

COVID19: Re-opening Risk Assessment and Action Plan – Landmarks Specialist College

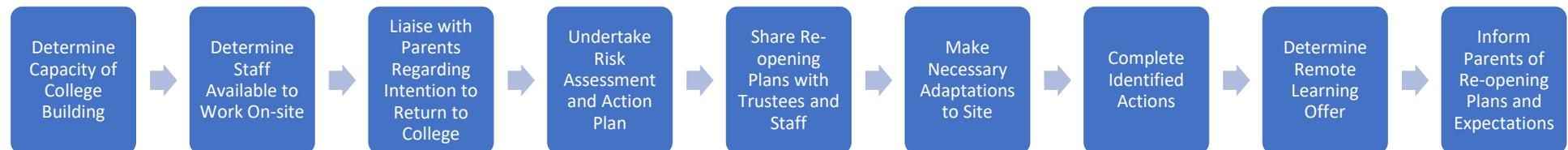
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to prepare for the phased re-opening of the College and ensure the College continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in Colleges and other childcare facilities'.

Steps of Re-opening Preparation:



19/05/2020 – Reviewed Monthly (1st of each month)

Created by – Peter Barnes (Estates Maintenance Coordinator)

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**The below table includes examples in grey, these are not exhaustive.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
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<p>Preparing Buildings and Facilities</p>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p><i>Site has been only partially open for an extended period</i></p> <p><i>Food remains in the fridges and freezers.</i></p> <p><i>Usual full cleaning regime suspended during closure.</i></p>	M	<p>Carry out a full pre-opening premises inspection.</p>	<p>18/05/2020 PB</p>	L
			L	<p>Flush through the hot and cold-water systems so the water system is fresh before the buildings are reoccupied.</p> <p>Weekly cleaning of shower heads.</p>		L
			M	<p>Determine with the catering team how leftover food should be dealt with and action as appropriate.</p>		L
			M	<p>Full premises deep clean conducted ready for reopening and if there is a case of Covid-19.</p>		L

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	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate 2metre space between staff members, no windows for ventilation.	M	Office staff desks repositioned. Staff working from home if necessary (all staff will be expected to return to work unless instructed to work from home). Fresh air system timers set for 2-hour air change overnight. Machines will be off during the day.	18/05/2020	L
	Entry and exit routes to College are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to College. Social distancing unlikely to be maintained.	M	2-meter markers are present on floors. One-way system in place to enter and exit the College. Signage in place.	18/05/2020	L
	Wayfinder office used as teaching space.	Repurposed Wayfinder office as a classroom. Cannot be reassembled with sufficient time for cleaning in between.	M	Wayfinder to be used as teaching or office space.		L

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	Consideration given to the arrangements for any deliveries.	<i>Breaking social distancing rules.</i>	M	<p><i>Follow delivery company guidelines on social distancing.</i></p> <p><i>Gloves to be worn when receiving/opening parcels or post.</i></p> <p><i>Deliveries restricted to essentials only.</i></p> <p><i>Post service to use main gate post box.</i></p>		L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these.	<i>Current evacuation routes would cause multiple groups of people to come into contact</i>	M	<p><i>Learners and staff on each premises are aware of evacuation plan.</i></p> <p><i>Social distancing to be implemented at assembly points.</i></p>		L
	<p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing or one-way system.</i></p> <p>Consideration given to PEEPs</p> <p>Arrangements in place to support individuals with</p>	<i>Staff not necessarily aware of Learners specific requirements.</i>	M	<i>Learners PEEPs made available each day for Staff to familiarise themselves with.</i>		L

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	reduced mobility, as per individual PEEP.					
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with</p> <p>COVID19: Cleaning in non healthcare settings guidance.</p>		M	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected twice daily.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by Maintenance Coordinator and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	Ongoing	L

