

Collingwood College
COVID-19 Risk Assessment March 2021

Introduction

This risk assessment sets out the measures the College is taking to manage and mitigate risks associated with COVID-19 at workplace and workforce level. It should be read in conjunction with the following government guidance:

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

	Risk rating prior to action H/M/L	Controls, Mitigation and Protective Measures	Risk rating following action H/M/L
Insufficient awareness of and adherence to relevant policies and procedures	Moderate	<p>Policies All staff, students, parents and carers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> - Health, Safety and Welfare Policy - Supporting Students with Medical Needs Policy - Fire Evacuation Procedure - Management of Behaviour Policy - Child Protection and Safeguarding Policy <p>Relevant policies have been emailed to staff and are published on the staff, parent & student portals.</p> <p>COVID-19 appendixes have been added to the College Health, Safety and Welfare policy, Fire Evacuation Procedure, Child Protection and Safeguarding Policy and Management of Behaviour Policy and emailed to staff.</p> <p>Guidance – Staff Training on protective measures and COVID-19 updates to policies was delivered to all staff in Summer 2020, during September INSET and during subsequent staff training sessions.</p>	Low

Collingwood College
COVID-19 Risk Assessment March 2021

	<p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none">- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013- The Health Protection (Notification) Regulations 2010- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'- DfE and PHE (2020) 'COVID-19: guidance for educational settings' <p>Policies and training cover relevant guidance and legislation. In addition, all staff must read the latest DfE guidance for educational settings in conjunction with this risk assessment.</p> <p>All staff have been given details of the DfE Coronavirus Helpline.</p> <p>The College keeps up-to-date with advice issued by, but not limited to, the DfE, NHS, Department of Health and Social Care, PHE. Daily updates are sent to senior staff which are used to inform the College's approach and disseminated to colleagues as appropriate.</p> <p>Guidance on measures implemented by the College to manage the risks associated with COVID-19 is emailed to staff.</p> <p>Guidance – Parents and carers Guidance on the College's procedures and information about COVID-19 symptoms, isolation and testing is emailed to all parents. Regular bulletins are sent with any updated guidance.</p> <p>Guidance – Students All students will be given guidance on College procedures for infection control during their first day back on site.</p> <p>Data protection Data protection and confidentiality requirements are met at all times.</p> <p>Information about College cases of COVID-19 is only shared within existing medical, health and safety, pastoral, HR and leadership reporting structures.</p>	
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**Collingwood College
COVID-19 Risk Assessment March 2021**

<p>Direct, undetected transmission within the College community</p>	<p>High</p>	<p>Social/physical distancing</p> <p><i>Number of students on site and group sizes</i></p> <p>Students are kept in year group bubbles and mixing between groups is avoided as far as is possible.</p> <p>Wherever possible, students in years 7 and 8 are taught in their form groups.</p> <p>Each morning, students will assemble outside in year groups at designated locations before entering buildings.</p> <p><i>Staggered changeovers, break and lunch times</i></p> <p>A staggered changeover system is in operation meaning occupants of ground floor rooms will leave lessons shortly before those on upper floors in order to aid smooth circulation around the site.</p> <p>The College day has been restructured so that year groups will have break and lunch at different times.</p> <p><i>Facilities</i></p> <p>Furniture in classrooms will be configured to minimise risk of infection transmission where possible and practical – e.g. maximising distance between workstations, seating students facing the front, side by side or back to back, rather than face to face.</p> <p>Unnecessary, bulky furniture or equipment will be removed and stored elsewhere where possible, to ease movement around classrooms while maintaining social distancing.</p>	<p>Low</p>
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**Collingwood College
COVID-19 Risk Assessment March 2021**

