



COVID-19 Operational risk assessment for LINK19 College, including Ifield Sixth Form- September 2021

Assessment conducted by:	Denise Moore	Job Title:	Head of Sixth Form and LINK19 College	Covered by this assessment:	Students, learners, Staff, parents and visitors
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Date of Assessment:	September 2021	Review interval:	Fortnightly	Date of next Review:	Ongoing
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Related documents:

This risk assessment has been written in conjunction with the following guidelines:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-infection-prevention-and-control-guidance-aerosol-generating-procedures>

Risk Matrix

Risk rating High (H) Medium (M) Low (L)				
		Probable	Possible	Remote
Likely Impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Y/N	Further action / comments	Residual risk rating (H/M/L)
1. Establishing a systematic process to enable re-opening, including social distancing					
1.1 Net Capacity					
Available capacity of the college is reduced when social distancing guidelines are applied	Low	<ul style="list-style-type: none"> There is an expectation that all learners/students will be attending in line with government guidance Risk assessment shows there is sufficient space for all students/learners 			Low
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	Medium	<ul style="list-style-type: none"> Students/learners will be taught in groups, minimal disruption and ensuring that there is not crossover of bubbles. Ventilation within classrooms, ensuring that doors and windows are open. 			Low

		<ul style="list-style-type: none"> • Enhanced cleaning • Sanitising hands on a regular basis will be supported by staff especially when entering and exiting the classroom. • Desks and chairs will be cleaned at the end of every day. • Sanitiser and surface anti-bac spray available to clean surfaces and hands in all classrooms. • Clear signage displayed in classrooms and around the college promoting social distancing and stringent hygiene such as 'catch it and bin it'. 			
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in sixth form/college.	Low	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Staff required to support in class will be reduced, staff will be deployed to complete admin tasks where required. • Staff are required to inform the leadership team and HR administrator if they are symptomatic and or have taken a test on the day of the test they must inform school of the results. • All staff will have the opportunity to be tested using lateral flow testing at home twice a week. 		Full use is made of staff who may be required to self-isolate or shield by the NHS but are well enough to work from home	Low

		<ul style="list-style-type: none"> • If the lateral flow test is positive staff / learners / students should carry out a PCR test and isolate following the government / NHS guidelines. • In the case of a positive test staff will support HR and SLT in completing an information sheet for PHE-Confirmed Case to support test and trace. • Individual risk assessments are in place for staff who are vulnerable. 	<ul style="list-style-type: none"> • Students, learners and staff who conduct a lateral flow test at home and receive a positive result, should isolate immediately, in line with NHS Test and Trace guidance. All positive results from rapid tests will need to be confirmed with a PCR test within two days of the positive lateral flow test. Following a positive lateral flow test, a confirmatory PCR test should be booked immediately either online or by calling 119. Whilst awaiting the PCR result, students/learners/staff should continue to self-isolate. If the PCR test is negative, provided it was taken within two days of the positive LFT, it overrides the lateral flow test and students/learners/staff can return to sixth form/college. 	
1.4 Prioritising provision				
The continued prioritisation of vulnerable learners/ students and the learners of critical workers in the case of another lockdown	Low	<ul style="list-style-type: none"> • Plans in place to meet the learning needs of the learners / students who are outside of the main cohorts attending sixth form/college. • Efforts continue to improve the attendance of vulnerable students/learners and those from 		

		<p>disadvantaged backgrounds from the January lockdown.</p> <ul style="list-style-type: none"> • Phone calls or door step visits will take place for those students/learners that are not attending sixth form/college on a weekly basis. • Pastoral and safeguarding concerns continue to be a high priority and learners that are identified as highly vulnerable will be visited by the head of the sixth form and LINK19 college. 		
1.5 The sixth form and college day				
The start and end of the sixth form and college day create risks of breaching social distancing guidelines	Medium	<ul style="list-style-type: none"> • Start and end times are identified to ensure that no learning hours are lost. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • A member of the LT outside of the building to ensure social distancing. • Signs on the main doors to advise parents / taxi drivers not to come in and buzz, staff will control the opening of the door. • No entry to the main building, parents / taxi drivers / escorts will wait outside the main building. • Visitors to the LINK Centre will remain restricted. 	<p>Learners /students can arrive from 8.45am. Learners/students finish between 3pm and 3.30pm. Signs will be displayed on the main door to advise when staff will be present to supervise students/learners in and out of the building.</p> <p>Students/ learners will be informed on arrival to transition straight to their classroom.</p>	Low

