

Risk Assessment of buildings for a full return (sites as bubbles)

BUILDING: __KS4 Feltham_____

Assessment of room sizes, layout of building:

Area / space	Capacity permitted at any one time for safe social distancing
Main entrance reception / foyer	4 – 2 students 2 staff
Main reception office	3 – 2 office staff plus one other
Average Office	2 people


Have all offices and spaces for staff got a clear notice on the door stating the total permitted capacity at any one time?
YES/NO

Are there clear markers down in all corridors, in the main reception area and strategically in outside spaces? **YES/NO**

Have all learning spaces been considered to reflect the need for an appropriate social distance between staff and pupils?
YES/NO

Entry and exit from the building:

Requirement	YES	NO
Is there a clear notice in the main reception asking visitors and pupils to sanitise their hands on entry?	✓	
Have reception staff been briefed about how to manage and address visitors and what to do if they have a concern?	✓	

Signed by: _____  _____ (HEAD OF CENTRE) __08__ / __07__ / __20__

_____ (BUSINESS MANAGER). ____/____/____

_____ (HEAD OF SERVICE). ____/____/____

Specific Risk Assessment for __KS4 Feltham_____

Risk Area	General measures in place	Risk Rating	Additional measures	Residual Risk Assessment
Risk of infection for staff and pupils in vulnerable categories	<ul style="list-style-type: none"> • Staff and pupils will not be attending sites until government and / or local guidance specifies that it is safe to do so. 	Low		
Risk of an infected person attending site	<ul style="list-style-type: none"> • Clear guidance to all staff, parents, carers, pupils and visitors - do not attend site if unwell with Covid-like symptoms. • Strict adherence to government guidelines on isolation for symptomatic staff and pupils. 	Medium	<ul style="list-style-type: none"> • Hand sanitising on entry to the building. • Opportunity to take pupil and staff temperatures if in doubt and on entry. • Clear protocol for dealing with a person with Covid-like symptoms. • Clear protocols on visitors and meetings. 	Low
Direct person-2-person contact - direct transmission through respiratory droplets from an infected person.	<ul style="list-style-type: none"> • Minimising the number of people on site • Guidelines on class sizes • Clear guidance published to staff, parents, carers, pupils and visitors 	Medium	<ul style="list-style-type: none"> • Appropriate distancing measures where possible on sites • Heads of centre working to ensure an appropriate distance between staff, and between staff and pupils in classrooms • Minimising staff numbers in office spaces • Staff briefings in halls • Minimising pupil movement where possible • Staggered start times, breaks, lunches • Signage around buildings and in corridors. • Preventing visitors, parents and taxis from congregating in numbers outside the building, in reception area. 	Low

Indirect transmission through touch	<ul style="list-style-type: none"> • Clear guidance to parents, carers, pupils and staff and visitors • Presentation to pupils regularly • Enabling regular hand sanitising and washing for staff and pupils • Daily enhanced cleaning in place 	High	<ul style="list-style-type: none"> • Limiting the passing of objects • Removing unnecessary objects that children can touch and share • Limiting sharing of stationary and objects • Guidance on the management of extreme behaviours. • Individual pupil risk assessments. 	Medium
Direct and indirect transmission - extreme pupil behaviour	<ul style="list-style-type: none"> • Clear guidance to staff and leaders on risk assessing pupils. 	High - medium depending on site	<ul style="list-style-type: none"> • Clarity on what to do should a pupil begin to regularly engage in unsafe and unhygienic behaviours • Enhanced pupil risk assessments and guidance • Staff on duty availability to ensure that a distressed pupil is not left to roam the site unchecked and to support staff in classes. 	Medium to low
Direct and indirect transmission between pupils at breaks and lunchtime	<ul style="list-style-type: none"> • Sites can stagger breaks and lunchtimes • Distancing markers in halls for queuing 	High – Medium Depending on site	<ul style="list-style-type: none"> • Specifying specific areas at breaks and lunchtimes that specific pupils can use • Ensuring at least 1 seat space between people at dining tables • Individual pupil risk assessments 	Medium - Low
Direct and indirect transmission - risk areas of buildings and sites	<ul style="list-style-type: none"> • Only a small outside area available to students • Limit amount of students and staff in several small classrooms. • Stagger breaks 	Low		
Direct and indirect transmission from regular transient	<ul style="list-style-type: none"> • Clear guidance provided to all visitors to site • Stopping school-school, home-school staff visits until it is safe to do so 	Medium	<ul style="list-style-type: none"> • Enhanced cleaning regime in place • Heads of Centre and Business Manager being aware of all changes in transient 	Low

