **Shielding**  | Infection of vulnerable (V) students and staff  | V. Students and staff  |  | Vulnerable students with pre-existing medical conditions who have been shielding - Medical confirmation must confirm they are safe to return  |  | Parents to be informed  | HIGH  | PRINCIPAL  |
| **Signage**  | Ignorance of protocols  | All  |   | The College will provide appropriate signage alerting all staff and students to need for high standards of hygiene  |  | Signage should be laminated where possible  | LOW  |  AP |

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| **Supervision**  | Unintentional injuries and infection  | Staff and Students  |   | Students must always be supervised . The primary reason for supervision is to ensure students maintain social distancing  |  | Ensure staff understand their role in supervision of social distancing  | LOW  | Staff   |
| **Temperature testing**  | COVID 19  | Staff and students  |   | Temperature testing for students and staff is one way to see if COVID 19 is suspected LANGDON COLLEGE is permitted to take a student ’s temperature  |  | Temperature testing will be undertaken if a staff member of student indicates feeling unwell  |  LOW | First aiders  |
| **Toilet breaks**  | Spread of infection  | All  |   | Toilet breaks are a major concern as they require students to move about the College, touch surfaces and wash their hands. Toilet breaks must be staggered, and numbers should be controlled to keep numbers to a minimum at any one time by only releasing one Student at a time from any classroom.  |  | Students/staff are asked to report any problems or improvements to a member of staff  | HIGH  | All staff  |
|  |  | Toilet facilities will be disinfected at the end of each day  |  |
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| **Transport to College**  | Spread of infection  | All  |  | Students and parents are encouraged to walk / cycle to College where possible and avoid public transport altogether during If a Student cannot walk or cycle to College, parents are encouraged to drive their student to College Staff are reminded of the dangers of infections when using petrol pumps and are advised to use hand sanitisers  |   |  | LANGDON COLLEGE will follow UK GOV advice on the use of public transport  |   | All  |
| **Unwell students**  | Risk of infection  | Staff and Student  |   | If a Student becomes unwell with COVID19 symptoms while at College, they must return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2m cannot be maintained. If contact with the Student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If the Student is coughing, spitting, or vomiting, then eye protection should also be worn  |  |   | A list of attending students must be kept A record of parents and carers contact details are held in the College office  | HIGH  | First aider or trained member of staff  |
| **Ventilation**  | Spread of infection  |   |   | Increase air flow and ventilation where conditions allow by opening windows, unless too cold to do so Internal doors should be wedged open where possible to allow better ventilation and this will also reduce contact with handles etc Consideration will be given to teaching outdoors where possible  |  |  | Protocols shared with staff and Parents  | LOW  | Staff  |
| **Waste**  |   |   |   | Place in a plastic rubbish bag and tied when full. If the waste includes face masks and other PPE the plastic bag should then be placed in a second bin bag and tied. It should then be put in a suitable and secure place away from student ren for 72 hours and disposed as normal waste  |   |  | Protocols shared with staff and students  | HIGH  | All staff  |

Principal : Signature Jane Mary Baker Date 26th August 2020

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|  **RISK ASSESSMENT**  |  |  |
| **An introduction of terms which are used in risk assessment:** **Hazard** means anything that can cause harm. **Risk** is the chance, high or low, that somebody will be harmed by the hazard. **Risk** **control** involves taking steps to reduce the chance, and/or mitigate the consequences, of the hazard causing harm. **Risk assessment** evaluates the risks and decides whether precautions are adequate or more should be done.  |  |  |
| **Hazard** **Topic**  | **Hazard**  | **People at risk**  | **Controls**  | **Future action**  | **Level of risk**  | **Persons responsible**  |
| **Understanding what risk assessment** **involves**  | Failure to recognise risk can lead to accidents, poor health and injury  | Students and all staff  | Consistent messages on risk awareness, delivered at the appropriate developmental level throughout a Student's time in College, will result in them being better equipped to deal with situations of uncertainty and change, both in and out of College. | This risk assessment aims to provide a framework for students to understand the risks involved in keeping safe during a period of uncertainty | **HIGH**  | **All staff** **Students** **Parent and** **Carers**  |
| **MEDIUM**  |
| **LOW**  |