1.6 Planning movement around the LINK Centre				
<p>Movement around the LINK Centre risks breaching social distancing guidelines</p>	<p>Medium</p>	<ul style="list-style-type: none"> • LINK19 to use the main stairs only. Sixth form and Swans Class to use the stairs by Swans classroom. • Visual reminders for learners / students on display around the LINK Centre. • Movement of learners / students around the LINK Centre is minimised as much as possible. • Students/ learners remain in class. • Students/ learners will have everything that they need at their desk to reduce the movement around the classroom. • Students/learners are reminded throughout the day about social distancing. • Students/learners and staff will wear face coverings and visors in communal areas. • While passing briefly in the corridor or playground is low risk, staff should avoid creating busy corridors, entrance and exit • Break times are staggered to enhance social distancing. • The kitchen can be used, ensuring extra cleaning / sanitising of surfaces is observed. 	<p>Leadership Team to regularly monitor arrangements to ensure social distancing is in place around the LINK Centre.</p> <p>Students/learners and staff will continue to wear face coverings (except those exempt) in communal areas, and may additionally choose to wear visors.</p>	<p>Low</p>

1.7 Curriculum Organisation					
Learners / students will have fallen behind in their learning during school closures and achievement gaps will have widened	Medium	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Plans for intervention are in place for those students/learners who have fallen behind in their learning from September 2020. All learning will take place in class bubbles. LINK19 is considered to be one bubble. 		<p>Teachers will use the last point of assessment to plan learners/ students' learning.</p> <p>Teachers will make dynamic assessments of the gaps in learning that may have occurred due to lockdown.</p> <p>Teachers will focus on redressing gaps in learning.</p> <p>SLIC team will evaluate students/learners who access speech and language therapy.</p> <p>Lost learning is a priority to redress, especially where those who have been home learning may have fallen behind.</p> <p>From September 2021, staff bubbles are expanded so that staff (but not students / learners) can work within their key stages/ departments if necessary to cover staff absence.</p>	
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	Medium	<ul style="list-style-type: none"> Staff room and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. 		Cleaning materials to be available	Low

		<ul style="list-style-type: none"> • Staff have been briefed on the use of these rooms. • Main surfaces to be cleaned after staff breaks. • The main office will only have a maximum of four members of staff at any one time and they will work at least 2 metres away from each other. • The main office phones will be wiped after use. • The café will be open to learners serving drinks and prepacked snacks. A screen has been installed and the café will be run by a member of staff. 				
1.9 Managing the Sixth Form and College Lifecycle						
Limited progress with the college's calendar and workplan because of COVID-19 measures	Medium	<ul style="list-style-type: none"> • Sixth form/College calendar is rationalised. • Staff recruitment continues through a mix of virtual and Covid-secure face to face interviews. • All staff meetings, including teacher briefings, to be held via Microsoft Teams to minimise risk of cross-contamination. 				Low
Students/learners moving on to their next phase do not feel prepared for the transition	Medium	<ul style="list-style-type: none"> • Class teachers have spoken with learners and their parents about their next stages including transition 		Swans Class successfully transitioned and are integrated into the LINK Centre.		

		<ul style="list-style-type: none"> • There is regular liaison with destination institutions to assist with transition • Regular communications with the parents of incoming learners / students are in place 			
1.10 Policy review					
Existing policies on safeguarding are no longer fit for purpose in the current circumstances	Medium	<ul style="list-style-type: none"> • Ifield School/Sixth Form and LINK19's safeguarding policies have been revised to take account of government guidelines. • Staff to be briefed accordingly. • Other policies continue to be reviewed and updated • Fire procedures are in place. 		All staff received the annual Safeguarding training as part of Staff Development Days on 2 nd September 2021.	Low
1.11 Communication Strategy					
Key Stakeholders are not fully informed about changes to policies and procedures due to COVID-19 resulting in risks to health	Medium	<ul style="list-style-type: none"> • All staff are responsible for reading communication via email and text on a daily basis. • Communication strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Learners / students • Parents • Directors /Governors • Local Authority • North Kent College (NKC) 		Communication via email is effective and where required telephone conversations take place to ensure staff are well briefed. Denise Moore to communicate and liaise with NKC.	Low
1.12 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	Medium	<ul style="list-style-type: none"> • An induction / briefing is carried out by the head of the provision to brief staff prior to the start of the new academic year. 		Communication via email is effective and where required telephone conversations take place to ensure staff are well briefed.	Low