visitors, employees	<ul style="list-style-type: none"> • Catering, cleaning and contracting staff being clear on expectations when they are unwell with Covid-like symptoms and on hand hygiene and social distancing 		<p>workers and on all visitors / meetings on site on any given day</p> <ul style="list-style-type: none"> • Specific guidance on meetings. 	
Direct and indirect transmission - staff moving sites	<ul style="list-style-type: none"> • No site changes during a day for non-leadership staff • Robust cleaning and hygiene protocols in place • All cross-site meetings to take place remotely using IT 	Low		
OTHER KS4 SITE SPECIFIC ISSUES:				
Entry to school site	<ul style="list-style-type: none"> • Staff duty point outside school to ensure students line up at appropriate social distances. • Students to be let through gate and into centre one at a time. • First aider to scan students as they enter site (wiping down scanner, staff sanitising hands before and after and another staff member to wand and collect phones. 	Low		
Direct and indirect transmission between pupils at breaks and lunchtimes	<p>WTC site is not accessible to Woodbrige staff or students in July.</p> <p>Canteen is closed until September.</p> <p>Canteen and outside space at WTC including MUGA will not be used before September.</p> <ul style="list-style-type: none"> • Sites can stagger breaks and lunchtimes • Markers in Canteen for queuing • Get an agreement with WTC that KS4 will have sole use of Canteen at specified time- no WTC staff in there, no WTC students in there at same time. • Split lunch sittings of 15 mins each • Students are not allowed to leave site during day for any purpose (break or lunch time) as this poses a transmission risk. 	High - medium depending on site	<ul style="list-style-type: none"> • Specifying specific areas at breaks and lunchtimes that specific pupils can use. • Ensuring at least 1 seat space between people at dining tables • Individual pupil risk assessments • College security to enforce the sole use of canteen at breaks and lunchtime 	Medium to low

Direct and indirect transmission - risk areas of buildings and sites	Outside space at WTC including MUGA will not be used before September.	Medium	<ul style="list-style-type: none"> College security to enforce the sole use of MUGA at breaks and lunchtime 	Low
Entry and exit from the building WPES KS4 site	<ul style="list-style-type: none"> Hand sanitising stations will be put in place for all pupils and visitors entering the sites. Pupils and visitors hand sanitise as they arrive at and leave the site. Patrol staff member to facilitate this. Unnecessary visitors should be avoided and communication should be arranged remotely. Temperature checking – will be conducted by the first aider. Any pupils or visitor who have signs of a fever are not to attend the site. Parents and carers will be asked to check for this symptom regularly. A first aider on each site may check pupils' temperature as they come into the site as an additional precaution. A pupil with a temperature at 37.8* or over will not be allowed into the building – home will be contacted to collect the pupil. Staff are expected to be responsible and to be aware of signs of having a fever before leaving for work. 	Low		
Activities inside the classroom	<ul style="list-style-type: none"> It will be necessary for staff to ensure that all activities respect the social distancing measures in place. This means not planning lesson activities that encourage people being too close to each other. <p>Ventilating rooms</p> <ul style="list-style-type: none"> Government advises that rooms should be as well-ventilated as possible. During appropriate weather, windows should be open if it is safe to do so. Fire doors cannot be left or propped open as this will breach legal fire regulations which remain in force. 	Low		

<p>Music room (T070)</p>	<ul style="list-style-type: none"> • Clear guidance provided to all students, staff 	<p>Medium</p>	<p>Sanitizer and wipes available in room for use by students and staff before and after handling equipment</p>	<p>Medium to low</p>
<p>Activities outside of the classroom</p>	<ul style="list-style-type: none"> • Sports activities chosen for sport lessons will need to limit the need for physical contact. • It is the responsibility of the teacher to risk assess all lesson activities and to conduct a paper risk assessment if there is any concern or doubt over risks. All paper risk assessments need approving by the appropriate Head of Centre. • Use of MUGA and field 	<p>Medium</p>	<ul style="list-style-type: none"> • Sport 'off-site' should not happen as a general rule in order to avoid unnecessary travel. Travel to another WPES site might be permitted if the number on the minibus is kept within the limits prescribed. • In all learning situations, pupils and staff will be hand washing before and afterwards if any shared equipment are used. 	

