

**COVID-19:
Risk
Assessment**

**1st September
2020**

Reviewed 3rd January 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 have been 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

The UK Government has provided comprehensive guidance regarding the day-to-day operation of a school during the pandemic. The key points are summarized below, but full details can be found at:

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

Prevention

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, those who have tested positive and those who have been advised to isolate by NHS Test and Trace, 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.
- Enhanced cleaning measures across the college: alongside the normal cleaning rota (morning/evening), cleaners working throughout the college all day.
- Keeping occupied spaces well ventilated
- Regular asymptomatic testing of staff and students
- Using Personal protective equipment (PPE) on public transport and in areas of college as required

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

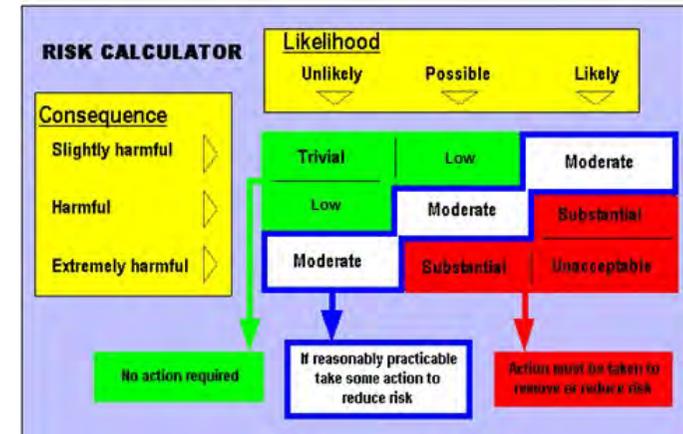
What follows is a detailed breakdown of how MPW is implementing the government's guidance. It covers how staff and students will be informed of the on-going situation, how the college environment will be kept in a condition to prevent as far as possible any outbreak of COVID-19, the measures in place 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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Risk Assessment:	COVID-19
Completed by:	Adam Cross and Mark Shingleton
Approved by:	SMT
Date issued:	1 st September 2020
Review date:	26 th August 2021



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

Risk Assessment:	COVID-19
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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 and on the VLE. ● Posters around college reinforcing respiratory hygiene and related measures. ● Sanitising products (hand sanitiser and disinfectant spray) will be placed in each classroom and 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

Risk Assessment:	COVID-19
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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 at the beginning of the Autumn term to ensure understanding of: <ul style="list-style-type: none"> understanding of the measures put in place and limit transmission of the COVID-19 virus. The NHS Test and Trace process: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#the-nhs-coronavirus-app Copies of the training materials will be uploaded on to the VLE so that they can be used as a reference source. Guidance will be provided to ensure PPE is used properly and disposed of in a safe manner to reduce the risk of self-contamination. 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

Risk Assessment:	COVID-19
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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

Risk Assessment:	COVID-19
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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

Risk Assessment:	COVID-19
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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 where necessary ○ 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

Risk Assessment:	COVID-19
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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"> • Posters widely distributed around the college reminding everyone to wash or sanitise their hands on arrival and when leaving the college and before and after eating, using the toilet, and after coughing or sneezing. • 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 in all classrooms, common room areas, libraries/workrooms and in reception areas and the canteen. • Toilet lids should be closed before flushing and left closed after use. <p>Continued below...</p>	Low

Risk Assessment:	COVID-19
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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"> • Posters around the college to remind people to cover coughs or sneezes with a tissue (never with hands) which should then immediately be disposed of in the lined pedal bins provided before cleaning hands ('Catch it, bin it, kill it.'). These bins will be emptied regularly and tissue supplies will be checked and replenished by cleaning staff as required. • 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.

Risk Assessment:	COVID-19
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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 currently compulsory for staff or students in all areas of the college • Face masks must be worn by staff and students when using public transport or visiting local shops. • Guidance will be provided to staff and students to ensure PPE is used properly and disposed of in a safe manner to reduce the risk of self-contamination. • 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

Risk Assessment:	COVID-19
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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"> ● Buildings team to identify surfaces that are frequently touched by many people e.g. handrails, door handles (inside and outside), keypads, light switches, shared equipment such as photocopiers. Implement an enhanced cleaning regime which specifies the frequency and level of cleaning required for these items. Cleaning records to be kept and reviewed by SLT on a weekly basis. ● Cleaning team expanded to support extended cleaning regime. ● All cleaning staff to have PPE 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. ● Signage throughout the building reminding people to wash and sanitise hands and not touch their faces. ● Please click here for more information. <p>Continued below...</p>	<p>Moderate</p>