		<ul style="list-style-type: none"> • Staff are briefed on a weekly basis and where required daily by a member of the leadership team • The day to day operation of sixth form and LINK19 including infection control is clearly set out and communicated to staff • All staff have access to the risk assessment and have the opportunity to feedback. 		<p>Teams will be used for weekly whole team briefing. Staff Development time is dedicated to communicating to staff.</p>	
1.13 Risk assessments					
Risks are not comprehensively assessed in every area of the college in light of COVID-19 leading to breaches of social distancing and hygiene guidance	Medium	<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the sixth form/college reopens and mitigation strategies are put in place and communicated to the staff. 		Denise Moore to communicate to staff ensuring that all staff are aware of the measures in place.	Low
1.14 Sixth Form and College transport					
Changes to transport arrangements as a result of Covid-19 adversely affect learners /students' attendance and punctuality and do not align with staggered start and departure times	Medium	<ul style="list-style-type: none"> • The details of how learners / students will travel to and from sixth form/college are known prior to returning. • Effective liaison with Kent transport and parents in order to carefully plan the start and end of the day. • Leaders to monitor Kent transport providers' adherence to their protocols and, if necessary report any breeches to the provider. 		Details to be obtained through conversations with parents	Low
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					

Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	Medium	<ul style="list-style-type: none"> • NKC to provide daily cleaning of the building including cleaning prior to opening. • An enhanced cleaning plan is implemented which minimises the spread of infection. • Class teams will use disinfection sprays and cloths to wipe surfaces throughout the day, including door handles. 		Cleaning supplies are provided by lfield School to enable staff to clean surfaces / door handles at regular intervals throughout the day.	Low
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that learners and staff do not wash their hand frequently	Low	<ul style="list-style-type: none"> • NKC to supply hand sanitiser stations to be installed in the main reception area of H block. • Handwashing facilities available in toilets / classrooms where sinks are available. • Cleaner to monitor the soap dispensers and replace soap when supply is running out. • Hand sanitiser available in the main office. • PPE kept in locked PPE cupboard near the main entrance. 	Yes		Low
Learners / students forget to wash their hand regularly and frequently	Low	<ul style="list-style-type: none"> • Staff to ensure that learners / students are reminded to wash their hands regularly and frequently. • Hand sanitiser is used when entering the building. • Hand sanitiser to be used when entering and exiting the building. 		Posters advocating 'catch it, bin it. kill it' are in place.	Low

		<ul style="list-style-type: none"> • Visual signs are displayed around the building to reinforce the need to wash hands. 			
2.3 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	Medium	<ul style="list-style-type: none"> • Guidance on testing has been published to all staff. • Post testing support is available through the leadership team. • Lateral flow testing for staff will be offered to staff to take at home twice a week. • Lateral flow test results are recorded on the NHS reporting site. 		<ul style="list-style-type: none"> • Students, learners and staff who conduct a lateral flow test at home and receive a positive result, should isolate immediately in line with NHS Test and Trace guidance. All positive results from rapid tests will need to be confirmed with a PCR test within two days of the positive lateral flow test. Following a positive lateral flow test, a confirmatory PCR test should be booked immediately either online or by calling 119. Whilst awaiting the PCR result, students/learners and staff should continue to self-isolate. If the PCR test is negative, provided it was taken within two days of the positive LFT, it overrides the lateral flow test and students/learners and staff can return to sixth form or college. 	Low
Infection transmission within college due to staff, students/learners displaying symptoms	Medium	<ul style="list-style-type: none"> • No students/learners, parents, staff or visitors should enter the LINK Centre if they have coronavirus symptoms or have tested positive in the last 10 days. • Robust collection and monitoring of absence data, including tracking return dates are in place. 			Low

