

**THE COLLEGE OF RICHARD COLLYER**  
**Risk Assessment**

**Area of Activity: Risk Assessment Regarding the Opening of College Summer Term 2020**

Risk No	Indicative Risk	Who will take the lead? By when?	Measures already in place	Measures Planned	What are the long term implications and what action is to be taken by whom and by when?
<p><b>1. Governance and Leadership</b></p> <p><b>Appropriate planning and assessment of risk and reference to health and safety issues prior to the college reopening in the summer term 2020 need to take place.</b></p>					
1.1	Irregular and insufficient scrutiny of relevant advice and guidance regarding the reopening of college and measures needed to be put in place, could lead to accusations of the college not adhering to its contractual obligations or neglecting its legal duties including those relating to health and safety.	1.1.1 SMT and Clerk  1.1.2 SMT  1.1.3 Principal and Estates Manager	1.1.1 SMT and Clerk regularly monitor daily updates sent by email from SFCA, ESFA, DfE, AoC, ASCL and Clerk's network. <b>Daily</b>  1.1.2 SMT members check in with agencies relative to their areas of responsibility e.g., WSCC. <b>As Required</b>  1.1.3 Principal and Estates Manager keep in contact with union representatives. Union views are also monitored and reported by the Industrial Relations lead at the SFCA. <b>As Required. Scheduled half-termly union meeting with the Principal</b>		

		1.1.4 Principal and Vice Principal (Quality and Curriculum) and Vice Principal (Student Support)	1.1.4 ESFA requires regular contact with Principal regarding college closure and plans for reopening – <b>Weekly</b> and Vice Principal (Curriculum and Quality) regarding T Level implementation – <b>As Required</b> WSCC and support agencies keep in contact with Vice Principal (Student Support) and Student Services team – <b>As Required.</b>		
1.2	Slow decision making and poor communication with stakeholders could lead to confusion and inconsistency of practice, students would receive inadequate teaching and support staff areas would not be able to meet their service levels. Governors would not be able to carry out their role sufficiently. Government requirements would not be met leading to complaint and reputational damage.	1.2.1 SMT  1.2.2 SMT  1.2.3 SMT	1.2.1 SMT send regular messages to all stakeholders, where relevant, to update on the current college closure situation. Messages are sent by email and social media and lodged on the college website. <b>Weekly or As Required.</b>  1.2.2 SMT keep in regular contact and have shared phone numbers and WhatsApp. <b>Daily.</b>  1.2.3 SMT keep in regular contact with their line reports while working remotely. <b>Weekly or As Required.</b>		

		1.2.4 All college managers  1.2.5 Principal by wb 15/06/20	1.2.4 All managers check in with their line reports <b>at least fortnightly</b> whether they are on site or not to ensure service levels are being met and if not, report this to the appropriate SMT member. Zoom or Skype 121s are used. Principal Designate will lead on the introduction of a common platform of Teams by the end of the academic year.	1.2.5 Principal to devise an on-site rota for members of SMT <b>from week beginning 15th June 2020</b>	
1.3	No mechanism for accounting for increased costs and losses due to Covid-19 could lead to the budget forecast being over optimistic and the college being in deficit by the end of the financial year.	1.3.1 Finance Team and Finance Director	1.3.1 Finance Team keep finance records for all expenditure and Finance Director keeps a separate record of additional expenditure and short and long term potential losses. <b>Ongoing.</b>		There could be a negative impact on long term college finances. See Strategic Risk Assessment which has RMG and Audit Committee oversight.
<b>2. Learners and Learning</b>					
<b>Appropriate planning and assessment of risk and reference to health and safety issues prior to the college reopening in the summer term 2020 need to take place.</b>					
2.1	Insufficient planning regarding the number of teachers and students on site and the model of learning and support will not fulfil		<b>Actions for education and childcare settings to prepare for wider opening from 1 June:</b> <a href="https://www.gov.uk/government/publications/actions-for-educational-">https://www.gov.uk/government/publications/actions-for-educational-</a>		Medium to long term on site social distancing requirements will require a new blended learning approach to T&L. Vice Principal (Quality and Curriculum) is working with a project team on a new platform for distance learning which could also enable Collyer's to run distance learning courses for international students.

	government requirements but will increase staff and student exposure to Covid-19.	2.1.1 Vice Principal (Quality and Curriculum) and Faculty Directors By wb 08/06/20	<u>and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</u>	2.1.1 Vice Principal (Quality and Curriculum), Vice Principal (Student Support), Faculty Directors and Heads of House have devised a schedule for students' face to face pastoral and academic support from wb 15/06/20. Pastoral 121 support will take place via zoom in week 1. Academic seminars will take place in groups of 5/6 to enable strict social distancing measures. See also Section 3 on site management. Students will be invited to 'book' seminars which minimises the need for students to remain on site outside of their scheduled sessions.	There are broader considerations regarding whether this is practical or even desirable.
2.2	Insufficient planning for the likely additional and/or enhanced well-being /pastoral support needs and identification of resources required could lead to an increase in student stress and anxiety and have a negative impact on learning.	2.2.1 Vice Principal (Student Support) and Student Services and Study Support and Wellbeing Team by wb 08/06/20	2.2.1 Vice Principal (Student Support) is leading on the organisation of support for vulnerable students – approximately 60-70 students – on site from 15 <sup>th</sup> June 2020. These students will be allocated a safe space in which to work at college. <b>Organised and in place</b>  Student Services will remain closed but there will be some face to face support for the most vulnerable students and for those with	2.2.1 Identified Collyer's Aspire students will be able to work in the Library from wb 29 <sup>th</sup> June	Medium to long term on site social distancing requirements will place limitations on the support offered to some students. There is likely to be an increase in anxiety and general wellbeing issues which may also link to poor and erratic study habits. SMT and relevant team members to think ahead and plan necessary resources to manage an increase in demand.

			EHCP reviews. Counselling will continue remotely. <b>Organised and in place.</b>		
2.3	Insufficient support available for vulnerable and/or disadvantaged students creates inequality of provision.	2.3.1 Vice Principal (Student Support) and Student Services and Study Support and Wellbeing Team	2.3.1 Vice Principal (Student Support) has arranged laptops for students in need during college closure. <b>In place.</b>	2.3.1 Vice Principal (Student Support) has completed an annex to the Safeguarding Policy. See comments above in 2.2.1 <b>By wb 08/06/20</b>  Vice Principal (Student Support) will write a procedure to prioritise allocation of laptops to students next academic year. <b>By September 2020</b>	See comments above.
2.4	Expectations of student compliance regarding new behaviour e.g., wearing a mask around the campus or social distancing are not communicated well and not monitored.	2.4.1 Principal  2.4.2 Estates Manager and SMT	2.4.1 Learners to be given clear guidance about moving around campus, lifts and use of toilet facilities, the refectory and library and handwashing and social distancing. <b>By wb 08/06/20</b>  2.4.2 Security team to monitor compliance supported by college staff. SMT to discuss rota and coverage of campus. <b>By wb 08/06/20</b>	Vice Principal (Student Support) to update Behaviour Management Policy <b>September 2020</b>	
2.5	Students are not given appropriate advice about travel to and from college, including the use of public transport.	2.5.1 Principal	2.5.1 Learners to be given clear guidance regarding use of public transport to travel to and from college drawing on latest government information. Students will need to wear face coverings on public transport as well as in communal busy areas on		Reluctance to use public transport may affect enrolments in September 2020 because students decide to attend their local school sixth form or college.

			site where it is difficult to ensure adequate social distancing. <b>By wb 08/06/20</b>		
2.6	Students who are unable to come to college are not well supported.	2.6.1 Vice Principal (Quality and Curriculum) and Faculty Directors		2.6.1 Phase 3 of Distance Learning Programme currently in progress. introduced on 2 <sup>nd</sup> June INSET.	See 2.1
2.7	The college does not follow government policy regarding testing of learners for coronavirus and has no system in place for reporting positive tests or dealing with staff and students exhibiting symptoms on site.	2.7.1 - 2.7.3 Principal and Estates Manager	<b>Guidance for parents and carers as schools and other education settings in England open to more children and young people:</b> <a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers</a>	2.7.1 No government guidance currently in place for testing if a person has no symptoms.  2.7.2 Principal to communicate to students and parents the requirement to notify college if they or a close family member has contracted Covid-19. Guidance for college response to notification of illness or staff or student exhibiting symptoms on site in document in column to the left also communicated to staff, students and parents <b>By wb 22/06/20</b>	A further spike in instances of Covid-19 – nationally or locally – or instances of students contracting Covid –19 via 'track and trace' technology could force a second period of college closure.
<p><b>3. A Safe Environment</b></p> <p><b>Appropriate planning and assessment of risk and reference to health and safety issues prior to the college reopening in the summer term 2020 need to take place.</b></p>					
3.1	College managers do not pay attention to enhanced hygiene care and limiting movement around the site to ensure a	3.1.1 SMT and Estates Manager, include other staff members as appropriate e.g., Library, Refectory,	<b>Implementing protective measures in education and childcare settings:</b> <a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers</a>	3.1.1 Review building(s) capacity from social distancing perspective. <b>By wb 15/06/20</b>	Long term the college will incur additional costs relating to cleaning, hygiene products, PPE, security etc and the delivery of the college's daily activities could be curtailed or become inefficient. Some teaching and learning activities cannot easily take place off site or with social distancing