	<p>Seating plans are prepared for all lessons and students will be required to sit at the same workstation at all times.</p> <p>Each year group uses a designated an outdoor space for break and lunch times.</p> <p>Staff should maintain a distance of 2 metres between themselves and others whenever possible. Where this is not possible, close contact that is back-to-back, side-to-side or back-to-front presents a lower risk than face-to-face contact. Staff are provided with regular reminders about social distancing and avoiding close contact.</p> <p>A one-way system is in operation throughout the site as far as is possible. Floor tape and directional signage is used to illustrate the direction of travel, entrances and exits.</p> <p>Staff should reduce their use of shared areas (e.g. staff rooms) where possible and should avoid sharing mugs, cups, etc. by using a personal travel mug.</p> <p>Furniture in staff rooms will be moved/labelled to maximise the distance between staff who are seated in the area.</p> <p>Appropriate cleaning materials (e.g. disinfectant spray, wipes, etc.) is provided so staff can wipe down any surfaces they touch in shared areas (e.g. hot water boilers). These should be stored out of reach of students.</p> <p>Use of changing rooms will be avoided where possible. Students are encouraged to wear their PE throughout the day on any days they are taking part in a PE or games lesson.</p> <p><i>Numbers of staff on site</i></p> <p>College staff are generally expected to work on site in order to ensure the continued operation of the College. For certain administrative roles that can be effectively completed at home, line</p>	
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Collingwood College
COVID-19 Risk Assessment March 2021

		<p>managers may make arrangements for staff to work from home to some extent in order to reduce office occupancy.</p> <p>Staff should not arrange face-to-face meetings and should meet via video conferencing or telephone call wherever possible.</p> <p>Face coverings</p> <p>The WHO recommends the use of 3-layer face coverings in settings where physical distancing cannot be achieved.</p> <p>Face coverings are mandatory for all staff, students and visitors inside buildings in corridors, shared spaces and when moving around the College site. Students and staff are also expected to wear face coverings during lessons and in offices when 2m social distancing cannot be maintained.</p> <p>Students are provided with guidance on how to safely use a face covering.</p> <p>Face coverings are not an effective substitute for physical distancing. Physical distancing should be consistently observed by all people on the College site irrespective of whether face coverings are worn.</p> <p>Anyone wearing a face covering must ensure it is stored in a personal bag when not being worn. Face coverings must not be shared.</p> <p>The uniform and behaviour policies have been updated with guidelines on face coverings.</p> <p>Face coverings are mandatory on dedicated school transport.</p> <p>Students and staff must wear face coverings if travelling to or from College on public transport.</p>	
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Collingwood College
COVID-19 Risk Assessment March 2021

		<p>Face coverings (or any form of medical mask unless instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed.</p> <p>Some students and staff may be exempt from using a face covering for medical or other reasons. Staff are provided with information about exemptions. Parents and carers are encouraged to contact year managers if their child is exempt from the use of face coverings.</p>	
Indirect transmission from contact with infected surfaces	High	<p>Hygiene</p> <p>Cleaning</p> <p>The COVID-19: cleaning of non-healthcare settings guidance is followed.</p> <p>Classrooms and communal areas are cleaned thoroughly each day, with high contact surfaces prioritised.</p> <p>Classroom bins are emptied each day (and upon request via the helpdesk).</p> <p>Staff should report any washrooms requiring attention or other urgent cleaning requirements to the premises helpdesk as high priority.</p> <p>If an area has been occupied by a symptomatic individual with a suspected case of COVID-19 (as defined under <i>Symptoms</i> below), it is cleaned thoroughly before being reoccupied.</p> <p>Bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately.</p> <p>Additional PPE should be worn by cleaners in the following circumstances:</p>	Low