		<ul style="list-style-type: none"> • Thermometers are available for staff to check students/learners' temperatures if they are concerned. Any temperature over 37.8°C should be reported to the Leadership Team. This is only part of the monitoring of students'/learners' health and is not a reliable source for determining whether a student/learner is symptomatic. • Procedures are in place to deal with any student/ learner or staff displaying symptoms at the LINK Centre. These symptoms include a new continuous cough or high temperature, or loss of, or change in, their normal sense of taste or smell. • If a student/learner is awaiting collection because they are symptomatic, they should be moved to the medical room where they can be isolated behind a closed door, with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Supervising adults should wear a mask and keep a two-metre distance. If required, a visor and apron are available. The 		
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		<p>symptomatic person should use the disabled toilet, located opposite only. A symptomatic adult should follow the same procedure while they are awaiting collection.</p> <ul style="list-style-type: none">• Any members of staff who have helped someone with symptoms and any students/learners who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves.• All students, learners and staff must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.• The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.• In an emergency, call 999 if someone is seriously ill or injured or their life is at risk.• Anyone with coronavirus (Covid-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.			
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		<ul style="list-style-type: none">• Students/learners and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply.• Where a person is symptomatic, they MUST self-isolate for at least 10 days and must arrange to have a test to see if they have coronavirus. They must share their test results with the head of sixth form/ LINK19 and HR administrator.• Individuals are not required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact of someone with COVID-19, and any of the following apply:<ul style="list-style-type: none">- they are fully vaccinated- they are below the age of 18 years and 6 months- they have taken part in or are currently part of an			
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		<p>approved COVID-19 vaccine trial</p> <ul style="list-style-type: none"> • they are not able to receive the vaccination for medical reasons • Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. All individuals will be advised to take a PCR test. • If the person who was symptomatic test results are negative, the individual can return to work. • Those individuals who are more vulnerable due to age, medical history or ethnicity, for example should be particularly alert to their own health and share any concerns they might have with leaders immediately. • The sixth form/LINK19 college will take swift action when made aware that someone who has attended has tested positive for Covid-19. • Learners, students, parents and staff are aware of the 			
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		steps to take if they, display symptoms.			
Staff, students/learners and parents are not aware of the sixth form/ LINK19 college's procedures should anyone display symptoms of Covid-19	Low	<ul style="list-style-type: none"> • Staff, students/learners, and parents to receive clear communications informing them of current government guidance on the actions to take should anyone display symptoms of Covid-19 and how this will be implemented in LINK Centre. • The guidance has been explained to staff and students/learners as part of the reopening phase. • All stakeholders will receive communication should there be a confirmed case of Covid-19 • Any updates or changes to the guidance are communicated in a timely and effective way to all stakeholders. • The head of Sixth Form and LINK19 college will be available using the college mobile for parents to discuss any concerns or ask questions. 			Low
Staff, students/learners and parents are not aware of the sixth form/college's procedures should there be a confirmed case of Covid-19 in the LINK Centre	Medium	<ul style="list-style-type: none"> • Staff, students/learners and parents will receive clear communications informing them of current government guidance on confirmed cases of Covid-19 and how this will be implemented within the LINK Centre. 			Low

		<ul style="list-style-type: none"> The guidance has been explained to staff, students/learners. Any updates or changes to the guidance are communicated in a timely and effective way to all stakeholders. The head of Sixth Form and LINK19 college will be available using the designated mobile for parents to discuss any concerns or ask questions. 				
2.5 First Aid/Designated Safeguarding Leads						
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts learners' safety at risk	High	<ul style="list-style-type: none"> A high proportion of first aiders are available on each day Three DSLs are based at the LINK Centre. In their absence six DSLs are available at Ifield School to be contacted in person or by telephone. 		The newly appointed LINK19 Assistant Lead attended DSL training in March 2021.		
2.6 Medical Room						
Medical rooms are not adequately equipped or configured to maintain infection control	Medium	<ul style="list-style-type: none"> Social distancing provisions are in place for the medical room The medical room is identified as the designated room for students/learners with suspected Covid-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected Covid-19 cases, along with other infected areas including toilets. 			Low	
2.7 Communication with parents						

<p>Parents and carers are not fully informed of the health and safety requirements at the LINK Centre</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Parents are kept up to date using a range of communication tools. • A Covid-19 section on the college website is created and updated • Parents and students/learners are supported by the leadership team. • Key information will be shared on the appropriate website for both provisions. • The text messaging service will be used to communicate to parents where required. 			<p>Low</p>
<p>Parents and carers may not fully understand their responsibilities should a student/learner displays symptoms of Covid-19</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced via the appropriate website for both provisions. • Parents receive regular communication so that they are well informed of government guidelines. • If a student/learner displays symptoms and are therefore collected from the LINK Centre, staff will communicate the need for a test to take place immediately and results to be shared with a member of the leadership team. • The LINK Centre retains some tests for symptomatic students/learners which can be provided in exceptional circumstances. 		<p>Students/learners and staff who conduct a lateral flow test at home</p>	<p>Low</p>

		<ul style="list-style-type: none"> • Students/learners that have a positive result through the lateral flow test will be provided with a PCR test and advised to isolated for 10 days following government guidelines • If there are positive cases within a class then any planned visits where there will be contact with the public will be cancelled. 		<p>and receive a positive result, should isolate immediately . All positive results from rapid tests, will need to be confirmed with a PCR test within two days of the positive lateral flow test. Following a positive lateral flow test, a confirmatory PCR test should be booked immediately either online or by calling 119. Whilst awaiting the PCR result, the student/learner and staff member should continue to self-isolate. If the PCR test is negative, provided it was taken within two days of the positive LFT, it overrides the lateral flow test and students/learners and staff can return to sixth form/LINK19 college.</p>
2.9 Personal Protective Equipment (PPE)				
Provision of PPE for staff where required is not in line with government guidelines	Medium	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. 	Yes	<p>All staff must wear face coverings in communal areas and when supporting students/learners closely e.g. personal care, unless they are exempt in which case they should wear a green lanyard and hold exemption card. Staff may additionally choose to a wear face visor</p> <p>Safe wearing of face coverings requires cleaning of hands before</p> <p>Low</p>

