

Infection Control COVID-19 General Risk Assessment Form

Endeavour Academy is based within East Durham College provision.

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name and Address of the College – | |
| Endeavour Academy - East Durham College, Willerby Grove Campus, Peterlee, SR8 2RN | |
| Current Number of Staff Employed- +200 College 11 Endeavour | Name of Person Completing the Risk Assessment: Endeavour Kerrie Whelan EDC Jim Blower (Jan 2020- Dec 2021) Dave Hooper (Dec 2021 – present) |
| Date of assessment – | |
| 1. July 2020 2. Jan 2021 3. Feb 2021 4. May 2021 5. Sept 2021 6. Nov 2021 7. Jan 2022 | |
| Current Number of Students on Role- Approx. 50 Students 2021/22 | Review Dates- To be reviewed to react to government changes as above. |
| Consultation -The Covid-19 Risk Assessment has been shared with the college health and safety manager. | |
| Communication -The Covid-19 Risk Assessment has been shared with the whole staff team. | |
| The college have more than 200+ members and staff and Endeavour have approx. 15 staff. To comply with the current <u>Guidance for full opening: colleges</u> and to ensure compliance with the <u>Health and Safety Executive (HSE)</u> a copy of this risk assessment has been placed on the college and school website. | |
| Staff covered by this assessment – Endeavour Academy Staff | |
| COVID-19 is a virus which has serious effects which debilitates some who have caught it and causes immense distress both physically and mentally. The virus is thought to spread mainly from person-to-person. <ul style="list-style-type: none"> Between people who are in close contact with one another (within about 6 feet). Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. COVID-19 may be spread by people who are not showing symptoms. | |

| | | | | | |
|-----------------|--------------------------|---------|------------|-------------|--|
| H&S Manual | Form | Version | Issue Date | Next Review | |
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| RISK RATING | | Likelihood | | |
|-------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------|
| | | Probable Occurs repeatedly, to be expected or could affect large number of people | Possible Could occur sometime or effect a few people | Remote Unlikely to occur or not many people to be affected |
| Impact | Major Major injury, permanent disability, or ill-health | High | High | Medium |
| | Severe Injury requiring medical treatment | High | Medium | Low |
| | Minor First aid treatment | Medium | Low | Low |

In relation to working in schools and colleges, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

The college are following the guidance [Guidance for full opening: colleges](#), with Endeavour also utilizing additional guidance for special schools, special post-16 institutions, and alternative provision (including hospital schools). This includes public health advice, endorsed by Public Health England (PHE).

Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

As coronavirus (COVID-19) becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered vaccines and boosters.

The priority is for schools to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, as well as mental and physical health.

The government have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise the guidance issued to schools and colleges.

Public Health England advise the following measures to minimize coronavirus (COVID-19) risks in college environments.

- masks are recommended and encouraged in classrooms and communal areas
- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene

| H&S Manual | Form | Version | Issue Date | Next Review | |
|-----------------|--------------------------|---------|------------|-------------|--|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximize distancing between those in college wherever possible and minimize potential for contamination so far as is reasonably practicable

Public Health England are actively supporting colleges. If colleges have a query about coronavirus (COVID-19) they can contact PHE helpline, lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends-If you work in a college, please have your unique reference number (URN or UK PRN) available when calling the helpline- DfE coronavirus helpline -Telephone 0800 046 8687

In July 2021, Public Health England published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](#).

All relevant guidance is located in Appendix 1, links are subject to updates as required.

For further advice and support contact the Children & Young People's/Adult & Health Services, Health and Safety Team -hsteam@durham.gov.uk and 03000 263430.

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|--------------------------------------------------------------|----------------------------|---------------------------|-------------------------|---------------------------|----------------|
| 1. Staff and Students and the wider college community | | | | | |