**Collingwood College
COVID-19 Risk Assessment March 2021**

		<ul style="list-style-type: none">• When cleaning an area previously occupied by someone with a suspected case of COVID-19, disposable or washing up gloves and an apron should be worn.• When cleaning an area visibly contaminated with bodily fluids from a person with COVID-19, eye protection and a surgical face mask should be worn in addition to gloves and an apron. <p>At other times, it is not necessary for cleaners to use PPE beyond what they would normally wear.</p> <p>Staff should wash their hands thoroughly immediately before and after using PPE.</p> <p>In the event of a confirmed case of COVID-19, the Business Manager or a nominated deputy will liaise with Public Health officials and or Local Authority Area Health advisers to determine appropriate cleaning arrangements.</p> <p>Waste from cleaning an area previously occupied by a suspected or confirmed case (including used PPE) is double bagged and stored in a secure place for 72 hours before it is added to normal waste.</p> <p><i>Handwashing</i></p> <p>All site occupants are encouraged to wash their hands regularly with soap and warm water and to use hand sanitiser when handwashing facilities aren't available. Use of hand sanitiser is not a substitute for washing hands with soap and water but can provide an alternative when washing hands is not possible.</p> <p>Guidance has been issued to staff on handwashing.</p> <p>Guidance on the expectations for handwashing will be issued to parents and students before they attend the College site.</p>	
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Collingwood College
COVID-19 Risk Assessment March 2021

		<p>Students will be briefed by staff on the expectations for hand hygiene and given regular reminders.</p> <p>Students who may struggle to wash their hands independently will receive support from a member of staff.</p> <p>Posters are displayed around the site with reminders about handwashing and guidance on how to wash hands effectively.</p> <p>Handwashing facilities are available in washrooms across the site and in some specialist classrooms (e.g. science labs).</p> <p>Washrooms are monitored and supplies of soap and consumables restocked regularly.</p> <p>Hand sanitiser dispensers are installed at key entry points to College buildings and other key areas.</p> <p>Students are encouraged to bring a personal supply of hand sanitiser to College and to use it regularly.</p> <p>Alcohol free hand sanitiser is provided for use in specialist rooms where practical lessons may involve the use of naked flames (e.g. Science, Technology).</p> <p><i>Respiratory Hygiene</i></p> <p>Students and staff are all encouraged to follow the Catch it, Bin it, Kill it guidelines for respiratory hygiene and to cough or sneeze into their elbow.</p> <p>Catch it, Bin it, Kill it advice is included in guidance emailed to staff, students and parents. Students are briefed during their first session on site.</p>	
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		<p>Catch it, Bin it, Kill it posters are displayed around the College site.</p> <p>Students are encouraged to bring tissues to College and tissues are provided in all classrooms.</p> <p>Shared equipment and resources</p> <p>Equipment and resources can be shared freely within year group bubbles but must be thoroughly cleaned between use by different groups or left unused for a period of 48 hours between uses (72 hours for plastic items).</p> <p>Staff must also avoid sharing equipment and resources wherever possible. Disinfectant cleaning materials are provided in each classroom for staff to wipe down desks between use by students from different year groups and to clean equipment or resources after use if these are likely to also be used by colleagues.</p> <p>Ventilation</p> <p>In all classrooms occupied by student groups, staff should open windows and prop open doors wherever possible to aid natural ventilation. Doors must not be left propped open when rooms are unoccupied. Doors must not be propped open in corridors and stairwells.</p> <p>During cold weather, staff and students are encouraged to wear warmer clothing to remain as comfortable as possible while windows are kept open to maintain ventilation.</p> <p>Air conditioning units can be used.</p> <p>Catering</p> <p>Each year group has a designated catering facility which can be used at break and lunch times. No two year groups are permitted to access the same catering outlet simultaneously.</p>	
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**Collingwood College
COVID-19 Risk Assessment March 2021**