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				<p><i>During the change of bubble groups throughout the day, Tutors and Support staff will be expected to clean touch points, desks and resources in the room prior to the new group entering the room.</i></p> <p><i>All staff will also be required to assist with appropriate cleaning duties.</i></p>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Lack of time could lead to inadequate cleaning.</i>	M	<p><i>All staff to take responsibility for cleaning as they go. Increased cleaning budget to enable increased cleaning staff hours.</i></p>		L

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	<p>Adequate cleaning supplies and facilities around the College are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<p>M</p>	<p><i>Hand sanitiser available at the College entrance and throughout the premises.</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Cleaning kits provided throughout each site.</i></p>		<p>L</p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		<p>M</p>	<p><i>Cleaning is a continual all-day process by domestic staff and as needed by all staff.</i></p>		<p>L</p>
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p><i>Increased risk of cross contamination.</i></p>	<p>M</p>	<p><i>Cleaning and personal care waste i.e. Cloths, aprons and gloves are to be double bagged and stored in specified area for 72 hours before disposal.</i></p>		

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				Waste bags removed when the minimum number of persons are on site (i.e. before or after normal opening hours).		L
Classrooms	The number of staff and learners that can use each room at any one time has been determined according to the physical capacity of the College site.	Rooms not large enough to practise social distancing.	M	<p>Rooms have been measured for safe capacity.</p> <p>Details on separate attached sheets.</p> <p>Classrooms have been re/arranged to allow as much space between individuals as practical.</p> <p>Classroom entry and exit routes have been determined by the one-way system and appropriate signage in place.</p> <p>Group bubbles have been formed.</p>	PB 18/05/2020	L

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				Groups will change rooms, once daily.		
	<p>Appropriate resources are available for each learner.</p> <p><i>NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</i></p> <p>Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the College gate, all offices and in all toilets.</p>	<p>Lack of Resources.</p> <p>Soft toys, cushions and beanbags not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/ awareness for Staff and Learners.</p>	<p>M</p> <p>M</p> <p>L</p>	<p>Sanitising products in each room to clean shared equipment in between users.</p> <p>Remove soft furnishings where possible and take out of service.</p> <p>Appropriate and recommended information posters displayed throughout the premises.</p>		<p>L</p> <p>L</p> <p>L</p>
Staffing	Staffing numbers required for entire eligible cohort have been determined.	Staff audit re available to work done by curriculum managers.	H	All staff are now required to attend work as of the 1 st September 2020.		L

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	<p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Designated Safeguarding Lead (DSL) • Curriculum Manager • Caretaker/site member • Office staff member 					
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p><i>Office staff not on site</i></p>	<p><i>L</i></p>	<p><i>All absence should continue to be reported in the usual way:</i></p> <p>If you are ill and cannot attend work employees must call Landmarks (01246 433 788) between 8.15am – 8.30am to report this, you should speak to the cover manager, this will be a member of HR or the ALS Manager.</p>	<p><i>EL Ongoing</i></p>	<p><i>L</i></p>
	<p>Communication arrangements are in place with those staff and their</p>		<p><i>L</i></p>	<p><i>Staff will receive online e-training on</i></p>		<p><i>L</i></p>

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	<p>role in continuing to support the working of the College is clear.</p>	<p><i>Staff unaware of their responsibilities.</i></p>	<p>H</p>	<p><i>Covid 19 via Peninsula.</i></p> <p><i>Staff will also receive training via Zoom on safety measures that have been put in place and should be adhered to – a training register will be kept. Staff will get the opportunity to ask further questions.</i></p> <p><i>Risk assessment to be distributed to all staff.</i></p> <p><i>The 'safe return to work policy' will be distributed to all staff.</i></p>	<p>EL On going</p>	
	<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a</p>	<p><i>High amount of staff able to attend to support learners.</i></p>	<p>M</p>	<p><i>Increased sickness levels will be monitored and planned for on a daily basis. Learners will be asked not to attend if there are</i></p>	<p>EL Ongoing</p>	<p>L</p>