Risk Assessment:	COVID-19
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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. • Hot-desking to be kept to a minimum. Where not possible, workstations will be sanitised between different occupants. • 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 • Students and staff to avoid bringing in any additional items from home into the college environment unless these are absolutely necessary and are appropriately treated before being distributed. Those bringing food into college should not share it with others. 	Cont.
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Risk Assessment:	COVID-19
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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"> Any student or staff member exhibiting symptoms should go home immediately and self-isolate. Isolation currently lasts for 7 days if the individual tests negative on a lateral flow device on day 6 and 7 of the isolation period. If a positive result is gained on day 6 or 7, the individual must isolate for 3 more days, bringing the total isolation period to 10 days. The individual must then book a test to see if they have COVID-19. Currently, the processing of test swabs is significantly faster if completed at drive through centres than if they are posted off for testing. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. 	

Risk Assessment:	COVID-19
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<p>Non-compliance with SD guidance</p>	<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. 	<p>Staff, students, their families and the wider community</p>	<p>Substantial</p>	<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 reconfigured to reduce pinch points at peak times of the day. ● Layout of classrooms modified to maximise SD. Students will be seated side by side and facing forwards, rather than face to face or side on. Face masks/visors are currently compulsory in classrooms, so should be worn at all times. ● Staff should remain at the front of the class, ideally 2m from the students. Face masks are currently compulsory for staff in the classroom. ● Furniture arrangements in staff and student common rooms, libraries and canteen areas modified to facilitate SD rules being met. Some classroom areas have been repurposed to reduce congestion in normally high use areas. ● Unnecessary furniture removed from classrooms to facilitate wider spacing of desks. <p><i>Continued below...</i></p>	<p>Moderate</p>
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Risk Assessment:	COVID-19
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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 wear masks and 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. • Staff meetings where possible will be held using MS Teams. Where this is impractical, meetings will be held in large, ventilated rooms with suitable SD measures in place. The number of required attendees will be kept to a minimum as will the length of the meetings. 	Cont.
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Risk Assessment:	COVID-19
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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 an individual becomes ill themselves, they must remain at home, and self-isolate. Isolation currently lasts for 7 days if the individual tests negative on a lateral flow device on day 6 and 7 of the isolation period. If a positive result is gained on day 6 or 7, the individual must isolate for 3 more days, bringing the total isolation period to 10 days. The individual must then book a test to see if they have COVID-19. Currently, the processing of test swabs is significantly faster if completed at drive through centres than if they are posted off for testing. • 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, and any of the following apply: <ul style="list-style-type: none"> •they have no symptoms of Covid-19 •they are fully vaccinated •they are below the age of 18 years and 6 months 	Moderate/ Low

Risk Assessment:	COVID-19
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				<ul style="list-style-type: none"> •they have taken part in or are currently part of an approved COVID-19 vaccine trial •they are not able to get vaccinated for medical reasons • Please refer to the following for guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 	
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Risk Assessment:	COVID-19
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<p>Student or a member of staff exhibits symptoms at college.</p>	<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. 	<p>Staff, students, their families and the wider community</p>	<p>Substantial</p>	<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. ○ The individual concerned will be advised to book a test by contacting 119 and notify the college immediately once the result of the test is known. <p>Continued below...</p>	<p>Moderate</p>
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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"> • If a test is not obtained, the individual must self-isolate for the full 10 days. • If the symptomatic individual tests negative for COVID-19: <ul style="list-style-type: none"> ○ If they feel well and no longer have COVID-19 symptoms, they can stop self-isolating. • If the symptomatic individual tests positive for COVID-19 (see below). • 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.

Risk Assessment:	COVID-19
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<p>Confirmed case of COVID-19 with the college community.</p>	<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. 	<p>Staff, students, their families and the wider community</p>	<p>Substantial</p>	<ul style="list-style-type: none"> ● Notification procedures for confirmed cases of COVID-19 will be widely publicised to facilitate a swift response to reduce the risks of further transmission. ● The Principal will contact the local health protection team to notify them of the positive cases. The college will carry out a risk assessment to confirm who has been in close contact with the person during the period that they were infectious. The college then informs these individuals to immediately book a PCR test and then continue to test using Lateral Flow Devices for 7 days. At present, there is no need for close contacts to self-isolate as long as they have no symptoms and test negative. ● 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, and any of the following apply: <ul style="list-style-type: none"> ● they do not have symptoms of Covid-19 ● they are fully vaccinated ● they are below the age of 18 years and 6 months ● they have taken part in or are currently part of an approved COVID-19 vaccine trial ● they are not able to get vaccinated for medical reasons ● If none of the above apply, it is possible that the health protection team will advise us to send home those people who have been identified as being most at risk of contracting COVID-19, advising them to self-isolate. 	<p>Moderate</p>
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Risk Assessment:	COVID-19
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			<ul style="list-style-type: none"> • If someone in a class or group that has been identified as a close contact of a positive case develops symptoms themselves, the following steps will be followed: <ul style="list-style-type: none"> • The individuals concerned will be asked to get a test, and: <ul style="list-style-type: none"> ○ If the test delivers a negative result, they can return to college immediately. ○ If the test result is positive, they should inform the college immediately and must self-isolate for the period stated in the current guidelines and then return to college only when their temperature returns to normal. Cough and loss of smell and taste symptoms can persist for some weeks after the person ceases to be infectious. ○ For more information, please see: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 	
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Risk Assessment:	COVID-19
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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

