



BRADFIELD COLLEGE

(16.11.20 updated from 28.09.20)

Covid-19 Risk Assessment Executive Summary

1. **Purpose.** The purpose of this Executive Summary is to identify the salient measures and mitigations contained within the detailed Covid Risk Assessment¹.
2. **Risk Assessment.** The College Covid Risk Assessment has been developed iteratively incorporating Government guidance along with significant stakeholder engagement over several months. The controls that will be implemented and continually monitored will help mitigate the impact of the virus and result in a lower likelihood of an outbreak occurring in the College: it remains a live document. The Risk Assessment has been structured in six themes:

1. **Wellbeing and Safety.**
2. **Social distancing.**
3. **Hygiene and cleaning controls.**
4. **Safeguarding.**
5. **Operational Covid19 hazard controls.**
6. **Compliance and Communication.**

3. **Measures and Mitigations.**

- a. **Wellbeing and Safety.** There is a potential risk of infection working and living within the College community.

Staff

- Staff must not come to work if they are feeling/showing Covid symptoms or are self-isolating following a positive test/close contact with a positive test, as defined by the Government's test and trace protocols². The College will provide up to date policies on self-isolation for those testing positive or shielding.
- Policies on working from home and lone working have been communicated and will be updated as the needs arise.
- All staff will sign a Health Declaration form and receive weekly reminders to ensure they understand and agree to the health protocols at the time. HR will work closely with Line Managers to discuss individual situations and concerns as they arise.
- There will be a full induction, using a range of media and methods (policies, FAQs, videos, narrated Power Point, live events) for all staff. Operational staff will return through August under operational managers' supervision whilst the teachers' inset has been significantly expanded to include Covid protocols. If the College experiences another lockdown, then a similar induction programme will be initiated once restrictions have eased.
- The names of all staff who have received training will be recorded
- First aid training updated to include provision of an appropriate level of PPE.

Pupils

¹ The Risk Assessment remains a live document and available for staff, parents and pupils who would like sight.

² This includes return from those countries where quarantine restrictions apply.

- Pupils must not return to College if they are feeling/showing Covid symptoms or are self-isolating following a positive test/close contact with a positive test, as defined by the Government's test and trace protocols. A pupil declaration form will be required at the start of term.
 - Plans for isolation for pupils who show Covid signs or test positive are in place and work.
 - All members in the house bubble ('household') of a symptomatic pupil will be asked to isolate pending a test result for one of their bubble.
 - This will also apply to siblings of the primary case who have been in close contact within the 48hrs before the onset of symptoms.
- b. Social Distancing - There is a potential risk of infection with a very close or close contact.**
- The College will do all it 'reasonably can' to retain **at least 2m Social Distance**³, which is consistent with the current (as at this date) Government guidelines; this social distance is critical for all staff and their interactions with pupils. There are two broad exceptions to this:
 - **Classrooms** will be laid out to ensure desks are at least 1m apart and further where possible. The risk will be further mitigated with seating plans (to help track and trace) and by seating pupils facing forward at the extremities of the room where all possible. Teachers must be at least 2m, ideally 2.5m, distant at all times; they cannot roam around the class.
 - **Boarding Houses** will form 'households' by year groups sub divided as pods (c10 – 20 in each) operating under the Government's household rules. So, pupils within these pods do not need to stay 2m apart, but distancing will be encouraged. Day pupils will form part of their year group pods. Pupils will dine in household pods, so the dining rooms will be laid out with at least 2m between each pod.
 - The College has introduced a campus one-way system along with building/departmental one-way systems wherever practical.
 - Perspex screens have been fitted in areas where interactions are more likely (kitchen servery, reception, admissions, IT helpdesk and office services et al).
 - Staff dining will continue to be a 'grab and go' option, avoiding all use of dining halls – less those on duty.
 - Pupil arrivals to be carefully managed with drop offs/pickups with timed separation.
 - Essential school meetings and gatherings should remain virtual wherever possible.
 - Large gatherings including assemblies will not be permitted until further notice (06.11.20)
 - Inter school matches will not be permitted until further notice (06.11.20)
 - Staff, pupils, and visitors will be required to wear a face covering during timetabled teaching periods when walking around all external footpaths, indoors corridors and communal areas. Face coverings are always required when moving around indoor corridors and communal areas.
 - Classroom seating plans will, where possible, arrange pupils by house and space class groups out according to group numbers.
- c. Hygiene and cleaning controls. There is a potential risk of cross contamination at points or places where there is frequent touching (handles etc) and in communal areas.**
- There will be a strong educational campaign that reinforces the importance of personal hygiene and the wearing of masks during timetabled teaching periods when walking in outdoor paths, building corridors and communal areas. It is a requirement to wear a mask at all times in indoor corridors and communal areas.

³ Subject to Government Guidance.

- Significant numbers of hand sanitising stations throughout the College will be available in classrooms and all communal areas.
 - Adequate fresh air will be maintained in classrooms and offices by opening windows and doors.
 - Enhanced cleaning protocols reinforced with staff and pupil 'wipe and use' self-help regime.
 - Different styles and types of industrial sanitising machines have been purchased.
 - Enhanced PPE (gloves, gowns, thermometers etc) are all available if the Government, or College, decide that these protective measures are required.
 - No-touch access entry systems to all Boarding Houses will be operational for the start of term. Pupils' access all areas across College with a personally coded wristband.
 - Laundry will be centralised.
 - College cars, which transport pupils, are fitted with protective screens.
- d. **Safeguarding. There are potential risks that Safeguarding measures could be compromised as a result of Covid measures – particularly through remote learning.**
- Current safeguarding policy reviewed against Covid documents.
 - Staff provided with an updated child protection policy.
 - DSL team members will be regularly reviewed considering current situation (any self-isolating).
 - Ensure the College is kept up to date with any changes to the DSL safeguarding team
- e. **Operational Hazard Controls. There is a potential risk that contractors who are not part of the community may spread the infection whilst a change in health protocols could undermine operational procedures.**
- Contractor visits arranged to minimise contact with pupils and staff.
 - Contractor/visitor numbers on site are monitored and restricted in where they can access.
 - Contractors being asked to confirm health symptom status.
 - Drop off point for deliveries in place and managed.
 - Hand sanitising facilities in place for contractors and visitors and being used.
 - Contractors being asked for Covid RA's before working on site.
 - Legionella RA updated in line with HSE Covid guidance.
 - Ventilation systems managed as per approved manufacturers' and national guidance.
 - Ventilation and open window policy / procedures in place and Co2 levels are spot checked.
- f. **Compliance and Communication. There is a risk of being non-compliant as well as not communicating updates and measures clearly enough.**
- The Covid Management Control Group (CovMCT)⁴, has been established to scope and decide the College's direction. The CovMCT will continue to meet frequently to ensure that the College is up to date with all the most recent guidance as well as dynamically assess the response to the measures at the time.
 - Plans for internal and external communications will be dynamically evaluated.

The College has spent significant time and focus developing the Risk Assessment and believe that it has taken all 'reasonable' measures to ensure the College can continue to function as a learning community whilst ensuring staff and pupils are as safe as is possible against this unseen virus. The Risk Assessment remains a live document and will be updated as the conditions and situations dictate.

Covid Management Control Team(CovMCT)

⁴ A combination of senior management representatives and subject matter specialists – Health, Safety, HR.