		<p>The College’s catering partner has a comprehensive risk assessment in place and modifications will be made to menus, serveries and service arrangements where necessary to minimise the risk of transmission. Protective screens will be installed to some outlets.</p> <p>Dining facilities in Barossa will be cleaned between use by different year groups.</p>	
<p>Symptomatic individuals and risk of direct transmission to others</p>	<p>High</p>	<p>Symptoms A suspected case of COVID-19 is defined for the purposes of this risk assessment as any person visibly showing or reporting any of the main COVID-19 symptoms described by the NHS:</p> <ul style="list-style-type: none"> • High temperature • New, continuous cough • Loss or change to your sense of smell or taste <p>Various other symptoms are associated with COVID-19 but all references to symptoms and symptomatic individuals in this risk assessment refer only to the main symptoms mentioned above.</p> <p>Staff Any member of staff who develops COVID-19 symptoms must immediately self-isolate along with all members of their household. The member of staff should register for a test (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/) within 24 hours of developing symptoms.</p> <p>Once tested, staff should follow the NHS guidance on COVID-19 test results and returning to work (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/) and any instructions from the NHS test and trace service. A negative test does not automatically mean that someone can return to work.</p> <p>In the event that demand for the testing exceeds national or local capacity, and testing for symptomatic College staff or students is delayed, the school will implement the current policy on self-isolation in line with public health guidance. This means that symptomatic staff or students will be asked to self-isolate with their household for 10 days.</p>	<p>Low</p>

		<p>Staff who are self-isolating but well enough can continue to work from home. Updates to government guidance on COVID-19 symptoms are emailed to staff.</p> <p>Staff who develop symptoms while on site should immediately inform their line manager and leave College to self-isolate.</p> <p>If staff are not well enough to travel home or need medical assistance, they should report to the nearest first aid team (Kingston or Barossa reception), maintaining a minimum distance of 2 metres from others. First aid staff will direct them to a nearby isolation room where they should remain until they are well enough to leave or are collected.</p> <p>First aid staff will provide any necessary first aid and contact next of kin or emergency services as required if symptoms worsen.</p> <p>Students Students and parents must follow guidance on self-isolating (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/).</p> <p>Students who have displayed symptoms must self-isolate for 10 days before returning to school. Members of their household must also follow government guidance on self-isolation.</p> <p>Guidance on COVID-19 symptoms is sent to parents and students explaining the requirements for self-isolation.</p> <p>Parents should report absences due to self-isolation via the usual absence reporting process.</p> <p>Staff receive training on COVID-19 symptoms and should remain vigilant about students displaying symptoms.</p> <p>Students who start to show or report symptoms whilst on site are immediately directed to the nearest first aid team (Kingston or Barossa) reception, maintaining a minimum distance of 2 metres from others. First aid staff will contact parents/carers/emergency contacts immediately</p>	
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		<p>and direct symptomatic students to a nearby isolation room where they should remain until they are collected.</p> <p>First aid staff will ask the symptomatic individual for details of any areas they have occupied while symptomatic and pass this information to the site team so that any necessary cleaning can be arranged.</p> <p>First aid staff will provide any necessary first aid and contact emergency services as required if symptoms worsen.</p> <p>Parents/carers/emergency contacts collecting symptomatic students will be reminded of the need to self-isolate and book a test. They will be advised to dial 999 if the student becomes seriously unwell or their life is at risk.</p> <p>Details of any suspected or confirmed cases of COVID-19 are reported as soon as possible.</p> <p>Test and Trace and the COVID-19 App Any member of the College community who receives a notification to self-isolate via test and trace or the COVID-19 App must immediately self-isolate and follow the appropriate steps above to notify the College.</p> <p>Isolation rooms Designated isolation rooms will be used to accommodate any symptomatic individuals if they need to remain on site prior to being collected.</p> <p>As far as is possible, soft furnishings and other harder to clean materials will be removed from isolation rooms.</p> <p>Isolation rooms will be clearly identified by door signs and must not be used for any other purpose.</p> <p>First aid staff will supervise students in isolation rooms but must maintain a minimum distance of 2 metres from symptomatic individuals unless closer contact is required in order to provide first aid.</p>	
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		<p>If more than one person is required to occupy an isolation room at the same time, they will be seated at least 2 metres apart.</p> <p>Where possible, isolation rooms will be ventilated by opening windows. Doors must not be propped open.</p> <p>If symptomatic individuals need to access toilets while in an isolation room, they will be directed to use different toilets to the rest of the College where possible. If this is not possible, a no-entry sign will be placed on toilets used by a symptomatic individual and they will remain out of action until the area has been thoroughly cleaned.</p> <p>Once an isolation room has been vacated, the supervising member of staff will notify the site team so that the isolation room and any other areas occupied by the symptomatic individual can be cleaned.</p> <p>First aid Staff providing first aid should avoid physical contact with others if possible.</p> <p>When supervising someone with a suspected case of COVID-19, staff should maintain a minimum distance of 2 metres at all times unless closer contact is required to provide medical assistance.</p> <p>PPE Staff providing first aid should use any PPE normally required in the delivery of first aid. The following additional PPE is also required:</p> <ul style="list-style-type: none">• When providing first aid that is likely to involve direct physical contact with another person without COVID-19 symptoms, disposable gloves should be worn and a surgical mask may be used.• If entering an isolation room occupied by someone showing COVID-19 symptoms, or if a minimum distance of 2 metres from a symptomatic individual cannot be maintained, a fluid-resistant surgical face mask should be worn.• If contact with someone showing COVID-19 symptoms is necessary, an apron, eye protection and disposable gloves should be worn in addition to a fluid-resistant surgical face mask.	
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**Collingwood College
COVID-19 Risk Assessment March 2021**