| H&S Manual | Form | Version | Issue Date | Next Review | |
|-----------------|--------------------------|---------|------------|-------------|--|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|-----------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COVID-19 transmission within the college community | M | <ul style="list-style-type: none"> - Registers are taken each day of students present. - Students are met each day at the identified entrance for their class by a staff member. Staff maintain social distancing. - Visitors to school will be by prior appointment wherever possible and will register details with reception. - Sickness absence procedures in place for Staff and Students. - Students are kept in consistent bubbles/groups where possible. - Public Health England (PHE) is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID19). - Face coverings to be encouraged to be worn in overcrowded communal areas. -Rapid Testing (LFT) available twice weekly to staff and once per week to consenting students to quickly identify anyone who may be infectious but not displaying symptoms. -Face coverings in class are recommended however optional. In crowded areas or where social distancing cannot be maintained, face coverings should be worn. -For students who have not been in school for face-to-face teaching i.e., holiday periods, 2 onsite tests will be offered to promote familiarity with the test processes before introducing home testing kits. - Home testing kits to be provided to all staff and students to allow for twice weekly home testing. | <ul style="list-style-type: none"> - Parents/Carers and Staff to be advised to follow the usual college procedures for sickness absence. - Where students/staff are absent and the college do not receive a phone call from parents/ carers or staff members, the provision will contact them to ascertain the reasons for their absence. - Parents/Carers and Staff advised to report any symptoms of COVID 19 that they or their household may have. - Learning Mentors (LM) to remind parents/carers and staff via newsletters etc. that where Students or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. - Parents/Carers and Staff members are reminded that testing for COVID-19 is available to everyone whatever their age. Testing is available through the NHS. - Students, a family member, or Staff will be advised to follow the guidance at the time regarding quarantine should they test positive. -Parents to be informed of home testing procedures. | L | <p>LM / SLT On Going</p> <p>LM / SLT</p> <p>Parents/ Carers and Staff-On going.</p> <p>LM / SLT On Going.</p> <p>LM / SLT On-going.</p> <p>LM / SLT Immediate</p> <p>HoS</p> |
| Transition/ Induction days | M | All students to be made aware of health and safety requirements relating to Covid | New students to be issued with LFT and parents encouraged to ensure all students carry out testing twice weekly. | L | GS On admission |

| H&S Manual | Form | Version | Issue Date | Next Review |
|-----------------|--------------------------|---------|------------|-------------|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|-----------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------|
| | | <p>(Handwashing / sanitising own work areas / using own resources / social distancing etc)</p> <p>Referring schools informed of transition arrangements in advance of placement commencing. (Most students are not attending mainstream settings).</p> <p>Normal in class social distancing rules will apply. Students will have a choice to wear a mask in class if they wish to.</p> | <p>Weekly updates sent to schools on attendance. Referring schools to inform Endeavour (Named person) of any Covid outbreaks in their own provisions.</p> | | <p>Transition staff</p> <p>LW</p> |

2.Maintaining hand and respiratory hygiene on the college site

| H&S Manual | Form | Version | Issue Date | Next Review | |
|-----------------|--------------------------|---------|------------|-------------|--|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|-------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------|
| Hand and respiratory hygiene across the college | H | <ul style="list-style-type: none"> - Staff wash their hands/apply hand sanitizer with students at the start and end of the college day. - Students are supervised to wash their hands or apply hand sanitiser where hand washing facilities are not available due to the number of students at the start of the college day - Students are encouraged to wash their hands regularly by staff members. - Where hand washing facilities are limited due to the number of Students, hand sanitizer stations have been located in identified areas. around the site - Tissues made available in each classroom. - Students and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at college. - Catch it, bin it, kill it posters located in student toilet areas and around the site. - Students taught to cough and sneeze into their elbow and away from the direction of other students and staff. - Hand sanitiser station located at the main entrance for visitor use. - All Visitors sanitise their hands on entering the building. - Stringent cleaning schedules in place | <ul style="list-style-type: none"> - Where handwashing facilities not readily available consider setting up hand sanitizer and tissue stations in each classroom. - Where toilet facilities are close/in the classroom consideration be given to flushing used tissues down the toilet. | L | Staff-On going |

