**LOT College re-opening Risk Assessment-Waltham Forest Council Template**

Provide plans to show how they will be directing children and staff around the school, and to show the final classroom layouts. This can be paper format, or a video tour, or photographs of the school.

**Items to Consider Purchasing and Planning to support the risk assessment**

* posters (for example, to encourage consistency on hygiene and keeping to own group) Also see annex C of <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-d-list-of-things-to-consider-acquiring>
* soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments, consider the availability of soap and hot water in every toilet (and if possible in classrooms)
* the location of hand sanitiser stations, for example at the entrance of SCORE for learners and any other person passing into the SCORE/LOFC to use, and their replenishment
* the location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying
* ensuring you have a good supply of disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom and enough to top up regularly
* cleaning products including sanitising wipes for wiping some equipment
* tape for cordoning off areas and marking floors

**Risk Assessment**

|  |  |
| --- | --- |
| **Description of Activity / Person / Area / Equipment being assessed** | Preventing Covid-19 spread in a School Environment |
| **Section(s) / Team(s) covered** | College Education Team |
| **Location(s) covered** | Entrance, Exits, Communal Areas, Sports Courts, Classrooms-LOEC-5th floor-LOFC, LOEC 2-SCORE, LOEC 3-SCORE, LOEC 4-SCORE, Office-SCORE |
| **Date of Original Assessment** | 27/08/20 |

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| --- | --- | --- |
| What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment? | 01/09/2020 | |
| Are staff covered by this risk assessment aware of the controls noted and understand them? | Yes | No |
| Copy of form sent to Trade Union Safety Representative | Yes | No |

|  |  |
| --- | --- |
| Has action been taken | YES / NO / ONGOING / NONE REQUIRED (Please circle) |
| Manager’s name (print) |  |
| Manager’s signature |  |
| Date: |  |

**Review Dates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Future Review Date (depends on Action Plan findings)** | **Actual Review Date** | **Were Changes Made?** | **Name of Lead Reviewer** | **Date Staff updated about change** |
| 11/09/2020 | 11/09/2020 | Yes | Andree Selner | 11/09/2020 |
| 25/09/2020 | 25/09/2020 | Yes | Andree Selner | 25/09/2020 |
| 05/11/2020 | 06/11/2020 | Yes | Andree Selner | 09/11/2020 |
|  |  |  |  |  |
|  |  |  |  |  |

**Significant hazards and current controls**

| No | Hazard/Hazardous Event (What can go wrong) | People at risk | What is currently being done to control the hazard/hazardous event | Risk Rating -High/Med/Low |
| --- | --- | --- | --- | --- |
| 1 | Spread of Covid-19 Coronavirus | * Staff * Visitors to your premises * Cleaners * Contractors * Drivers * Higher risk groups – Elderly, Pregnant workers, those with existing underlying health conditions   Anyone else who physically comes in contact with you in relation to the work | **Workspace Setup**  Where possible, all spaces will be ventilated using natural ventilation (opening windows) or ventilation units  Office Space and Office Staff  Office staff is minimised to ensure staff are no closer than 2ms. Where staff are unable to use the office, other areas will be arranged or if possible, staff will work from home on a rota basis  The office space has been reconfigured to ensure there is 2m social distancing for each workstation. Where reasonably practicable staff will sit back to back or all in the same direction.  Staff must not share their workstation or hot desk during the day.  Staff must use the same desk every time they are in the office, where practicable  Classrooms  Classes will be organised so that larger groups will be attributed to the larger classrooms and the following capacity for each room:  LOEC-24 learners  LOEC 2-20 learners  LOEC 3-20 learners  LOEC 4-16 learners  Ofiice-5 learners  Plus one teacher (and, if needed, a learning support assistant)  Where there are not enough teachers, other support staff will lead classes under the supervision of a teacher.  Where reasonably practicable children will sit back to back or all in the same direction.  Learners must not share their workstation or hot desk during the day.  Learners must use the same desk every time they are in the classroom.  Lessons have been reviewed to assess which ones can be taught outdoors.  Lesson timetable and classroom use has been refreshed, to reduce movement of children around the school, with some lessons taking place outdoors.  Common Areas  SCORE-Staff and learners must wear masks in all communal areas and staff will enforce this rule. Where possible, one-way systems have been put in place along with visible signage. The main corridor is one way to the sports courts and exit to the right out of the building and past the nursery. Where this is not possible dividers have been set in the middle of the corridor. Staff and children must follow these at all times, unless the fire alarm is sounded, at which time staff should make their way to the nearest safe exit and socially distance when outside.  LOFC-Learners will be met by teacher outside the building at the fire exit to the stairwell and escorted upstairs to the classroom on the 5th floor. Latecomers will not be allowed to access the building until tutor can escort them upstairs after break. They will notify tutor and be allocated a classroom within SCORE to log on independently until they can be escorted upstairs with the rest of the group. On the stairwell staff and learners will be asked to wear masks and in any communal area in the stadium, enforced by staff. At the end of each day the tutor(LB) will ensure that registers are sent across to [c.witham@leytonorient.net](mailto:c.witham@leytonorient.net) for track and trace purposes.  Where practicable fire doors will be held open to reduce requirement for handling doors and increased ventilation, whilst maintaining suitable building security.  Staff will monitor children; praising good behaviour and correcting poor.  Practical Sports Lessons (Indoors)  General  • Face coverings must be worn by staff at all times and by participants when they are not taking part in training, games or seated at a table to eat or drink.   * Competitive training is now permitted, with groups limited to a maximum of 30 people, including coaches for participants Under 18, otherwise the Rule of 6 will come into play.   • Competitive match play is permitted, with social distancing in place before and after the match, and in any breaks in play for anyone Under 18.  • Players and officials should sanitise hands before and after a game as well as scheduled breaks throughout a game or training session.  • Tutors/Coaches are encouraged to limit persistent close proximity of participants during match play and training.  • Goal celebrations should be avoided.  • Equipment should not be shared, where possible, tutors/coaches should only handle equipment in training. Tutors/Coaches are responsible for disinfecting equipment before and after use.  • Where possible, players, coaches and officials should arrive changed and shower at home. Use of changing and shower facilities must follow government advice on the use of indoor facilities.  • Register should keep a record of attendees at a match or training session, including contact details, to support NHS Test and Trace.  Sport Specific-Updated November 5th    Basketball    From Nov 5th during lockdown, basketball within Education – If sporting activity is part of an educational course, training must comply with Level 2 of Return To Play guidance.  American Football  **England** **Saturday evening saw the announcement of planned** [England-wide restrictions to come into force from Thursday 5 November](https://www.gov.uk/guidance/new-national-restrictions-from-5-november). These restrictions are subject to a vote in parliament tomorrow. **If passed as we expect, as of Thursday all American football activity will immediately revert to** [stage 1 of our Return to Play roadmap.](https://www.britishamericanfootball.org/downloads/bafa-return-to-play-v4-1.pdf) Home-based virtual activity only **These restrictions would then be in force for at least the** four weeks up to Wednesday 2 December.  Dodgeball  No update on website since September: **COVID-19 – PE IN SCHOOLS UPDATE** SEPTEMBER 2, 2020  With the recent government schools announcements & British Dodgeball successfully receiving approval to return to play from the DCMS, there have been lots of changes for dodgeball. As teachers, we wanted to write an article focused on dodgeball as part of PE lessons and extra-curricular activity, outlining what you can do to make the sport as safe as possible.  1. Dodgeball should take place in class bubbles as much as possible. This will lead to less mixing of individuals.  2. Clean all equipment before and after use. This can be done by teachers or perhaps by trusted sports leaders.  3. Use a suitable space outdoors if you have one. You may need to make sure the area is safe for dodgeball.  4. Sanitise hands before and after the PE lesson.  5. Use socially distanced warm-ups. Examples include:   * Simon Says, where pupils must follow cardio-based and stretching instructions on the spot * Body Parts, where each child has a cone and must touch certain body parts to it * Traffic Lights, where pupils react to different coloured cones, staying >1m apart * Animals, where pupils must move like certain animals, staying >1m apart * Touchdown, where pupils must pass a ball with a partner whilst moving and go for long touchdown passes when the teacher says ‘Touchdown!’, staying >1m apart * Force-field Tag, where pupils try to tag each other by putting their hand through each other’s force-fields (a space 1 metre around every pupil) and saying the name of the pupil they caught   6. Socially distance throughout. Avoid planning activities that require pupils to be <1m and face-to-face for more than 3 seconds at a time. Make sure you have enough space for your activities by checking that pupils are >1m apart when their team is standing side-to-side at the back line.  7. Strongly discourage face shots. This should always be done anyway. If any pupils are hit in the face, they should wash or use hygiene wipes on their face.  8. Use the same partners and groups where possible, using the same equipment. This further limits the risk of transmission of COVID-19 through the sharing of equipment. If a pair’s ball rolls to another pupil, the pupil should pass it back by kicking it rather than picking it up and throwing it.  We have created the image below to help remind and guide you as you return to indoor sessions:    Cricket  From November 5th:  Sport and physical education as part of education and training can continue. Outdoor sports should be prioritised where possible, and large indoor spaces used where it’s not. Colleges should maximise distancing between consistent student groups and pay scrupulous attention to cleaning and hygiene and use maximum fresh air ventilation through either opening doors and windows or ventilation systems.  Handball  As you will have seen, a further lockdown has been announced starting on Thursday 5 November until 2 December because of rising Covid-19 cases.  The lockdown period has implications on handball activity and means that all community handball must stop. Sports and Leisure facilities have also been ordered to close from Thursday. The one exception to these rules is ‘educational settings.’ This means that University, school and college teams are still able to train. This is subject to the guidance issued by each establishment, and the availability of appropriate facilities.  Football/Futsal  The UK Government’s new national Covid-19 restrictions permit ‘school sport’ to continue as an exemption during this period and [its Department for Education [DfE] has provided bespoke guidance](https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020) to further outline their impact on education. As a result, we can confirm the following for school, further and higher education football activities during this period:   * All school and further education college football activities are required to follow [The FA’s latest guidance on indoor and outdoor grassroots football](https://www.thefa.com/news/2020/oct/16/football-guidance-update-161020); * Competitive training can take place for all participants, in an outdoor setting provided this takes place in groups of no more than 30 (including coaches). • Indoor play can continue to take place, provided groups of more than six do not mix (i.e. a maximum of 3 v 3 matches can be played indoors). If groups of six are likely to mix, these indoor activities must not go ahead. • Competitive match play is permitted, with social distancing in place before and after the session, and in any breaks in play. • The sharing of kit and equipment should be avoided and participants should bring their own drinks or refreshments, in named containers. • When the ball goes out of play, it should not be retrieved by non-participants and should be retrieved using the feet rather than the hands where possible. • Participants must not spit and should avoid shouting or raising their voices when facing each other, as detailed in The FA Covid-19 Code of Behaviour. • Set plays: players are encouraged to avoid unnecessarily long set-up or close marking. Other modifications apply to specific situations, such as goal celebrations being discouraged. Read more in The FA’s more detailed guidance here. • Youth football coaches are encouraged to limit persistent close proximity of participants during match play and training. • Observing rigorous hygiene standards, injuries can be treated. See full guidance here. • Small-sided football should include more regular hygiene breaks in activity and players discouraged from touching or tackling against boards. * All schools and further education colleges can work with external coaches, clubs and organisations for their football activities where they are satisfied that it is safe to do so; * All schools and further education colleges can also use external facilities for their football activities in line with [the DfE’s guidance for the use of, and travel to and from, them](https://www.thefa.com/news/2020/nov/03/non-elite-football-statement-031120); * All football fixtures or competitions between different schools and further education colleges are to be suspended   Volleyball  England entered a four-week national lockdown on Thursday, 5th November. As a result, group volleyball activity has been put on pause until Wednesday, 2nd December.  If your club is based outside of England, please heed the advice from your devolved administration.  *Please note this page was last updated on 09/11/2020.*    GAMEPLAY AND TRAINING  **[NEW] Can volleyball activity take place in schools?**  Yes, schools have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in their system of controls. Click [here](https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020) for more information.  Rugby League **UPDATE | NOVEMBER 3** New Covid-19 restrictions come into force nationwide from Thursday 5 November. This means that **all Community Game activity\* will be suspended** until at least Wednesday 2 December. The RFL remains in dialogue with the DCMS, leagues and competitions and will provide further clarification for ‘non-elite’ rugby league in England following the debate in the House of Commons tomorrow in due course. The UK Government has confirmed that school sport can continue as an exemption during this period; schools are advised to follow the guidelines shared by the Education team.  Rugby Union Rugby in School, Colleges & Universities University rugby is subject to the same restrictions as our community clubs and will return to Stage A on the Return to Rugby Roadmap until Wednesday 2 December.  Schools and colleges are able to play rugby but must follow the [DfE guidance](https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?spMailingID=11053802&spUserID=NDczNjY0MTg4Nzk0S0&spJobID=1630913267&spReportId=MTYzMDkxMzI2NwS2) for schools and further education settings. Further clarification can be found [here](https://dfemedia.blog.gov.uk/2020/11/06/schools-and-sport-under-new-restrictions-your-questions-answered/). In summary, this is:   * Rugby can be played as part of the curriculum, i.e. in PE and games lessons, timetabled activity during the school day and as part of courses, such as BTEC Diplomas in Sport and GCSE/A-Level PE * No extra-curricular rugby clubs, training and activities (outside of the DfE guidance on childcare provision for parents) or inter-school/college matches are permitted * Activity must continue to be played to the RFU government-approved action plan, i.e. play the formats and follow off-field logistics as permitted before half term and lockdown ([Ready4Rugby](https://www.englandrugby.com/dxdam/12/12b3427b-7d88-4e9f-8b1d-c951ee751404/Ready%204%20Rugby%20-%20Playing%20Guide%20-%20Laws%20edit%20-%202020.09.01.pdf), [O2Touch](https://www.o2touch.co.uk/read-the-rules/) and limited contact training in approved group sizes)   We continue to encourage schools and colleges to provide rugby union for the health and wellbeing of their students during lockdown; in particular with community sport being unavailable. However, we also recognise that there are a large number of additional factors for Headteachers/Principals to consider and that it is ultimately their decision whether they can play in line with the government guidance. | Low |
| 2 |  |  | **Good Hand Hygiene**  Hand sanitisers over 60% Alcohol, soap and water are provided in suitable locations throughout the building  Staff must wash hands regularly and follow the Schools Covid-19 Building Protocol when entering, using and leaving the building  Teachers and Line Managers will monitor and encourage best behaviour.  Frequent checks will take place in classrooms and the office and all good and bad behaviour will be recorded to identify best behaviour and where there are behaviour issues.  Teachers ensure learners wash/sanitise their hands regularly, when entering the classroom, at break or lunch and on leaving the classroom.  Where handwashing facilities are not available close by, hand sanitiser will be provided  Posters and monitoring of the children washing their hands will be in place  All adults and children will clean their hands-on arrival at college, before and after eating, and after sneezing or coughing, are encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste (‘catch it, bin it, kill it’) | Medium |
| 3 |  |  | **Cleaning**  The cleaning regime has been reviewed and adapted to ensure regular cleaning throughout the day of all contact surfaces e.g. classroom desks, IT equipment and sports equipment.  SCORE- All four classrooms will be cleaned once a day-before learners enter.  LOEC-5th Floor-LOFC-The room will be cleaned daily. A checklist will be provided for the room and toilets to show what has been cleaned and when.  Staff must clear classrooms and office desks and any nearby surfaces at the end of the day to allow easy access by cleaners for them to be effectively cleaned.  Lidded tissue bins will be regularly emptied throughout the day, with the rubbish double bagged.  Tables must be cleaned after each group of children leaves the area.  Regular supervision of cleaning throughout the day.  Cleaners have a checklist for each area to show which surfaces have been cleaned and at what time.  Teachers  Must clean their hands and surfaces before and after handling anything the learners have touched and been given. | Low |
| 4 |  |  | **Social Distancing**  Office Space and Staff  The number of staff allowed in each office has been determined and allocated dependant on floor space, to enable LOT to provide services as effectively as possible.  Where insufficient space to enable all staff in the office, and where possible, a rota for attendance has been developed, whilst ensuring staff in high risk categories are kept safe or reassigned to safer work.  If possible, meetings will take place using Teams, or with staff maintaining the social distancing requirements. Where face to face meetings will be kept as short as practicable and where possible to under 15 minutes.  Shared spaces like lifts, meeting rooms, toilets and kitchens have signs indicating maximum occupancy numbers, Toilets have signage to advise “in use” or “available”.  Staff are encouraged to take a walk at lunchtime to get a change of scenery, as staff areas are likely to be used for other work/will have reduced capacity.  Staff must follow the school protocol when entering, using and leaving the building – eg hand washing  The same Teacher/Learning Support Assistant/Mentor will be assigned to each group and as far as possible, these stay the same during the day and on subsequent days.  Classrooms  Classes will be organised so that larger groups will be attributed to the larger classrooms and the following capacity for each room:  LOEC-24 learners  LOEC 2-20 learners  LOEC 3-20 learners  LOEC 4-16 learners  Ofiice-5 learners  Where there are not enough teachers, support staff will lead classes under the supervision of a teacher.  Where reasonably practicable children will sit back to back or all in the same direction.  Groups of children  No whole college assemblies or award events will occur until further notice but social media online events can replace these to involve learners and/or parents.  Guest Speakers or Q and A sessions will take place in an outside environment or in class bubbles in the sports courts with social distancing being adhered to.  Guests or parents requiring to enter LOEC-5th Floor-LOFC must complete medical declaration form for LOFC and will be signed in at reception and temperature checked.  Start of day and breaks are staggered to ensure corridors or circulation routes used have a limited number of pupils using them at any time.  Lunches are staggered and learners reminded to clean their hands beforehand and remain in the groups they are already in, only using the classroom if they have a lesson after lunch in the building. They must be supervised in the classroom by a teacher. Groups are kept apart as much as possible and tables cleaned between if a new group will use the classroom after lunch or break.  Learners will stay in their class groups whilst in the building so as to avoid mixing and larger groups of learners gathering together anywhere in the building.  On completion of their morning lessons learners will be escorted from the site by their teacher and only learners that have an afternoon session will be allowed to remain and eat lunch in the classroom.  Numbers of learners using toilets at one time will be limited to 1 and a signage used to show occupancy.  No changing room facilities are available on site so learners will need to ensure they come suitably dressed on days when they have a practical lesson, training or a match to lessons.  Sports courts used by one group at a time. Equipment cleaned before and after use. Only teacher/coach handles cones. No bibs.  Start of Morning and Afternoon Sessions  Staggered start and finish times  On entering the building staff to greet each learner ensuring they sanitise their hands immediately on arrival. Masks must be worn in communal areas by all. Teacher will then perform a temperature check and use a digital register to mark the learner in before they enter the classroom.  SCORE-Any latecomers will be instructed to wear a mask whilst in communal areas, sanitise on entering the building, knock on classroom door and a temperature check will be conducted outside the classroom before marking the learner in on the register as they are allowed to enter the classroom.  LOFC-Learners will be met by teacher outside the building at the fire exit to the stairwell and escorted upstairs to the classroom on the 5th floor. Latecomers will not be allowed to access the building until tutor can escort them upstairs after break. They will notify tutor and be allocated a classroom within SCORE to log on independently until they can be escorted upstairs with the rest of the group. On the stairwell learners will be asked to wear masks and in any communal area in the stadium. | Medium |
| 5 |  |  | **Symptoms of Covid-19**  If staff or children become unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.  In the case of a staff member or child becoming unwell, the manager, employee/parent will discuss arranging a [Covid-19 Test](https://foresthub.walthamforest.gov.uk/coronavirus-covid-19-information/covid-19-testing-essential-staff) and follow the instructions given by Public Health England/NHS.  Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently at the school, the management team will contact [publichealth@walthamforest.gov.uk](mailto:publichealth@walthamforest.gov.uk) to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  If staff members have contracted Covid-19 from work this must be reported on the AIR line call 03300 586 469 so an investigation can be completed and a RIDDOR report made, where required. | Low |
| 6 |  |  | **Only Required if Government Guidelines for Shielding are in place for Critically Vulnerable Staff, Learners and members of the learner family**  Staff  Staff who are clinically vulnerable should work from home where possible, IF, clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. Where there is a likelihood staff will have to spend time within 2 metres of other people, the school and member of staff will carefully assess and discuss whether this involves an acceptable level of risk.  Learners  Children classed as clinically extremely vulnerable will still be expected to shield and be supported at home.  Parents who have Children who are Clinically vulnerable (but not clinically extremely vulnerable) advised to follow medical advice.  The number of shared resources removed from site by pupils and staff will be limited.  Shielded/clinically vulnerable household members  If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), the government guidance will be followed and they will be advised they can attend  If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, the government have advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, the children are able to understand and follow those instructions. This may not be possible for all children as they may not have capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, these children will not be expected to attend. They will continue to be supported to learn or work at home. | Low |
| 7 |  |  | **Contractors coming onto site**  Contractors are informed of the college protocols in place.  College and contractor work together to ensure both protocols of contractor and college are followed.  All contractors must be accompanied at all times – due to COVID-19. | Medium |
| 8 |  |  | **Personal Protective Equipment**  If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | Medium |
| 9 |  |  | **Staff and Children Travelling to Work**  Staff, parents and young people are encouraged to walk or cycle where possible. Staff and parents are encouraged to read government advice Coronavirus (COVID-19): safer travel guidance for passengers. For those using public transport - tutorial on how to use transport in line with government guidance. | Low |
| 10 |  |  | **Communicating new procedures to Staff and Parents**  Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a constantly changing situation.  Regular communications sent to parents to inform them of the controls in place and what learners are required to do.  Parents should be informed, to reduce the number of people on the school site in the interest of infection control they will no longer be able to enter the building without appointment.  Signage put up at entrance and exit points advising of 2m distance and of procedure once within the building.  Communicated to Staff, Parents, Guests and Learners that SCORE car park only used by staff, learners, guests, parents that have an appointment and required to enter the building for a period of time. | Low |
| 11 | Building not maintained/used without maintenance undertaken | * Staff * Visitors to your premises * Cleaners * Contractors * Drivers   Anyone else who physically comes in contact with the building in relation to the work | Waltham Forest Council-Education Capital and Planning Building Bulletin: 018 has been followed and the Maintenance checklist used by the Health and Safety team as part of the Premise Health Checks has been updated | Low |

**Risk Rating : if High** or **Medium** **use Action Plan**

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

**Action Plan for Improvement**

| No. | Hazard/Hazardous Event (What can go wrong) | Action required to reduce risk so far as is reasonably practicable | Residual Risk | By Whom | Target Date | Completion Date | Completed By |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Spread of Covid-19 Coronavirus | **Good Hand Hygiene**  Purchase over 60% alcohol based hand gel | Low | AS | 01/09/20 | Ongoing | AS |
|  | Ensure sanitising takes place regularly where required | Low | Teachers | Ongoing | Ongoing | Teachers |
|  | Review and update LOT protocol/College Risk Assessment | Low | NTAS | 01/09/20 | 28/08/20 | NT/AS |
|  | **Social Distancing**  Teachers monitor communal areas start of day, breaks and end of day | Low | Teachers | Ongoing | Ongoing | Teachers |
|  | **Parents**  Contact parents to ensure they are aware of current protocols in place and to understand their protocols | Low | AS | 11/09/20 | 09/11/20 | AS |
|  |  |  |  |  |  |  |
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**Risk Assessment Review:** During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.