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	weekly rather than daily basis to minimise contacts.			<i>not adequate staff levels to support.</i> <i>Agency staff may be used in case of staff shortages.</i>		
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	<i>Personal clothing styles</i>	<i>L</i>	<i>All staff advised on this before the re-opening of college.</i>	<i>22/05/2020</i>	<i>L</i>
	Approaches for meetings and staff training in place.	<i>Lack of access.</i>	<i>L</i>	<i>Online "Teams" and "Zoom" use to continue.</i>	<i>EL Ongoing</i>	<i>L</i>
	Consideration given to staffing roles and responsibilities with regards to the any possible continued remote provision alongside in college provision.	<i>Timetables to be allocated equally between all teaching staff</i>	<i>L</i>	<i>Remote learning to be staff by LSA's.</i>	<i>PM</i>	<i>L</i>
	Approach to support wellbeing, mental health			<i>All staff to be aware of Landmarks Mental</i>		<i>L</i>

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	and resilience in place, including bereavement support		M	<p><i>Health fist aiders and champions.</i></p> <p><i>Bereavement leave will be advised if applicable.</i></p> <p><i>Staff will be signposted to wellbeing support and to Westfield for staff to receive free counselling sessions.</i></p>	<p><i>EL</i> <i>22/05/2020</i></p>	
	Advice for accessing testing, if and when necessary is available. Staff are clear on returning to work guidance. Return to College procedures are clear for all staff.		M	<p><i>Returning guidance to be distributed prior to staff returning. Staff will also get the opportunity to ask questions if needed.</i></p>	<p><i>EL</i> <i>22/05/2020</i></p>	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.		L	<p><i>New staff will be inducted via the usual platforms. Taking into account social distancing measures.</i></p>	<p><i>EL</i> <i>Ongoing</i></p>	L

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	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p><i>Social distancing limits face to face discussions. Companies offices are not yet fully functioning.</i></p>	<p>M</p>	<p><i>Check with the contractor any requirements their employer has specified before visit. Share College protocols.</i></p> <p><i>Request risk assessments from Contractors.</i></p> <p><i>Use Zoom or Teams to share details and requirements.</i></p>		<p>L</p>
	<p>Arrangements in place for any external delivery in College e.g. sports coaches. Protocols and expectations shared.</p>		<p>M</p>	<p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p>	<p>PB 22/05/2020</p>	<p>L</p>

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<p>Returning Office Staff</p>	<p>Offices have been assessed for new occupancy numbers.</p> <p>“Knock and wait” system for entering all rooms is going to be used to prevent breaching of the acceptable room occupancy.</p>	<p><i>Existing layouts makes adequate social distancing unachievable.</i></p> <p><i>Walking into rooms when it is not known how many people are already in there will cause spaces to become filled over capacity and social distancing to be breached.</i></p>	<p>M</p> <p>M</p>	<p><i>Extra office space has been sourced so safe spacing can be maintained.</i></p> <p><i>Some departments have deemed it possible to continue to use remote working.</i></p> <p><i>If rooms are full the person wanted can exit the room to see the visitor, or people leave to create temporary space for them.</i></p>	<p><i>Peter Barnes</i> <i>26/08/2020</i></p>	<p>L</p>
<p>Group Sizes</p>	<p>Groups have been determined that smaller, consistent groups of Learners, that can remain separate from other people and groups as much as possible.</p>	<p><i>Large groups breach social distancing rules.</i></p>	<p>M</p>	<p><i>Group sizes are determined by the available space – details on separate attached sheet.</i></p>		<p>L</p>

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	<p>Staffing allocations to groups determined, including consistency and solutions to insufficient staffing numbers.</p> <p>Extra classroom and office spaces have been sourced to prevent overcrowding and breaches of social distancing.</p>	<p><i>Staffing numbers to reflect learner need.</i></p>	M	<p><i>Curriculum managers to determine staffing requirements.</i></p> <p><i>The extra space makes social distancing easier for learners and staff to maintain.</i></p>	<p>PM</p> <p>PB 26/08/2020</p>	L
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the College/ corridors • Classroom design • Plans for social distancing during these times in place. • Toilet arrangements 	<p><i>Covid meet, greet and farewell process to be devised. Learners to remain in the same classroom all day. Classrooms to be laid out to adhere to social distancing. Break and Lunch times to be taken in the same classroom. Allocated toilet break times for each classroom.</i></p>	M	<p><i>Parents, Guardians or Carers to bring learners to College. Wait in vehicles to be called for admittance. As detailed by HR and provided to all staff.</i></p> <p><i>Learners remain at their allocated stations whenever possible. Lunch taken at desk.</i></p>	<p>PM 27/05/2020</p>	L