Travelling to and from school	<ul style="list-style-type: none"> • Staff and students returning to school will be provided travel guidance (based on the Government’s current advice).This will advise students that wherever possible (and where it is safe to do so) that they should aim to travel to school by the following means, in order of preference: • Walk or cycle • Drive • Public transport (use of a suitable face covering during the journey is now compulsory from the 15th June.) • Staff who car share are advised to wear a facemask and gloves and to be seated in rear of car with windows open for ventilation. • Woodbridge Car parking facilities will be available for all staff. 	Low		
Main Entrance/Foyer	<ul style="list-style-type: none"> • Signs reminding staff and students of the need for frequent hand washing/sanitising etc. • A hand sanitising station will be erected at the entrance and all individuals required to use the stations as they enter and leave the building. This will be monitored by SLT. 	Low		
Corridors	<ul style="list-style-type: none"> • Scientific advice indicates that brief close contact when passing people in a corridor is very low risk for transmission purposes. Nonetheless, it is important with narrow corridors that movement around buildings is minimized and carefully managed. • Floor and wall markings as appropriate will be applied • Lesson changeover bell to be disabled and staff to liaise with patrol by radio so that there is a staggered lesson changeover 	Low	•	

Staffroom	<ul style="list-style-type: none"> • Blind will be lifted so staff can see if capacity has been reached • Staff need to take even greater responsibility for the crockery and cutlery they use during the day. Staff should not leave anything lying around that they have used. Everything is to be washed and put away at the earliest possible convenience OR placed straight into the dishwasher so that a minimal number of other people have to touch the plate, cup, glass, etc. • Telephones/workstations – Heads of Centre will alert KS4 staff as to which telephone/workstation they are nominated to use on site. Telephones/workstations will be wiped down after each use. 	Low		
Toilets	<ul style="list-style-type: none"> • Toilet areas in use will be subject to enhanced cleaning. • Door handles and surfaces will be wiped down with antibacterial wipes/spray after each use. • Wipe dispensers have been purchased and are readily available for staff to use. 	Low		
Timetabling and pupil movement	<ul style="list-style-type: none"> • Where possible, pupil movement around the building should be limited with staff moving to teach pupils as opposed to pupils moving. Pupils should remain together as the same group each day. 	Low		
Stationery and sharing objects	<ul style="list-style-type: none"> • Staff and pupils should avoid sharing any stationary or basic equipment – pupils will be given pens and other equipment, which will be in a labelled pencil case and retained for their sole use to minimize the need to pass used objects to others. 	Low		

Mobile phones, personal devices, etc	<ul style="list-style-type: none"> As usual, these are to be handed in to staff, safely as pupils enter the building placing them in labelled zip wallets and stored in the main office. 	Low		
Staff walkie talkies	<ul style="list-style-type: none"> Where possible allocate walkie talkies to specific staff and label. Ensure wipes and antibacterial spray is available for use. Staff wipe down walkie talkies and chargers after use. 			
Meetings	<ul style="list-style-type: none"> Meetings that involve external visitors attending the KS4 site, need to be convened with social distancing and protective measures in place. Meetings should take place in well-ventilated rooms which enable people to be spaced out and sat 2 metres away from each other. Where parents / carers are attending meetings, only 1 parent or carer is allowed to attend any given meeting – this needs to be explained to parents in advance of any meeting. 	Low		