3.Symptoms of COVID-19 in the college community

| | | | | | |
|----------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| Members of the Academy/college presenting symptoms of COVID-19 | H | <ul style="list-style-type: none"> - Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are: - a high temperature – this means you feel hot to touch on your chest or back (you do not | <ul style="list-style-type: none"> - LMs / SLT to continuously remind Parents/Carers via comms of the symptoms of COVID-19. - LMs / SLT to continuously remind | L | SLT |
|----------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

| H&S Manual | Form | Version | Issue Date | Next Review | |
|-----------------|--------------------------|---------|------------|-------------|--|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|-----------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------|
| | | <p>need to measure your temperature)</p> <ul style="list-style-type: none"> - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. - If anyone in the college becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). (sent to all parents) - The college understands the NHS Test and Trace process and are aware of how to contact their local <u>Public Health England health protection team</u>- - The college have advised staff and Parents/ Carers that they will need to be ready and willing to; - <u>Book a test</u> if they are displaying symptoms. - Staff and students DO NOT come into the college if they have symptoms of COVID-19 and WILL BE sent home to self-isolate / test if they develop them in college. <p>The college are aware that all students can be tested.</p> | <p>Parents/Carers that anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the <u>NHS testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <ul style="list-style-type: none"> - LMs / SLT to remind Parents/Carers and Staff via college comms that where a student displays symptoms of the coronavirus, they are to follow <u>the Guidance for households with possible coronavirus infection</u>. - Parents/Carers collecting unwell students are reminded of the guidance to follow. - Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace. - Remote education to be made available to students not attending the college. | | <p>Staff-On-Going</p> <p>LMs Ongoing</p> <p>Teachers On going</p> |

| H&S Manual | Form | Version | Issue Date | Next Review | |
|-----------------|--------------------------|---------|------------|-------------|--|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|----------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------|
| Isolating Staff/Students during the college day | H | <ul style="list-style-type: none"> - If a student/member of staff are awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the student, with appropriate adult supervision if required. Windows are opened for ventilation. - Where it is not possible to isolate Staff/Students, they are to be moved to an area which is at least 2 meters away from students and staff. - Where Staff /student need to use toilet facilities a separate toilet is to be accessed if possible. - Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else. - Staff who have helped a Student/Staff member presenting COVID-19 symptoms and any students who have been in close contact with them DO NOT need to go home to self-isolate | <ul style="list-style-type: none"> - Staff members to be assessed as to whether they are fit enough to drive them selves' home. If they are not fit to drive their next of kin are to be contacted. - If Staff who provided support to the student/staff member develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic student /Staff member subsequently tests positive they should request a test. - Staff are aware that they may be contacted by NHS Test and Trace. - Following any contact with someone who is unwell Staff/Students must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitizer. - The area around the person with symptoms must be cleaned with normal household cleaner / bleach after they have left to reduce the risk of passing the infection on to other people the guidance COVID-19: cleaning of non-healthcare settings guidance.is to be followed. | M | <p>LMS / SLT</p> <p>LMS / SLT</p> <p>LMS / SLT</p> <p>LMS / SLT</p> |
| Student/Staff member testing negative for COVID-19 | H | <p>-The NHS Test and Trace or the Public Health Protection Team can be contacted should parents/staff wish to seek reassurance or clarification on matters relating to isolation. Staff / students / parents should refer to when to self-isolate and what to do.</p> <ul style="list-style-type: none"> - If a Student or member of Staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in | <p>The college will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test:</p> <p>Test and Trace Support Payments – Staff on a low income, at risk of losing income or unable to work from home when told to self-isolate may be entitled to support in the form of a one-off test and trace payment. The Head of School will inform staff of the new Self Isolation Hub Service (tel: 020 37436715)</p> | L | <p>LMS / SLT</p> <p>HoS</p> |

| H&S Manual | Form | Version | Issue Date | Next Review | |
|-----------------|--------------------------|---------|------------|-------------|--|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|-------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------|
| | | which case it is still best to avoid contact with other people until they are better. | | | |
| 4.Managing a positive case in the college community | | | | | |
| Staff/Student or family member tests positive for COVID-19 | H | <p>The Health Protection Agency are available to provide colleges with advice and support-Contact - 0300 3038596-Option1</p> <ul style="list-style-type: none"> - The Health Protection Agency team will also contact colleges directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the college – as identified by NHS Test and Trace. <p>Staff / students / parents should refer to when to self-isolate and what to do.</p> <ul style="list-style-type: none"> - If a Student or member of Staff tests positive, they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate and return to school after their individual isolation period. This is because a cough or anosmia can last for several weeks once the infection has gone. - Isolation period starts from the day when they first became ill or tested positive where no symptoms were present. - If a member of staff's / student's household tests positive they should follow the guidance from NHS, PHE and Test and Trace (likely taking a PCR test and if negative follow with daily LFT tests). - Sickness absence is monitored for Staff and Students at the college. All sickness absences are recorded. | <ul style="list-style-type: none"> - Colleges should ask Parents/Carers and Staff to inform them immediately of the results of a test: - If colleges have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. - Remote education to be made available to students not attending the college. - The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast, and convenient further guidance is to be provided. <p>Test and Trace Support Payments – Staff on a low income, at risk of losing income or unable to work from home when told to self-isolate may be entitled to support in the form of a one-off test and trace payment. The Head of School will inform staff of the new Self Isolation Hub Service (tel: 020 37436715)</p> | L | Head |