		<p>Staff should wash their hands thoroughly immediately before and after using PPE.</p> <p>Used PPE should be double bagged and stored securely by the site team for 72 hours before it is added to normal waste.</p> <p>Medication Any medication administered will be done so in accordance with the College Supporting Students with Medical Needs policy.</p>	
<p>Asymptomatic individuals and risk of direct transmission to others</p>	<p>Moderate</p>	<p>Asymptomatic Testing</p> <p>Staff All College staff, including those employed by contractors or other third parties have been issued with a supply of home lateral flow (LFD) testing kits.</p> <p>Testing is voluntary but all staff are strongly encouraged to participate in a programme of twice-weekly testing of asymptomatic individuals.</p> <p>Staff have been provided with guidance and training in the use of home lateral flow testing kits and instructed to report all results to both the government test and trace service and the College using an online form.</p> <p>Staff testing negative can continue to attend work as normal. Staff whose LFD test result is void are advised to retest. If the second result is also void, they should self-isolate and arrange a PCR test. Staff whose LFD test result is positive must immediately self-isolate, inform the College and book a confirmatory PCR test. If the PCR test result is positive, they must follow government guidance on self-isolation. If the PCR test result is negative, they can stop self-isolating and return to work.</p> <p>Students As all students return to College in March 2021, a programme of voluntary on-site asymptomatic testing comprising 3 tests 3-5 days apart for each student participating will be conducted. Students will return to face-to-face lessons after the first round of testing, with the 2nd and 3rd rounds of testing being arranged during the course of the first 6 days of face-to-face lessons.</p>	<p>Low</p>

Collingwood College
COVID-19 Risk Assessment March 2021

		<p>Students testing positive will be asked to self-isolate and arrange a confirmatory PCR test. If the PCR test result is positive, they must follow government guidance on self-isolation. If the PCR test result is negative, they can stop self-isolating and return to College.</p> <p>After the completion of the on-site testing programme, students will be issued with home lateral flow test kits and encouraged to take a test twice each week. Students and parents/carers will be provided with guidance on how to administer the tests and instructed to report all results to both the government test and trace service and the College.</p> <p>Students testing negative can continue to attend College as normal. Students whose LFD test result is void are advised to retest. If the second result is also void, they should self-isolate and arrange a PCR test. Students whose LFD test result is positive must immediately self-isolate, inform the College and book a confirmatory PCR test. If the PCR test result is positive, they must follow government guidance on self-isolation. If the PCR test result is negative, they can stop self-isolating and return to work.</p> <p>All employees and students are advised not to participate in LFD testing if they have recently (within the preceding 90 days) tested positive for COVID-19 by PCR test.</p>	
Monitoring and control of a possible outbreak	Moderate	<p>Suspected and confirmed cases Details of any suspected or confirmed cases of COVID-19 are reported.</p> <p>Suspected and confirmed cases will be monitored by senior staff on an ongoing basis so a continuous assessment of risk can be made.</p> <p>Where a student or staff member tests positive, the College will liaise with the DfE/PHE dedicated advice service for schools to determine who will be asked to self-isolate. Anyone who has been in close contact with a confirmed case will be asked to self-isolate. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) 	Low