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	Information shared with parents regarding pupils travelling to College, encouraging walking and avoiding public transport as much as possible.	<i>Information to be sent to parents via personal tutors.</i>	L	<i>Information on College website. Tutors and Managers to make contact explaining drop off process.</i>	PM 27/05/2020	L
	Approach to avoiding Learners and young people entering College congregating and breaching social distancing is in place.	<i>Covid meet, greet and farewell process to be devised.</i>	H	<i>On arrival, Learners move straight to named table and wait for rest of group to arrive/teaching to begin as per explained process.</i>	PM 27/05/2020	L
	Approach to potential social distancing in place, including in the case of repeat or deliberate breaches.	<i>Learners to be sent home.</i>	M	<i>Handwashing and cleaning (with prompts if needed)</i> <i>Conversations with parents/Carers – social script shared.</i> <i>Individualised approach in place for students who might struggle to follow expectations</i>	Curriculum Management Team Ongoing	L

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	<p>Social distancing plans communicated with parents, including approach to breaches.</p>	<p><i>Message to be sent via personal tutors.</i></p>	<p>M</p>	<p><i>Learners who are unable to practice social distancing will be supported by staff wearing PPE. Review of this techniques will take place for learners unable to social distance.</i></p>	<p>PM 29/05/2020</p>	<p>L</p>
	<p>Arrangements in place for the use of outdoor equipment.</p> <p>NB: outdoor equipment should be appropriately cleaned between groups using it, and that multiple groups do not use it simultaneously.</p>	<p><i>Tutor teams aware of the arrangements.</i></p>	<p>M</p>	<p><i>Cleaning materials and appropriate PPE such as aprons and gloves stored with equipment.</i></p>	<p>PB 04/06/2020</p>	<p>L</p>

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Catering	Learners and Staff to bring ready made lunches that do not require heating and are safely wrapped and boxed. Individuals bring own water/drinks bottle and/or change for drinks machine.	<i>Cooking facilities suspended.</i>	M	<p><i>Staff and learners to follow guidance.</i></p> <p><i>Shared appliances should not be used.</i></p> <p><i>Learners and staff should bring their own water bottles and utensils to College.</i></p> <p><i>Learners and staff to bring their own lunches, Landmarks will not offer a Bistro service.</i></p>		L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that learners do not mix with other groups.	<i>Lunch times will be taken in classrooms.</i>	M	<i>Lunch to be taken at desks or outside whilst still practising social distancing.</i>	PM 27/05/2020	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>Unable to acquire PPE from providers.</i>	M	<i>Stocks of PPE to be reported by email daily to Maintenance from each provision.</i>		M