		<ul style="list-style-type: none"> • Staff are reminded that wearing of gloves is not a substitute for good handwashing. • PPE Guidance has been shared with all staff and is separate to this Risk Assessment. • When working with young people who cough, spit or vomit but do not have coronavirus (Covid-19) symptoms, only any PPE that would be routinely worn, should be worn. However, visors are available should these be required. • Where social distancing cannot be easily maintained in populated communal areas such as corridors, and in particular among students/learners. Staff must wear a mask to prevent cross contamination of bubbles except for those staff who are exempt. 		<p>and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p>	
2.9 Students/Learners Personal Resources					
Infection may be spread by learners sharing personal items	Medium	<ul style="list-style-type: none"> • Students/learners to have access to their own packs of stationery at their tables. These items should not be shared. • Classroom based resources, such as books can be used and shared within the bubble. 			Low

		<ul style="list-style-type: none"> • Cleaning fluids are available to classroom staff for this purpose. • Students/learners should minimise personal equipment and items brought to the LINK Centre, unless associated with sensory needs. 			
2.10 Key Staff					
Key staff are not in place to ensure the college can function effectively and safely	Medium	<ul style="list-style-type: none"> • If key staff are isolating because they are awaiting a test result or positive they will continue to work from home if well enough during that period to support the work of colleagues. This includes, leaders (DSLs), administrative staff and staff who work directly with students/learners. • In the event of a lockdown, the following will apply while students/learners whose parents are key workers and the most vulnerable students/learners attend • DSL will be based in the LINK Centre to support students/learners as appropriate • LINK Centre cleaning staff will be in place. • A member of staff will be the lead for medication. • A member of staff will be the lead for first aid. 			Low

		<ul style="list-style-type: none"> • NKC site staff and lunchtime catering staff are available. • IT staff are available to provide support. 			
2.11 Staff Resources					
Infection may spread through the use of staff resources	Medium	<ul style="list-style-type: none"> • Gloves will be available for the office and site team to receive and provide items for visitors and parents. • Resources that are shared between classes or bubbles, should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles. • The cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment) will be assessed by therapists, to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. • Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. 			Low

		<ul style="list-style-type: none"> • Students/learners and staff can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to learner education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. 			
3 Maximising social distancing measures					
3.1 Student/Learner behaviour					
Student/learner behaviour on return to sixth form/ LINK19 College does not comply with social distancing guidance	Medium	<ul style="list-style-type: none"> • Clear messages are given to students/learners regarding the importance of social distancing are reinforced throughout the day. • Staff consistently model social distancing. • The movement of students/learners around the LINK Centre is minimised. • Large gatherings are avoided • Break and lunch times are structured to support social distancing and are closely supervised. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. Visual signs are displayed around the LINK Centre to remind 			Low

		<p>students/learners and staff to social distance.</p> <ul style="list-style-type: none"> Students/learners and staff to wear a face covering when moving around the building unless they are exempt in which case they must wear a green lanyard. 		<ul style="list-style-type: none"> Students/learners and staff will continue to wear face coverings in communal areas, and may additionally choose to wear visors. 	
3.2 Classrooms and teaching spaces					
The size and configurations of classrooms and teaching spaces does not support compliance with social distancing measures	Medium	<ul style="list-style-type: none"> All furniture not in use will be removed from classrooms and teaching spaces. Arrangements are reviewed regularly. Socially distancing measure of 2 metres will be observed where possible. 			
3.3 Movement in corridors					
Social distancing guidance is breached when learners / students circulate in corridors	Medium	<ul style="list-style-type: none"> LINK19 will use the main stairs only. The movement of students/ learners around the LINK Centre is minimised. Students/learners stay in class and staff move around. Start and end times of the day are prolonged to avoid overcrowding. Appropriate supervision levels are in place Visual signs will be displayed around the building. Students/ learners and staff will wear face coverings in communal 		Arrival times between 8.45am and 9.15am each day and departure times between 3pm and 3.30pm.	Low