Collingwood College
COVID-19 Risk Assessment March 2021

		<ul style="list-style-type: none"> • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>Advice on confirmed cases will be sought from Public Health officials, Health and Safety advisers, Local Authority health or education advisers or the DfE COVID-19 helpline as appropriate to determine possible actions or additional measures.</p> <p>Specific infection control measures or changes to on site provision may be required at the direction of Public Health officials.</p> <p>Changes to infection control measures or College provision are notified to staff, contractors parents and students as necessary.</p> <p>Short notice announcements of College closure or changes to provision will be notified to parents and carers via text message. Parents and carers are informed in advance that this is how decisions of this nature will be communicated.</p> <p>Local restrictions Local restrictions to manage social mixing during the COVID-19 pandemic are categorised as Tier 1, 2, 3 and 4.</p> <p>The DfE guidance describes these tiers as follows: <i>Tier 1 involves remaining fully open, as the government has been clear that ensuring schools and educational settings remain open should be prioritised over other areas when restrictions are considered.</i> <i>Tier 2 asks secondary schools to adopt a rota system and further education (FE) colleges to limit on-site attendance, whilst all other settings, including alternative provision (AP) and special schools, remain fully open.</i> <i>Tier 3 requires secondary schools and FE colleges to limit on-site attendance to just vulnerable children and young people, the children of critical workers and selected year groups, other settings remain fully open. In the event of tier 3 local restrictions being implemented the Department for Education will issue operational guidance for the affected area that will confirm which year groups should be prioritised.</i></p>	
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Collingwood College
COVID-19 Risk Assessment March 2021

		<p><i>Tier 4 goes further to limit attendance to just vulnerable children and young people and the children of critical workers at all settings, excluding AP and special schools. Where there are no local restrictions in place, education provision should continue to remain fully open to all, and these tiers do not apply.</i></p> <p>Contingency plans are in place for the College's response to local restrictions at each of the 4 tiers.</p>	
Fire Safety and emergency procedures	Moderate	<p>Fire safety Fire safety procedures should continue to be observed. In addition:</p> <ul style="list-style-type: none"> • Doors propped open to aid ventilation must be closed when a room is vacated. • In the event of a fire evacuation, site occupants should follow emergency evacuation routes and not the one-way system for movement across the site. • In the event of an evacuation, students and staff should maintain a minimum distance of 2 metres from other groups at all times unless doing so risks serious injury or fatality. <p>Emergency procedures All other College emergency procedures are unchanged and should continue to be observed.</p>	Low
Risk of infection during travel between home and College	High	<p>Staff Staff are advised to avoid using public transport if possible. If public transport is used, a face covering must be worn.</p> <p>When entering or leaving the site, staff must ensure they maintain a minimum distance of 2 metres from others.</p> <p>Students and parents/carers Students are advised to closely follow social distancing guidelines when outside College and travel directly between home and College.</p>	Low

**Collingwood College
COVID-19 Risk Assessment March 2021**

		<p>Students are encouraged to walk or cycle to College where possible. Where they cannot walk or cycle to College, they are advised to travel to College by car rather than using public transport.</p> <p>Students who cannot avoid the use of public transport must wear face coverings.</p> <p>The College will liaise with transport providers to ensure that they have appropriate arrangements in place for hygiene, physical distancing and infection control.</p> <p>Parents and carers are advised that only one adult should travel if students need to be accompanied or driven to College and that social distancing must be observed.</p> <p>Parents and carers are informed that they cannot enter the College or gather at entrances/exits.</p>	
<p>Transmission from/to third parties (e.g. visitors and contractors)</p>	<p>Moderate</p>	<p>Visitors</p> <p>Non-essential visits to the College should be avoided.</p> <p>Staff should arrange for meetings to be held by video conference or telephone call wherever possible.</p> <p>If an on-site meeting with a visitor is required, the visitor should be asked to confirm that they and those with whom they live have not had any symptoms of COVID-19 in the last 14 days. They will be sent infection control guidance prior to their visit including information on social distancing and hygiene.</p> <p>Any staff arranging for someone to visit the site should email administrative staff with the following information:</p> <ul style="list-style-type: none"> • Visitor name 	<p>Low</p>