Use of WTC for year 10 & 11 classes in September 2020

Entry to and exit from and use of the WTC buildings	<ul style="list-style-type: none"> There is strictly NO ACCESS to WTC site for any WPES staff or students at any time before September. <p>From September 2020</p> <ul style="list-style-type: none"> WPES students and staff will need to enter WTC via their main entrance to adhere to their strict one way system. Access onto the WTC site will still primarily be via the main entrances. However this may be amended as may be necessary to accommodate additional staff, students and 	Medium	<ul style="list-style-type: none"> Hand sanitising stations will be erected at the entrances and all individuals required to use the stations as they enter and leave the building. This will be monitored by the security team. Security staff will monitor numbers to ensure social distancing is maintained. 	Low
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	<p>visitors as further phased re-opening occurs.</p> <ul style="list-style-type: none"> • Signs reminding staff and students and visitors of the 2-metre social distancing will be erected at all entrances and to remind of the need for frequent hand washing/sanitising etc. • Floor and wall markings as appropriate will be applied identifying the 2-metre distancing rule on routes into and from the areas. Where queuing to enter the college at the entrance barrier may occur, floor markers indicating the 2-metre distancing rule will be applied. This will be monitored by the security team. 		<ul style="list-style-type: none"> • Suitable PPE will be provided for security staff whilst attending these areas and monitoring numbers. 	
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<p><u>Learning Spaces at WTC</u></p>	<ul style="list-style-type: none"> • Deciding which lessons or activities will be delivered and timetabled along with the careful selection of classrooms and learning spaces to limit staff and students on site and reduce movement around the building and the number of rooms in use at any one time will take place. • WTC courses to be delivered by Skills Centre only – no courses selected from Isleworth site to limit possibility of transmission and unnecessary use of public transport. • The necessary (minimum) numbers of classrooms and workshops/salons etc. will be identified and rearranged to ensure seating/standing positions are 2-metres apart and class sizes set accordingly. • Where possible students will use the same classroom, workshop, salon etc. throughout their allocated time spent at college on a given day. • Students will sit at the same desk/workstation/workbench etc. each day, if attending on consecutive days. Where possible desks will be pre-allocated for the individual student and labelled with the student's name or numbered. 	<p>Medium</p>	<ul style="list-style-type: none"> • Where possible only ground floor class rooms/workshops will be used to limit the movement of staff and students along stair ways and corridors where social distancing measures may prove difficult. • Access to all buildings in use will, where possible, be via a one-way system in and a separate exit out. Where stair access is required then these will, where possible, be designated one-way routes. • All pedestrian routes will be suitably signed and where necessary suitable barriers/tape erected to clearly define routes. 	<p>Low</p>
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<p><u>Communal Areas at WTC</u></p> <p>Table tennis Tables (inside and outside)</p> <p>Table football/Pool table</p>	<ul style="list-style-type: none"> The aim is that the majority of communal areas will remain closed however where these are routes for continued access/egress to classrooms, workshops etc. then these routes will be suitably defined. 	<p>Medium</p>	<ul style="list-style-type: none"> Re-organisation of communal building spaces into 1-way routes along corridors, stairways and pedestrian routes will be implemented where possible in order to maintain social distancing and limit individual contact. Communal student facilities such as table tennis, etc. will not be available for use. These will be suitably covered or cordoned -off and signed to restrict use. Floor and wall markings as appropriate will be applied identifying the 2-metre distancing rule on routes to and from the areas. 	<p>Low</p>
<p><u>I- Learn Centre (WTC)</u></p>	<ul style="list-style-type: none"> Access to the I-Learn centre will be via a one-way system in order to provide separate two-metre social distancing access and egress. Where required only designated work stations with a minimum separation distance of two-metres will be available. Groups attending the centre will be timetabled and will not mix with other groups where this is possible to do so. 	<p>Medium</p>	<p>After each group all workstations/computers etc. designated for use will be sanitised and cleaned before it is used again by another group.</p>	<p>Low</p>
<p><u>Use of WTC Toilets</u></p>	<ul style="list-style-type: none"> Students and staff to use only WPES toilets – adhere to one way system when exiting and re-entering site. 	<p>Low</p>		