		areas, unless they are exempt in which case they will wear a green lanyard.		• Staff and some students/learners will continue to wear face coverings in communal areas, and may additionally choose to wear visors.	
3.4 Break and Lunch Times					
Students/ Learners may not observe social distancing at break and lunch times	Medium	<ul style="list-style-type: none"> • Break and lunch times are staggered. • Classrooms can be used for lunch times. • The main reception area / café to be used for break and lunch time allowing 2 metre social distancing. • Eating areas are cleaned after use. • The Refectory will not be used by any students/learners, lunches will be pre ordered. • Students/learners will wear face coverings whilst moving around the building. • Staff will use a face covering whilst moving around the building, unless they are exempt, in which case they will wear a green lanyard. 		• Students/learners and staff will continue to wear face coverings in communal areas, and may additionally choose to wear visors.	Low
3.5 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	Medium	<ul style="list-style-type: none"> • Students/learners will know that they can only use the toilet one at a time. • Students/learners are encouraged to use the toilets during class time to avoid queues. 		NKC to ensure that toilets are cleaned daily.	Low

		<ul style="list-style-type: none"> Monitoring ensures constant supply of soap The toilets are cleaned regularly Learners / students are reminded how to wash their hands. 			
3.6 Arrival and departure from sixth form/ LINK19					
Students/learners, parents and taxi escorts congregate at entrance and exit points making social distancing measures difficult to apply.	Medium	<ul style="list-style-type: none"> Start and finish times are identified. Two members of staff will be at the front of building to ensure that only students/learners enter the building. Social distancing measures are reinforced at the entrance to H block through signs and floor markings Signs on the main door to remind adults not to buzz to enter the building, they are to wait for a member of staff to come and supervise the entrance and exit of students/learners. Regular messages to parents to remind them of the need to social distance. Students/ learners will wear face coverings when entering the building. 			Low
4 Continuing enhanced protection for students/ learners and staff with underlying health conditions					
4.1 Students/learners with underlying health needs					

<p>Students/ learners with underlying health needs or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>Low</p>	<ul style="list-style-type: none"> • Parents have been provided with clear guidance and this is reinforced regularly. • Parents have been asked to make the sixth form/college aware of students/learners' underlying health conditions and the sixth form/college will ensure that the appropriate guidance has been acted upon. • The sixth form/college, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Sixth Form/College have a regularly updated register of students/ learners with underlying health conditions. 			<p>Low</p>
<p>Staff with underlying health needs or those who are shielding are not identified and so measures have not been put in place to protect them.</p>	<p>Low</p>	<ul style="list-style-type: none"> • All members of staff with underlying health needs, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are maintained and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of 			<p>Low</p>

		<p>their GP/consultant/midwife or current government advice.</p> <ul style="list-style-type: none"> • Staff are clear about the definitions and associated mitigating measures related to anyone who is classed as clinically vulnerable and clinically extremely vulnerable. • All staff with underlying health conditions that put them at increased risk from Covid-19 are working from home in line with national guidance. • Current government guidance is being applied. • Staff are strongly advised to share personal circumstances with leaders and HR to allow the school to make provision for their needs, including working from home where needed. 			
5 Enhancing mental health support for students/learners and staff					
5.1 Mental health concerns for students/ learners					
Students/learners' mental health has been adversely affected during the Covid-19 pandemic.	Medium	<ul style="list-style-type: none"> • All staff continue to follow the safeguarding policies, including the appendices relating to Covid-19. • There are sufficient numbers of trained staff available to support students/learners with their mental health needs. • There is access to designated staff for all students/learners who wish 		<p>In class, learning will enable students/learners to share their worries and seek appropriate advice.</p> <p>Teaching will support students/learners to understand how to protect themselves by supporting their understanding of control measures.</p>	Low

		<p>to talk to someone about wellbeing/mental health.</p> <ul style="list-style-type: none"> • Teachers and leaders maintain contact with all students/learners' parents. • Individual parental discussions identify learners who need to attend college to support their mental health and behaviour. • Records of communication between sixth form/LINK19college and students/learners' homes are recorded. 			
5.2 Mental health concerns for staff					
The mental health of staff has been adversely affected during the Covid-19 pandemic.	Low	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff are provided with transparent information to help them understand decisions made by leaders. • Links to the Covid-19 testing facility have been provided. 			Low
5.3 Bereavement Support					

Students/learners and staff are grieving because of loss of friends or family	High	<ul style="list-style-type: none"> • Sixth form/LINK19 have access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. 			Low
6. Maintaining educational provision for learners of key workers and vulnerable learners in the event of a local area lockdown					
6.1 Maintaining provision					
Educational provision must still be maintained for vulnerable young people when the provisions are part of a local area lockdown.	Low	<ul style="list-style-type: none"> • Current government guidance is followed. • In the event of a lockdown liaison with parents who are key workers and the parents of vulnerable students/learners would immediately resume to agree required provision. • The facility for full-time attendance is available where required in the event of a lockdown. Unless in extreme circumstances determined by the government, specialist provisions will remain open to all students/learners at all times when the college can safely manage this situation. • Arrangements are in place to ensure that a cohort is tracked and supported effectively should they be required to isolate. • The sixth form/ LINK19 college does not make arrangements where supervision for students/learners of key workers needs to be extended 		<p>If the NKC site was to completely close, leaders within sixth form and LINK19 will explore the possibility of re-locating the most vulnerable students/ learners to Ifield School.</p> <p>LINK19 learners would be kept separate from school-aged students.</p>	Low

		beyond the usual sixth form/LINK19 day.			
Provision to ensure the safety and welfare of students/learners in and out of the LINK Centre is maintained	Medium	<ul style="list-style-type: none"> • Sixth form/LINK19 College continues to monitor closely the attendance of students/learners. • First day calling for students/learners who are expected to attend takes place every morning. • The DSLs will continue to oversee arrangements to safeguard students/learners. • Staff to continue to prioritise safeguarding, including through discussion with families who are absent from sixth form/LINK19 college, including those who are absent for medical reasons. • Continue to liaise with wider services, including social care and attend professional meetings virtually. • Undertake announced and unannounced doorstep visits to ensure the safety of students/learners, particularly those that are difficult to reach. • Advise parents to contact the LINK Centre if they are 			Low

		<p>struggling and signpost to wider services.</p> <ul style="list-style-type: none"> • Access 0204 513 9990, The Operation Encompass Teachers' Helpline when required. This service provides free advice and a professional dialogue with an Educational Psychologist about how-to best support families. • Continue to ensure that the Government Voucher Scheme reaches as many families as are eligible when this is necessitated in the event of further lockdowns. • Continue to ensure that Health and Safety Measures are fully adhered to throughout the pandemic. 			
7. Operational Measures					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	Medium	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required. SLT support the role of the Fire Marshalls in the event of a fire. Students/learners walk through the route and designated standing area on the muster point at the start of term to familiarise 			Low

		<p>students/learners and staff about the expectations.</p> <ul style="list-style-type: none"> • Staff and students/learners have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • A fire alarm test will be held at regular intervals and learning points raised with staff. 			
Fire evacuation drills - unable to apply social distancing effectively	Medium	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. • Students/learners exit the building at the nearest evacuation point. • Class groups remain together and walk at a distance from others. 			Low
Fire marshals absent due to self-isolation	Medium	<ul style="list-style-type: none"> • Sixth Form/College registers will be maintained by staff within the LINK Centre and used to check that all students/learners are present at muster points. • Sixth Form/LINK19 College will monitor the staff designated as fire Marshals and put contingency plans in place if numbers reduce. • The sixth form/ LINK19 college's senior leaders sweep the 			Low

		corridors, classrooms and toilets while exiting the building.			
7.2 Managing the premises					
All systems may not be operational	Medium	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. LINK19 has liaised with NKC to ensure that all systems have been recommissioned. 			Low
Statutory compliance has not been completed due to the availability of contractors during lockdown	Medium	<ul style="list-style-type: none"> Statutory compliance remains the responsibility of the landlord (NKC) 			Low
7.3 Managing students/learners with dual placements, such as Post 19 learners					
Placements do not have the necessary risk assessments and procedures in place to mitigate risk to users	Medium	<ul style="list-style-type: none"> Where a student/learner routinely attends more than one setting on a part time basis, for example because of work placements, the settings work through the system of controls collaboratively, Leaders of dual placements should share risk assessments to ensure that are jointly satisfied with strategies in place to reduce risk if a dual placement was deemed appropriate. Staff will undertake a pre-visit to satisfy themselves of the procedures in place. Records should be in place of all learners / students attending dual placement, the time and days spent in alternate settings. 			Low

		<ul style="list-style-type: none"> • A risk assessment will be undertaken as to the impact on a setting should the student/ learner display, be exposed to, or be diagnosed with Covid-19 whilst at the alternate placement. 			
7.4 Specialists, therapists, clinicians and other support staff					
Students/ learners do not have access to the specialist, therapists, clinicians and support staff to support their SEND	Medium	<ul style="list-style-type: none"> • Specialists, therapists, clinicians and other support staff can provide interventions as usual. • Supply teachers, peripatetic teachers or other temporary staff can move between settings. • They should ensure they minimise contact and maintain as much distance as possible from other staff. • A record is kept of all visitors. • All visitors are required to complete a contact sheet and provide details of the location and contact with others during the time that they are at school. • An assessment has been carried out to see if any additional control measures are required to keep staff and students/learners safe. • Assurances have been sought from the visitor that all staff attending the setting will be in good health (symptom-free) and that they have measures in place to ensure effective hygiene is in place. 			Low