**Collingwood College
COVID-19 Risk Assessment March 2021**

		<ul style="list-style-type: none"> • Date, time and location (building) of visit • Reason for visit • Name(s) of staff meeting visitor <p>Administrative staff will record details of the visitor on the daily record of people on site. Staff may be asked to rearrange visits to minimise occupation of buildings.</p> <p>Posters are displayed in reception areas with reminders about social distancing, face coverings and infection control measures.</p> <p>Screens are installed in reception areas to provide a physical barrier between reception staff and visitors. Floor markings are used to indicate social distancing guidelines.</p> <p>On arrival, reception staff will ask visitors to confirm their name and reason for their visit and record this on the rota of people on site. They will then invite visitors to wash their hands or apply hand sanitiser.</p> <p>Contractors</p> <p>Contractors are sent infection control guidance prior to attendance on site including information on social distancing and hygiene.</p> <p>Where RAMS are requested from contractors the Premises & Facilities Manager or Business Manager will review them to ensure appropriate consideration is given to infection control.</p> <p>Planned attendance of contractors is recorded on the daily rota of people on site by operations staff.</p> <p>On arrival, reception staff will ask contractors to confirm their name and reason for their visit and record this on the rota of people on site. They will then invite contractors to wash their hands or apply hand sanitiser.</p>	
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**Collingwood College
COVID-19 Risk Assessment March 2021**

		<p>Hire of facilities</p> <p>Hirers must provide an updated risk assessment including measures to minimise risks associated with COVID-19 to the College prior to resuming lettings.</p> <p>Risk assessments will be reviewed by the Business Manager or Premises and Facilities Manager to ensure that appropriate consideration is given to infection control. An additional charge may be levied for any additional cleaning of facilities required between use by the College and hirers.</p>	
Attendance and safeguarding	Moderate	<p>Attendance registers are taken and absence calls are made to parents/carers of any students that are absent without reason.</p> <p>Parents/carers are advised to notify the College of absences using the normal reporting procedures.</p>	Low
Staff and students in higher risk categories	Moderate	<p>Staff</p> <p>Staff are provided with detailed NHS guidance of people who are in groups at increased risk from COVID-19 (https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/)</p> <p>Staff who are clinically extremely vulnerable or clinically vulnerable as defined by the NHS and those who live in the same household as someone who is clinically extremely vulnerable are at greater risk of more severe consequences of COVID-19. Individual risk assessments have been carried out for staff in these groups.</p> <p>Staff who are clinically extremely vulnerable must work from home.</p> <p>Guidance on these and other vulnerable groups will be monitored on a continuous basis and appropriate updated or additional measures considered as required.</p> <p>Students</p>	Low

Collingwood College
COVID-19 Risk Assessment March 2021

		<p>Students who are <i>clinically extremely vulnerable</i> must not attend College while national shielding advice remains in place and work will be provided for them to complete at home.</p> <p>Parents of students who are <i>clinically extremely vulnerable</i> will be encouraged to discuss and agree an individual risk assessment before returning to College.</p> <p>All other students and parents are encouraged to discuss any concerns about returning to College with year managers.</p> <p>Vaccinations</p> <p>All staff and students offered a vaccination against COVID-19 are encouraged to take it. Vaccination provides additional protection against the risks of serious illness or death and vaccine rollouts have prioritised those in the most vulnerable categories.</p>	
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