

Risk assessment for autumn term v 3

THIS IS A LIVE DOCUMENT AND WILL BE UPDATED REGULARLY AS THE GUIDANCE CHANGES. COMPLIANCE WITH THE RISK ASSESSMENT IS MONITORED ON A WEEKLY BASIS IN SMT AS WELL AS ACROSS RELEVANT OTHER STAFF GROUPS.

Key guidance

- [Further education COVID-19 operational guidance](#)
- [Stay at home: guidance for households with possible or confirmed \(COVID-19\) infection](#)
- [Contingency framework: education and childcare settings](#)
- [What parents and carers need to know about early years providers, schools and colleges](#)

1. Governance and Leadership

Risk	Indicative Risk	Who	Measures in place	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 updates sent by email from SFCA, ESFA, DfE, WSCC, AoC, ASCL and Clerk's network and join appropriate webinars, circulating as needed Daily	
1.1.2 SMT		1.1.2 SMT members check in with agencies relative to their areas of responsibility e.g. WSCC, NAMSS and provide updates in weekly meetings to SMT 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-termly union meeting with the Principal		

Risk	Indicative Risk	Who	Measures in place	Long-term by who / when
		1.1.4 Principal and Vice Principal (Curriculum) and Vice Principal (Pastoral)	WSCC and support agencies keep in contact with Vice Principal (Pastoral) and Student Services team. As required	
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	1.2.1 SMT send regular messages to governors and all other stakeholders, where relevant, to update on the college COVID-19 response situation. Messages are sent by email and social media and posted on the college website and SharePoint. As required	
		1.2.2 SMT	1.2.2 SMT keep in regular contact and have shared mobile phone numbers and WhatsApp group. As required	
		1.2.3 All college managers	1.2.4 All managers check in with their line reports to ensure service levels are being met and if not, report this to the appropriate SMT member. Zoom is used for large staff meetings at least until the end of December. S7 meetings will be a balance of online and in person. Subject areas will use Teams for teaching if students are absent due to COVID-19 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 record in a specific ledger of additional expenditure and short- and long-term potential losses. Cost of testing implementation will be supported by government. Enhanced alert and protections are in place for heightened risk of external fraud during pandemic. Ongoing	

2. Learners and learning

Risk	Indicative Risk	Who	Measures in place	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 From the start of teaching on Monday 13 th September all students will attend all lessons onsite on a full timetable.	Collyer's Online, comprising Teams for virtual classrooms, SharePoint for resources, video content and interactive activities will set us in good stead in case of any further lockdowns caused by local hotspots. Vice Principal (Curriculum) Ongoing
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) has planned for enhanced support for learners through our wellbeing activities.	WSCC, HDC and local schools are collaborating on enhanced mental health support for local students. Vice Principal (Pastoral) Ongoing
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 Study Support department will monitor case by case any enhanced SEND needs.	See 2.2
2.4	Expectations of student compliance regarding behaviour are not communicated well and not monitored.	2.4.1 Vice Principal (Pastoral)	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.	
		2.4.2 Estates Manager and SMT	2.4.2 Security staff support and encourage student compliance.	
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 still be expected to wear face masks on most public transport.	Applications continue to be stronger than last year 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. Surveys	

Risk	Indicative Risk	Who	Measures in place	Long-term by who / when
			were run after Easter 2021 for both students and parents to gain feedback on lockdown provision.	
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 We will follow the latest public health guidance provided by the government and/or WSCC on implementing control measures, updating risk assessments and monitoring that controls are effective. We will engage with the NHS Test and Trace process. General safety arrangements such as a one-way system in key areas and an additional café to provide more space will continue until Easter 2022.	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 further period of college closure or tighter restrictions under contingency plans. Principal Ongoing
2.7.2 Principal and Estates Manager		2.7.2 Principal and Vice Principal (Pastoral) communicate regularly 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.		
2.8	The college does not anticipate or plan for upcoming updates from Ofqual / DfE on the approach to awarding grades this summer and poor communication with students and parents leads to dissatisfaction or appeals	2.8.1 Vice Principal (Curriculum) and Directors of Faculty	2.8.1 Vice Principal (Curriculum) monitors updates from Ofqual, DfE, AoC and SFCA daily and reports to SMT weekly. Consultation takes place with Curriculum Directorate and Curriculum Committee. Decisions taken on processes are communicated to all stakeholders via email and updates hosted on the college website. Plans for assessment in Summer 2022 have already been circulated and updated as and when needed	We will carefully monitor for any further announcements about grading for Summer 2022 Vice Principal Ongoing

3. Safety


Risk	Indicative Risk	Who	Measures in place	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 All classrooms have cleaning materials and students clean their own tabletops and contact points at the end of each lesson.	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
3.1.2 Vice Principal (Curriculum) and Directors of Faculty	3.1.2 Rooms are set up where possible with tables facing forward and 2m space from teacher. Only assemblies up to 50 people are allowed indoors until the end of December.	3.1.3 Directors of Faculty and teachers with support from estates team	3.1.3 We already use rooms with good ventilation and are now implementing the new CO ₂ monitors provided by the Government. All rooms, including toilet facilities, can utilise air-conditioning as well as ensuring good airflow.	
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. 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. Cleaning team leader audits supplies regularly and managers across college report requirements via Estates database. H & S Committee review safety arrangements in each meeting and SMT review Covid safety weekly.	3.1.5 Estates Manager	3.1.5 Enhanced PPE available in First Aid kits and updated First Aid Guidance following government advice.	
3.1.6 Estates Manager	3.1.6 As of Thursday 25 th November following WSCC guidance, face masks are now required of all students, staff and visitors onsite in all corridors, social and catering areas when not eating or drinking, reception and in the library when moving			

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			around. Masks will not be required for those exempt or for anyone in classrooms, although of course individuals may choose to wear masks in class as well. We will review this additional arrangement in the new year.	
		3.1.7 Estates Manager	3.1.7 Appropriate messaging about regular hand washing during time spent on site and use of hand sanitisers when entering the building has been placed around the site	
		3.1.8 Finance Director and Estates Manager	3.1.8 We have checked that all suppliers, contractors and subcontractors are compliant with hygiene processes.	
		3.1.9 Estates Manager	3.1.9 Latest government guidance will be followed if a member of the college community falls ill.	
		3.1.10 Principal and PA to the Principal	3.1.10 Reception will be open as usual with mitigations in place such as a plastic screen and hand washing materials.	
		3.1.11 Principal and HR Manager	3.1.11 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 in place	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 All staff are back at work.	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 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 All staff will return from August 31 st to working entirely onsite.	
		4.1.3 Principal and HR	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.	
		4.1.4 Chair of Governors, Principal and all staff	4.1.4 We will continue to monitor staff wellbeing and offer support where needed.	
		4.1.5 Principal	4.1.5 Travel and transport arrangements advice for staff was circulated.	

Version 3
24/11/21

Signature of Principal: 

Print Name: DAN LODGE

Date: 24/11/21

Signature of Chair of Governors: Approved in correspondence

Print Name: DAVID SKIPP

Date: 24/11/21

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

Print Name: MARTIN EMERY

Date: 24/11/21

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 each term. Operational compliance with the various mitigations is monitored weekly by SMT as well as by appropriate managers across the college.