Risk Assessment:	COVID-19
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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. ● To reduce the risk of queuing all members of the college community will be encouraged to bring drinks and food from home. Alternatively, takeaway food can be obtained from local sandwich bars and coffee shops as long face masks are worn and hands are washed before and after the consumption of food. ● The working hours of cleaning staff have been increased and the team has been expanded to build in spare capacity.. ● 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>

Risk Assessment:	COVID-19
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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
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

Risk Assessment:	COVID-19
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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
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. ● During induction the rules will be explained to all students as will the consequences of deliberately breaking these rules, including the sanctions that may be imposed. This information will also be communicated parents in the <i>Guidelines to students and parents</i> document. ● 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

Risk Assessment:	COVID-19
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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
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

Risk Assessment:	COVID-19
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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"> • Unscheduled visitors to the premises will be discouraged. Where possible, these meetings will take place remotely using MS Teams. • Where face-to-face meetings are necessary, these will take place by appointment. The college's hygiene rules will be explained on arrival. Disposable face masks will be provided to visitors who do not have one. Any visitors will be asked to carry out a Lateral Flow Test before arrival. • 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 in the NHS 'Test and Trace' process in the event of confirmed case of COVID-19. • The screen of the electronic entry system will be sanitised at regular intervals throughout the day by reception staff. 	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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<p>Increased exposure to the COVID-19 virus whilst participating in science practical activities</p>	<p>○ Infection leading to serious respiratory illness and possibly death.</p>	<p>Staff and students</p>	<p>Moderate</p>	<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 • Lab coats should not be shared but tutors may continue to wear their own lab coat. Students should purchase their own labcoats or college ones should be washed after each use in accordance with the manufacturer's instructions. After use lab coats should be stored in sealed bin liners until laundered. • Safety glasses should not be shared and should be sanitised between every use in line with CLEAPSS' guidance • After use equipment should be meticulously cleaned by the lab technician. Where meticulous cleaning is not possible due to fragility, the equipment must be quarantined for 72 hours. • Reagent bottles used by students should be quarantined. This does not apply to stock bottles used by the lab Technician • Practical activities involving cheek cell sampling, breathing-based or activities involving the use of saliva or blowing should not take place 	<p>Low</p>
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Risk Assessment:	COVID-19
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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"> • Students to sanitise their hands every time they enter or leave the art rooms. • Tutor has a space or workstation from where they can safely run the lesson, set out materials and lesson resources and manage demonstrations or presentations. • 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 • Moving around during lessons to be kept to an absolute minimum but sufficient for effective supervision of practical activities. 	Low

Risk Assessment:	COVID-19
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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, particularly those taking place outdoors, 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 • National governing-body guidelines will be monitored regarding the future resumption of contact sports such as rugby and football • Sports equipment will be cleaned thoroughly after it is used • External facilities will only be used if a detailed risk assessment is provided outlining the system of controls in place to maintain high standards of hygiene and social distancing. 	Low

Risk Assessment:	COVID-19
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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. • Face masks will be worn at all times when in the building during the evacuation • 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. 	

Risk Assessment:	COVID-19
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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. ● Provide additional COVID-19 support guidance for parents and students on the VLE. ● 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

Risk Assessment:	COVID-19
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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 contract the virus. ● Senior staff will monitor the wellbeing of those working from home, on furlough 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

Risk Assessment:	COVID-19
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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. 	<p>Staff</p> <p>Student</p>	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

Risk Assessment:	COVID-19
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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. 	<p>Staff</p> <p>Students</p>	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 theVLE. ● 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

Risk Assessment:	COVID-19
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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 Assessment:	COVID-19
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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 face to face. • Recruitment procedures for staff will be in line with the statutory guidance Keeping Children Safe in Education (September 2020). <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>	

Risk Assessment:	COVID-19
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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: