

Risk assessment for autumn term 2020 v 1

THIS IS A LIVE DOCUMENT AND WILL BE UPDATED REGULARLY AS THE GUIDANCE CHANGES

Key guidance

- [Further education \(FE\) autumn term guidance](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [What parents and carers need to know about early years providers, schools and colleges in the autumn term](#)

1. Governance and Leadership

Risk	Indicative Risk	Who	Measures already in place for June limited reopening	Measures planned for autumn term	Long-term by who / when
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	1.1.1 SMT and Clerk regularly monitor daily updates sent by email from SFCA, ESFA, DfE, AoC, ASCL and Clerk's network and join appropriate webinars. Daily		
1.1.2 SMT		1.1.2 SMT members check in with agencies relative to their areas of responsibility e.g. WSCC, NAMSS As required			
1.1.3 Principal and Estates Manager		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. As required. Scheduled half-			

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			<p>termly union meeting with the Principal</p> <p>1.1.4 ESFA requires regular contact with Principal regarding college closure and plans for reopening. Weekly ESFA requires regular contact with Vice Principal (Curriculum) regarding T Level implementation. As required WSCC and support agencies keep in contact with Vice Principal (Pastoral) and Student Services team. As required</p>		
1.2	<p>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.</p>	<p>1.2.1 SMT</p> <p>1.2.2 SMT</p> <p>1.2.3 SMT</p>	<p>1.2.1 SMT send regular messages to governors and all other stakeholders, where relevant, to update on the college reopening situation. Messages are sent by email and social media and posted on the college website. Weekly or as required – less often during holidays</p> <p>1.2.2 SMT keep in regular contact and have shared phone numbers and WhatsApp. Daily or as required</p> <p>1.2.3 SMT keep in regular contact with their line reports during blended working. Weekly or as required</p>		

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		1.2.4 All college managers	1.2.4 All managers check in with their line reports 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 Teams are used. From September subject areas will use Teams for teaching as well as inter-departmental communication. At least fortnightly		
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. Ongoing		There could be a negative impact on long term college finances. See Strategic Risk Assessment which has RMG and Audit Committee oversight. Principal and Finance Director Ongoing

2. Learners and learning

Risk	Indicative Risk	Who	Measures already in place for June limited reopening	Measures planned for autumn term	Long-term by who / when
2.1	Insufficient planning regarding the number of teachers and students on site and the model of learning and support will not fulfil government requirements but will increase staff and student exposure to Covid-19.	2.1.1 Vice Principal (Curriculum) and Directors of Faculty	2.1.1 We successfully welcomed back to college smaller groups of students for Progress and Academic Tutorials in June. This has allowed us to stress-test our systems and model ways in which we can observe government guidance accurately whilst delivering a positive educational experience. During this time, we have further developed Collyer's Online – the distance learning approach used by all subjects.	2.1.1 Vice Principal (Curriculum) is leading on planned model for blended learning that will see approximately 50% of learners on site each week. 1A and Transition students will attend in Week 1, 2A students in Week 2 etc. until Christmas with further enhancements to plans for distance learning weeks. By September	We will continue to develop our Collyer's Online approach to distance learning, comprising Teams for virtual classrooms, SharePoint for resources, video content and interactive activities. This will set us in good stead in case of any further lockdowns caused by local hotspots. Vice Principal (Curriculum) Autumn term
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 (Pastoral), Student Services and Study Support and Wellbeing Team	2.2.1 Vice Principal (Pastoral) led on the organisation of support for vulnerable students – approximately 60-70 students – on site during June. These students were allocated a safe space in which to work at college. Student Services remained closed but there was some face to face support for the most vulnerable students and for those with EHCP reviews. Counselling continued remotely.	2.2.1 Vice Principal (Pastoral) has planned for enhanced support for learners through our wellbeing activities. Tutors will check in with tutees remotely during weeks that are delivered through Collyer's Online. By September	There is likely to be an increase in anxiety and general wellbeing issues once students return to campus 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. Vice Principal (Pastoral) First half term
2.3	Insufficient support available for vulnerable and/or disadvantaged students creates inequality of provision.	2.3.1 Vice Principal (Pastoral), Student Services and Study Support and Wellbeing Team	2.3.1 Vice Principal (Pastoral) has arranged laptops for students in need during college closure and completed an annex to the Safeguarding Policy.	2.3.1 Vice Principal (Pastoral) will write a procedure to prioritise allocation of laptops to students next academic year. By September Study Support department will monitor case by case any enhanced SEND needs. Ongoing	See 2.2

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2.4	Expectations of student compliance regarding new behaviour e.g. social distancing are not communicated well and not monitored.	2.4.1 Vice Principal (Pastoral)	2.4.1 Learners are already given clear guidance about moving around campus, lifts and use of toilet facilities, the refectory and library and handwashing and social distancing.	2.4.1 Vice Principal (Pastoral) has updated Code of Conduct and ensures regular communications are given to students through the tutorial programme and bulletin. By September	
		2.4.2 Estates Manager and SMT	2.4.2 Security team monitor compliance supported by college staff. SMT to discuss rota and coverage of campus.	2.4.2 Principal implemented rota for senior staff to maintain profile during first two weeks of term and support student compliance. By September	
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 have been 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 site where it is difficult to ensure adequate social distancing.	2.5.1 We will reiterate use of face coverings on public transport in communications to students and parents. Ongoing	Enrolment has been our strongest ever with further growth for the college indicating that any concerns about public transport were minimal. Deputy Principal Ongoing
2.6	Students who are unable to come to college are not well supported.	2.6.1 Vice Principal (Curriculum) and Directors of Faculty	2.6.1 Collyer's Online has developed rapidly and staff have supported one another through INSET sessions to develop a consistent and high-quality distance learning offer.	See 2.1	See 2.1

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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 Principal and Estates Manager	2.7.1 A wide range of measures have been put in place already for our phased reopening in June, including: taping off desks in classrooms, providing cleaning materials in classrooms and face masks for staff, regular and more frequent cleaning and one way systems.	2.7.1 We will follow the latest public health guidance provided by the government on implementing control measures, updating risk assessments and monitoring that controls are effective. If needed, we will engage with the NHS Test and Trace process. Disruption will be mitigated due to our 50/50 approach meaning students are off site every other week. Ongoing	A further spike in instances of Covid-19 – nationally or locally – or instances of students contracting Covid-19 via the NHS Test and Trace process could force a second period of college closure. Principal Ongoing
		2.7.2 Principal and Estates Manager	2.7.2 Principal communicated 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 also communicated to staff, students and parents.	2.7.2 Principal will provide further updates to staff, students and parents as required and whenever guidance noticeably changes. Ongoing	

3. Safety

Risk	Indicative Risk	Who	Measures already in place for June limited reopening	Measures planned for autumn term	Long-term by who / when
3.1	College managers do not pay attention to enhanced hygiene care and limiting movement around the site to ensure a healthy environment and minimise risks to staff and students and their exposure to Covid-19.	3.1.1 SMT and Estates Manager, include other staff members as appropriate e.g. Library, Refectory, Study Support, PA to the Principal.	3.1.1 We successfully welcomed back to college smaller groups of students for Progress and Academic Tutorials in June. This has allowed us to stress-test our systems and model ways in which we can observe government guidance accurately whilst delivering a positive educational experience. Rooms were adapted to respect 25% student limits.	3.1.1 Deputy Principal led on getting the college ready for September working closely with the Estates Manager. One-way system introduced in pinch points is working well. All classrooms have cleaning materials and students clean their own table tops and contact points at the end of each lesson. Breaks and lunchtime are staggered. By September	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. Finance Director Ongoing Some teaching and learning activities cannot easily take place off site or with social distancing e.g. dance, drama, some art and photography activities. Sports events and large group meetings are cancelled until Christmas. Vice Principal (Curriculum) Ongoing
		3.1.2 Vice Principal (Curriculum) and Directors of Faculty	3.1.2 During June we reconfigured timetabling and patterns of attendance for some limited face to face delivery e.g., small group sizes and reduced student movement around campus = reduced contacts overall.	3.1.2 For all of the autumn term we will keep a blended 50/50 delivery model. Rooms are set up where possible with tables facing forward and 2m space from teacher. Students will not be on campus before their first lesson or after their last lesson. No assemblies or large group meetings will be allowed. By September	
		3.1.3 Directors of Faculty and teachers with support from estates team	3.1.3 We already use rooms with good ventilation. All rooms, including toilet facilities, should not utilise air-conditioning but ensure good airflow.	3.1.3 The latest <u>HSE guidance</u> explains that our rooms are independently air-conditioned and therefore we can use air-conditioning as long as windows are open. Air handling (present in J108) is also safe following the guidance.	

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		3.1.4 Estates Manager	3.1.4 We introduced enhanced cleaning schedules and procedures, including hand sanitisers and antiseptic wipes in offices and identified classrooms and regular emptying of bins.	3.1.4 Following new government guidance bins will be provided outside of the library to collect disposable masks used outside the college. All students, staff and visitors are required to wear face coverings in corridors and communal areas. If staff and / or students prefer to wear face coverings in classrooms too then they will be allowed to do so. A hand-cleaning point will also be provided at the entrance to each main building and hand sanitisers provided in every classroom. Students are encouraged to carry with them their own personal hand sanitiser as well. By September	
		3.1.5 Estates Manager	3.1.5 Enhanced PPE available in First Aid kits and update First Aid Guidance following government advice.		
		3.1.6 Estates Manager	3.1.6 Face masks available for staff on site, available from Reception when signing in. Face masks to be worn when walking around the site in locations where social distancing may be compromised.	3.1.6 Updated guidance allows, at the headteacher's discretion, to mandate face coverings in corridors and communal areas. We have agreed to adopt this requirement at Collyer's from 1 st September for all students, staff and visitors unless there is evidence of an exemption. Students and staff may choose to also wear face	

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				coverings in classrooms if they wish.	
		3.1.7 Estates Manager	3.1.7 Appropriate messaging about social distancing and hygiene measures has been placed around the site and floors marked in appropriate areas e.g. Refectory and Library. This includes signs about regular hand washing during time spent on site and use of hand sanitisers when entering the building.		
		3.1.8 Finance Director and Estates Manager	3.1.8 We have checked 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 planned appropriate process in case someone falls ill on site/or becomes ill after having been on site. Follow government guidelines.	3.1.9 Latest government guidance will be followed if a member of the college community falls ill.	
		3.1.10 SMT and Estates Team	3.1.10 Refectory, Library and open study areas were opened in June with appropriate modifications in place to provide for adequate social distancing for students.	3.1.10 Deputy Principal has worked with relevant teams to plan for limited opening to reflect the demand from 50/50 student attendance. Ongoing	
		3.1.11 Principal and PA to the Principal	3.1.11 All stakeholders were informed 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.	3.1.11 Reception will be open as usual with mitigations in place such as a plastic screen and hand washing materials. Ongoing	

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		3.1.12 Principal and HR Manager		3.1.12 Staff will be advised that those with particular characteristics who feel they may be at comparatively increased risk from coronavirus can raise concerns with their line manager or HR in the first instance.	

4. Staff

Risk	Indicative Risk	Who	Measures already in place for June limited reopening	Measures planned for autumn term	Long-term by who / when
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	4.1.1 Flexible working arrangements needed by staff to support any changes in delivery patterns have been agreed.	4.1.1 All staff will be back at work from 1 st September but most on a reduced onsite timetable of around 50%. Teachers should not be on site before their first lesson and should leave after their last lesson. By September	A further spike in instances of Covid-19 – nationally or locally – or instances of students contracting Covid-19 via the NHS Test and Trace process 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. Principal Ongoing
		4.1.2 Directors of Faculty and Support Staff Managers	4.1.2 Office spaces have been reconfigured and attendance rotas introduced to conform to social distancing requirements.	4.1.2 Rotas will continue for office-based support staff where agreed by the line manager. Teachers will deliver whichever year group is attending that week. Teachers are advised to work out of classrooms and avoid forming large groups in the staffroom – this is aided by staggering break times by Faculty. By September	
		4.1.3 Principal and HR	4.1.3 Staff who can't return to college (shielding/self-isolating/clinically vulnerable) have been identified and their alternative contribution agreed, following government advice.	4.1.3 Government guidance is that all staff can return to work, although those in the most at risk categories should take particular care. In some cases individual staff may like to raise specific concerns with their line manager or HR. By September	
		4.1.4 Chair of Governors, Principal and all staff	4.1.4 Measures to check on staff well-being, including for SMT members, were put in place. This included a staff survey.	4.1.4 We will continue to monitor staff wellbeing and offer support where needed. Ongoing	
		4.1.5 Principal	4.1.5 Travel and transport arrangements advice for staff was circulated.		

Signature of Principal: 

Print Name: DAN LODGE

Date: 06/10/20

Signature of Chair of Governors: Approved in correspondence

Print Name: DAVID SKIPP

Date: 12/10/20

Signature of Estates Manager (Health and Safety Lead): Approved in correspondence

Print Name: MARTIN EMERY

Date: 08/10/20

Review Date: Regularly following changes to guidance and at the committee meetings detailed below.

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.