	<p>healthy environment and minimise risks to staff and students and their exposure to Covid-19.</p>	<p>Study Support, PA to the Principal.</p> <p>3.1.2 Vice Principal (Quality and Curriculum) and Faculty Directors</p> <p>3.1.3 Faculty Directors and teachers with support from estates team</p> <p>3.1.4 Estates Manager</p> <p>3.1.5 Estates Manager</p> <p>3.1.6 Estates Manager</p>	<p><u><a href="#">ns/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></u></p> <p>3.1.4 Introduce enhanced cleaning schedules and procedures, including hand sanitisers and antiseptic wipes in offices and identified classrooms and regular emptying of bins. Consider replacing hand dryers with paper towels and bins. <b>By wb 08/06/20</b></p> <p>3.1.5 Enhanced PPE available in First Aid kits and update First Aid Guidance following Government advice. see also 3.1.9 <b>In place</b></p> <p>3.1.6 Face masks available for staff on site, available from Reception when signing in. Face masks to be worn when walking</p>	<p>3.1.2 Reconfigure timetabling and patterns of attendance for any face to face delivery e.g., small group sizes and reduced student movement around campus = reduced contacts overall. <b>By wb 15/06/20</b></p> <p>3.1.3 Reconfigure room and equipment layout to ensure social distancing. Use rooms with good ventilation. All rooms, including toilet facilities, should not utilise air-conditioning but ensure good airflow. <b>By wb 15/06/20</b></p>	<p>e.g., dance, drama, some art and photography activities.</p>
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			around the site in locations where social distancing may be compromised. <b>In place.</b>		
		3.1.7 Estates Manager	3.1.7 Appropriate messaging about social distancing and hygiene measures to be placed around the site and floors marked in appropriate areas e.g., Refectory/Library. this includes signs about regular hand washing during time spent on site and use of handsanitiser when entering the building. <b>By wb 08/06/20</b>		
		3.1.8 Finance Director and Estates Manager	3.1.8 Check that all suppliers contractors and subcontractors are compliant with social distancing and hygiene processes.		
		3.1.9 Estates Manager		3.1.9 Health and Safety to plan appropriate process in case someone falls ill on site/or becomes ill after having been on site. Follow government guidelines. See also 2.7.2 above. <b>By wb 22/06/20</b>	
		3.1.10 SMT and Estates Team		3.1.10 Revise opening times for Refectory and Library and open study areas with appropriate modifications in place to provide for adequate social distancing for students	



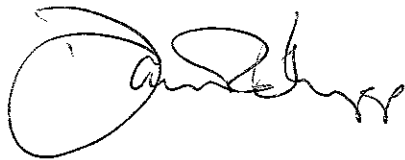
		3.1.11 Principal and PA to the Principal by wb 08/06/20	3.1.11 Communicate to all stakeholders that Reception remains closed and no unannounced external visitors to the college will be allowed, with planned visits from external visitors limited to those deemed essential by Upper Managers. No private post. <b>By wb 08/06/20</b>	scheduled for Aspire sessions. <b>By wb 22/06/20</b>	
<p><b>4. Staff</b></p> <p><b>Appropriate planning and assessment of risk and reference to health and safety issues prior to the college reopening in the summer term 2020 need to take place.</b></p>					
4.1	Insufficient planning and monitoring for the safe return of staff in their various roles will lead to confusion, poor performance, failure to meet service levels and potential litigation.	4.1.1 Principal and SMT  4.1.2 Faculty Directors and Support Staff Managers  4.1.3 Principal and HR	4.1.1 Agree any flexible working arrangements needed by staff to support any changes in delivery patterns. <b>By wb 08/06/20</b>  4.1.2 Reconfigure office spaces and introduce attendance rotas to conform to social distancing requirements. <b>By wb 08/06/20</b>  4.1.3 Identify staff who can't return to college (shielding/self-isolating/clinically vulnerable) and their alternative contribution if this is possible. Follow government advice and guidance on this. <b>Wb 08/06/20</b>		A further spike in instances of Covid-19 – nationally or locally – or instances of students contracting Covid –19 via 'track and trace' technology could force a second period of college closure.  Litigation relating to employment law or health and safety legislation could be financially costly and/or lead to reputational damage.

		<p>4.1.4 Chair of Governors, Principal and all staff</p> <p>4.1.5 Principal</p> <p>4.1.6 Follow government guidance when this is published</p>	<p>4.1.4 Put in place measures to check on staff well-being, including for SMT members. <b>By wb 08/06/20</b></p> <p>4.1.5 Communicate travel and transport arrangements advice for staff. <b>By wb 08/06/20</b></p>	<p>4.1.4 Tutors will be surveyed to check their availability to work on site week beginning 22<sup>nd</sup> June.</p> <p>4.1.6 Confirm policy / approach to testing of staff for coronavirus when this is published.</p>	
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**Signature of Principal:**

**Print Name:**

**Signature of Chair of Governors:**



**Print Name:** *David Siff*

**Signature of Estates Manager (Health and Safety Lead):**

**Print Name:**

**Date:**

**Review Date:**

**7. Communication and Review**

This risk assessment should be communicated to staff, students and parents and be available on the college website. The risk assessment should be reviewed by the audit and estates committees and governing body in the autumn term.