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<p>Response to suspected/ confirmed case of COVID19 in College</p>	<p>Approach to confirmed COVID19 cases in place: during working day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action? • Area established to be used if an individual is displaying symptoms during the College day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 		<p>H</p>	<p><i>HR will inform staff and parent/carers of any confirmed cases.</i></p> <p><i>Checking of learner and staff temperatures prior to them entering any College site:</i></p> <p><i>If a member of staff has a high temperature they should leave immediately and will be asked to have a Coronavirus test immediately. They should not return until they have been instructed to do so by the NHS. Staff must ensure they contact HR with test result information immediately.</i></p> <p><i>If learners has a high temperature they should leave</i></p>	<p>EL</p>	<p>H</p>
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				<p><i>immediately with parents and will be asked to self-isolate for the appropriate time period and to seek a Coronavirus test from the NHS. Parent/Carers must inform Landmarks test results immediately.</i></p> <p><i>If the learner has arrived at College via local authority or public transport, they will be isolated in an outdoor quarantine area until they are collected by a parent.</i></p> <p><i>If there has been a confirmed case of Covid-19, the College will close immediately for a deep clean of the specific rooms the infected person has used. Those who</i></p>		
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				<p><i>have been in contact with the infected person will be asked to self-isolate and seek a Coronavirus test from the NHS immediately.</i></p> <p><i>If a staff member shows symptoms at College, they should leave immediately and have a Coronavirus test immediately, HR should be informed of the results.</i></p> <p><i>If a Learner shows symptoms whilst at College, they will be isolated in an outdoor quarantine area until they are collected by a parent.</i></p>		
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	<p>Approach to confirmed COVID19 cases in place: outside of working hours</p> <ul style="list-style-type: none"> • Approach to relocating Learners and Staff away from certain parts of the College to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 		H	<p>All staff will be asked to leave the building should there be a confirmed case until a full deep clean of the building has been conducted.</p> <p>All visitor information will be kept for tract and trace reasons.</p>	EL	H
Learner Re-orientation <i>back into College after a period of closure/ being at home</i>	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.	<i>Ensure Databridge is populated fully.</i>	L	<i>Central list produced and kept up to date and available by curriculum managers and HR.</i>	PM	L
	Changes to the College day/timetables shared with parents.	<i>Personal tutors to distribute.</i>	L	<i>Managers/ Tutors to keep everyone informed and up to date.</i>	03/06/20	L
	All students instructed to bring a water bottle each day.			<i>Dishwashers to be used for sterilising bottles, cups,</i>		

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	Strict social distancing and cleaning arrangements in place.			<i>crockery and cutlery.</i>		
	Approach to preparing Learners for a return to academic work and new social situations is developed and shared with all staff.			<i>Social script, accessible information and revised visual timetables Social script, accessible information and revised visual timetables</i>	RP 20/05/2020	
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			<i>Individual support available as need arises.</i>	RP 20/05/2020	
	Review of learner support needs.	<i>Use of deep pressure for learners with sensory needs, and delivery of personal care does not comply with social distancing.</i>		<i>Alternative support strategies to be adopted where possible to maintain social distancing. Identified learners whom social distancing is not possible have been allocated 'key staff' teams who will wear</i>	RP 21/05/2020 Updated 25/08/2020.	

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				<p><i>PPE throughout the day to support.</i></p> <p><i>Staff to wear PPE for:</i> <i>-Delivery of personal care</i> <i>-Administering medication</i> <i>-Supporting with moving & handling of learners/ pushing wheelchairs.</i></p> <p>Use of the sensory room will be allocated on individual learner priority basis through agreement with the lead OT.</p> <p>Therapy equipment will be cleaned after each wear /use. Equipment that is not easily cleaned between uses will be allocated to learners on individual basis by OT and stored in identified bag.</p>		
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COVID19: Re-opening Risk Assessment and Action Plan – Landmarks Specialist College

	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Referrals to social care and other support • Vulnerable groups 			<p><i>Advice made available to anyone requiring it.</i></p>		
Partial Re-opening	<p>All students have access to technology and remote learning offer.</p> <p>Blended approach between physical and remote learning developed, including support for those Learners who are shielding/clinically vulnerable.</p>	<p><i>Tutors to support all learners within their tutor group via remote methods or on site.</i></p>		<p><i>Tutors to liaise with Curriculum Managers.</i></p>	<p style="text-align: center;"><i>PM 05/06/2020</i></p>	
Transition into new year group	<p>Online/ website support for families and young people around transition.</p>			<p><i>Online presence updated daily if necessary.</i></p>		
What will need to be different this year	<p>Plan for transitions between College years taking into account what needs to be different due to partial opening, remote and face to face.</p>			<p><i>To be updated bearing in mind new Govt. Agency advice given on the 7th August 2020</i></p>		