		<ul style="list-style-type: none"> • Temperature checks are carried out on arrival and before entering the LINK Centre building. • Contact details, including full name, organisation and contact telephone number MUST be provided. 			
7.5 Contractors working on NKC site					
Contractors on-site whilst sixth form/ LINK19 college is in operation may pose a risk to social distancing and infection control	Medium	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for sixth form/colleges (e.g. estates related) have been designated as essential work by the government and so are set to continue. • Where visits can happen outside of sixth form/college hours, they should. • A record should be kept of all visitors. In addition, they are required to complete a form stating where in the college they have carried out work and whom they have been in contact with. • An assessment has been carried out to see if any additional control measures are required to keep staff, students/learners and contractors safe. • Assurances will be sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in 			Low

		<p>place to ensure effective social distancing is maintained at all times.</p> <ul style="list-style-type: none"> • Temperature checks are carried out on arrival and before entering the LINK Centre building • Alternative arrangements have been considered such as organising classes so that contractors and staff/students/learners are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for Covid-19, normal contractor procedures are being applied and have been updated in light of Covid-19 (including contractor risk assessments and method statements, and contractor induction). 			
8. Finance					
8.1 Costs of the school's response to Covid-19					
The costs of additional measures and enhanced services to address Covid-19 when reopening areas within the sixth	Medium	<ul style="list-style-type: none"> • Additional cost pressures due to Covid-19 identified and an end-of-year forecast which factors them in has been produced. • Additional Covid-19 related costs are under monitoring and options 			Low

form/college in financial difficulties		for reducing costs over time and as guidance changes are under review. Current guidance does not make reimbursement possible with regard to funds available for PPE expenditure			
9. Governance					
9.1 Oversight of the School/Sixth Form Governors and College's Directors					
Lack of Directors' and Governors' oversight during the Covid-19 pandemic leads to the college failing to meet statutory requirements.	Low	<ul style="list-style-type: none"> • The Governors and Directors continue to meet regularly via online platforms. • The Governors' and Directors' meetings are structured to ensure all statutory requirements are discussed and college leaders are held to account for their implementation. • Reports to Governors and Directors include content and updates on how the school is continuing to meet its statutory obligations in addition to covering the college's response to Covid-19. • Regular dialogue with the Governors and Directors is in place. • Minutes of Governors' and Directors' meetings are reviewed to ensure that they accurately record their oversight and holding leaders to account for areas of statutory responsibility. 			Low

10. Additional site-specific and curriculum issues and risks					
The sensory room has multiple users that could transfer infection	Medium	<ul style="list-style-type: none"> All surfaces must be wiped between 'bubbles' Sessions are timetabled and for use as an intervention. The use of the sensory room will be limited and no adults or students/learners can access it unless timetabled to do so. 			Low
There may be increased risk of infection and transmission in the kitchen	Medium	<ul style="list-style-type: none"> Students/learners should use their own resources allocated to them for the lesson which should not be shared. Staff should support students/learners to practice high levels of hygiene, such as washing hands frequently, especially before and after handling ingredients and utensils. Staff will support students/learners to refrain from tasting ingredients directly from utensils while they are preparing food. All utensils and equipment must be cleaned with soapy, warm water after use. All surfaces and used chairs should be wiped using an antibacterial spray. 			Low
There may be an additional risk of infection in environments where you or others are singing,	Medium	<ul style="list-style-type: none"> Singing, wind and brass playing will not take place in choirs and ensembles, or assemblies. 			Low

<p>chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance</p>		<ul style="list-style-type: none"> • Singing should only take place within music lessons and within class bubbles while trying to maintain a safe distance between participants and particularly between adults. • All equipment must be cleaned between each group, or bubble. 			
<p>External coaches and tutors visiting the LINK Centre and working across bubbles increase the risk of infection</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Settings are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. • All coaches and tutors will follow the college's hygiene expectations on entry to and from the site. • All coaches and visitors are required to leave contact information as previously identified. • All coaches and tutors must follow a timetable so that groups can be quickly identified in the event of infection. • As far as possible, visiting tutors and coaches should teach students/learners within the extended bubble 			<p>Low</p>

		<p>on the same day to avoid cross contamination through shared resources and clothing.</p> <ul style="list-style-type: none">• Coaches and tutors should not bring resources into the LINK Centre that have been used within another setting unless these items have been cleaned thoroughly or have not been used for 48 hours+.• As far as possible, visiting coaches and tutors should maintain a safe distance from staff and students/learners of 2 metres.			
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