<p><u>Limiting travel throughout the WTC site</u></p>	<ul style="list-style-type: none"> • In order to maintain social distancing appropriate signage will be posted throughout each site in order to identify designated entry/exit points and also pedestrian routes in order to maintain social distancing and direct staff and students to designated class/work areas. • Suitable floor and wall markings will be used to remind individuals of the social distancing rule. • Workstations designated for individual use will be signed by either the individual's name (or by a number) that is allocated to the student for the duration of their learning/assessment session. • Plans of the designated pedestrian routes will be provided to returning students and members of staff. 	<p>Low</p>		
<p><u>WTC Canteen</u></p>	<ul style="list-style-type: none"> • The Canteen at WTC site will remain closed and there will be no provision to purchase food or drink on either campus. • All vending/drinks machines will be isolated and not available for use to eliminate cross infection. • All water coolers will be isolated and not be available for use to eliminate cross infection. All students and staff will be required to bring their own bottled water into college. • In an extreme case where a student or staff member requires access to water and has not brought their own bottled water will be available for issue. 	<p>Low</p>		

<p><u>Spread of coronavirus through surface contamination on WTC site</u></p>	<ul style="list-style-type: none"> • An enhanced cleaning regime will be in place. • This will include sanitisation (using an effective sanitising agent against Covid-19) of all common surfaces that students and staff and visitors are likely to touch such desks, chairs, doors, sinks, toilets, light switches, bannisters, door handles, entrance barriers etc. as well as lifts and specific rooms etc. that have been used by a student or staff group. • Cleaning schedules will be determined by the Estates Manager in conjunction with the Cleaning Supervisor in accordance with areas in use and numbers of students/staff on site. However as a minimum communal areas will be cleaned:- <ul style="list-style-type: none"> • prior to the start of the day, • once during the working day and • at close of the working day. • This may be increased as appropriate in response to circumstances such as increased use of certain areas etc. that occur throughout times the college is open. • Bins (lined with a plastic waste bag) will be provided in all work/lesson spaces for disposal of used PPE, tissues, cloths etc. These will be collected for disposal on a daily basis. • Appropriate cleaning products (e.g. sanitizing spray) will provided, so that staff can frequently clean their personal workstations during the day. 	<p>Medium</p>	<ul style="list-style-type: none"> • The daily cleaning schedule will be monitored by the Cleaning Supervisor and Estates Manager. Cleaning checklists will be amended to ensure all areas that need enhanced cleaning are being cleaned in accordance with the schedule. • The cleaning contractor will be required to provide a specific risk assessment and method statement to determine the controls in place, such as enhanced PPE, in order to protect the cleaning workforce and also to stop re-contamination of areas cleaned by viral contaminated cloths being used or not disposed of correctly. 	<p>Low</p>
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<p><u>Using shared tools & equipment at WTC</u></p>	<ul style="list-style-type: none"> • Where possible all work equipment, tools, computers etc. will be allocated for individual use by the student/staff member concerned for the duration of the daily learning or work tasks etc. • Students who have personal tools/equipment will be encouraged to bring these to college where it is practical and safe to do so. These will not be shared by others and removed from college by the student at the end of the lesson. • Where work equipment/tools etc. out of necessity, must be shared then these will be sanitised before use by the supervising teacher/SLA /technician etc. • These will be allocated to a student for the duration of the day's lesson. 	<p>Medium</p>	<ul style="list-style-type: none"> • Following completion of the daily lesson all work equipment/tools will be sanitised by the supervising teacher/SLA /technician etc. for re-use. Disposable gloves will be issued to the staff member for this purpose. • A suitable sanitising spray will be provided in each of the classrooms/workshops where shared work equipment/tools takes place unless sanitisation of equipment is part of the standard working practice for the task concerned. 	<p>Low</p>
<p>Individuals displaying covid-19 symptoms whilst on WTC campus.</p>	<ul style="list-style-type: none"> • If an individual becomes unwell with symptoms of coronavirus (COVID-19) while on campus and needs direct personal care until arrangements are made for them to return home. • A fluid-resistant surgical face mask should be worn by the first aider (or supervising adult) if a distance of 2 metres cannot be maintained. 	<p>High - medium</p>	<ul style="list-style-type: none"> • If close contact is necessary, particularly in the case of a child or young person, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. • If a risk exists from splashing body fluids to the eyes, e.g. the individual is coughing, spitting, or vomiting, then eye protection (face visor) should also be worn. 	<p>Medium to Low</p>