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<p>because of COVID19?</p>	<p>College leavers New starters Return of Lifelong Learners</p>					
<p>Safeguarding</p>	<p>Individual risk assessments are in place.</p>	<p><i>Risk assessments may now be outdated due to learners spending an extended period at home.</i></p>	<p>L</p>	<p><i>Personal Risk Assessments checked and updated.</i></p>	<p>KS 20/05/2020</p>	<p>L</p>
	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>			<p><i>Staff refresher training is ongoing.</i></p> <p><i>LSAs have all completed mental wellbeing training both on Educare and delivered by the Emotional Wellbeing Worker.</i></p> <p><i>Wellbeing sessions (by SALT and Tutors) to continue remotely if needed for</i></p>	<p>KS 20/05/2020</p> <p>KS 20/05/2020</p>	

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				<i>learners who are shielding.</i>		
	Contact to remain in place for learners who are shielding.	<i>Some learners have had inconsistent contact during the home learning period and will continue to be shielding at home.</i>	M	<i>Support staff to pick up the learner contact that tutors have previously been doing to ensure that we are still in contact with learners who are shielding.</i>	KS 20/05/2020	L
	Consideration given to the safe use of physical contact in context of managing behaviour.	<i>A small number of learners may require restraint.</i>	M	<i>Review positive behaviour support plans to ensure they include protective measures. PPE to be worn in case of restraint need. Key staff teams identified to support learners at high risk of restraint. Teams to wear PPE at all time. Additional PPE</i>	KS 20/05/2020 Updated RP 25/08/2020	L

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				available for back up staff.		
	Need for a safeguarding lead to be on site at all times.		L	Safeguarding leads are contactable by phone – staff have the skills to be able to support disclosures and other concerns and know to contact a DDSL if needed.	KS 20/05/2020	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Goals and targets amended to reflect current situation.	L	Curriculum Managers to consider and decide.	22/05/2020	L
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?	Tutors to have meetings with curriculum managers to discuss planned activities.	M	Meeting with Tutor team.	CM Team	L
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual			Regular Zoom meetings by Managers with Staff including “New		

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	working patterns/practices and groups.			Normal" training and E-learning Covid19 H&S training.		
	Re-opening plans shared with Trustees.			Principal in regular contact with Trustees.	LB	
	Communications with parents: <ul style="list-style-type: none"> • Plan for partial re-opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 	<i>Personal Tutors to call all families and follow flow chart.</i>	L	<i>Curriculum Managers and Tutors to use the prepared script and flow charts.</i> <i>Curriculum Managers and Tutors to use the prepared script and flow charts.</i>	CMs 19/05/2020	L
	Learner communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in College and at home • Travelling to and from College safely 	<i>Personal Tutors to send timetables home prior to 15/06/2020</i>	L	<i>Curriculum Managers and Tutors to use the prepared script and flow charts.</i>	CMs 28/05/2020	

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	On-going regular communication plans determined to ensure all are kept well-informed			Letters, website updates, social media		
Business Insurance Cover	Insurance company informed of recommencement of College.	College could be left liable.	M	Finance has contacted the company's insurers to confirm continued cover	DS 20/05/2020	L
College events, including trips	The College's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including trips.			Events cancelled until further notice.		
Lateral Flow Testing	In line with government guidelines on how to help to detect and fight COVID-19, the College will be commencing Lateral Flow Testing from 11 January 2021.					

Review Dates:

Date reviewed	Reviewed by:
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01/06/2020	Peter Barnes – Maintenance Coordinator & Health and Safety Representative
01/07/2020	Peter Barnes – Maintenance Coordinator & Health and Safety Representative
27/08/2020 – Reviewed early in preparation for staff and learners returning.	Peter Barnes – Maintenance Coordinator & Health and Safety Representative Emily Lang – Director of HR & Core Services Becky Plant – Independence and Therapies Manager
01/10/2020	Peter Barnes – Maintenance Coordinator & Health and Safety Representative
02/11/2020	Peter Barnes – Maintenance Coordinator & Health and Safety Representative
07/01/2021	Andrea Hatcher – Director of HR & Core Services

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