| H&S Manual | Form | Version | Issue Date | Next Review | |
|-----------------|--------------------------|---------|------------|-------------|--|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------|
| | | - Isolation timescales should be sought from NHS Test and Trace or Public Health England. | | | |
| Managing a Positive case of COVID-19-Ensuring all staff and students are safe. | H | <p>The college will contact the Health Protection Agency -Contact - 0300 3038596-Option1</p> <ul style="list-style-type: none"> - The Health Protection Team will also contact colleges directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the college /works at the college– as identified by NHS Test and Trace. - Where need identified The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. | The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast, and convenient further guidance is to be provided. | | Head |
| The College being placed on lockdown | M | <ul style="list-style-type: none"> - Wellbeing checks carried out for staff and students. - Work with the Health Protection Team. - Follow Engage shut down action plan and give actions to all staff involved. | <ul style="list-style-type: none"> - Continually update “Shut down Action Plan to ensure it meets requirements as things change. - Following the guidance provided by the Health Protection Team. | L | Head |
| 5.Staff and Students accessing vehicles to travel to and from the college. | | | | | |
| Students making their way to College on public transport or pre-arranged taxi through referring school or Local Authority travel. | M | <ul style="list-style-type: none"> - Students to follow the guidance of the authority at the time including face coverings and social distancing rules. - Students wash their hands/apply hand sanitiser when entering the building. | <ul style="list-style-type: none"> -- Reminders given to students regarding the rules on face coverings and social distancing on public transport. - Students to make their way directly to the provision to minimise contact with other students and staff. | L | Students/ Parents and Carers |

| H&S Manual | Form | Version | Issue Date | Next Review | |
|-----------------|--------------------------|---------|------------|-------------|--|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|
| 6. Staff/Student, family member who maybe at increased risk | | | | | |
| Students who may otherwise be at increased risk from coronavirus (COVID-19) | M | <ul style="list-style-type: none"> - Attendance is now mandatory - At a minimum, those classed as vulnerable should follow the same guidance as everyone else. Guidance at the time will be followed regarding those at risk. - Home/ remote lessons will be made available to allow learning to continue if no other option is available. | <ul style="list-style-type: none"> - Where concerns are identified the Teacher is to discuss Parent/ Carers concerns and explain the measures the college has in place to reduce risks of COVID-19 transmitting in the college community. | M | Teachers On Going |
| 7. Access to the college site and building | | | | | |
| Transmission of COVID-19 to Students/Staff | M | <ul style="list-style-type: none"> - Access to the college site is controlled, several entrance gates and entrance doors are used to allow Students and Parents/Carers to flow onto the college site/building - Students, Parents/Carers advised to maintain social distancing when entering the college site. - Students are met each day at the identified entrances for their year group class by a staff member. - Students are supervised to wash their hands or apply hand sanitiser where hand washing facilities not available at the start of the college day. Students are taught how to wash their hands by staff members. Students who need support to wash their hands are supported by a member of staff. - Staff wash their hands with students at the start of the college day. - Staff and students presenting with symptoms at the start of the college day are isolated and taken to a separate room and | <ul style="list-style-type: none"> - Staff to utilise the information available from eBug website. Coronavirus (COVID 19) guidance for educational settings poster - Encourage those parents of students who have not consented to sign up to LFT home testing to minimise the disruption in school allowing staff and students to test before entering the premises. | M | LMS / SLT |

| H&S Manual | Form | Version | Issue Date | Next Review | |
|-----------------|--------------------------|---------|------------|-------------|--|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|-----------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------|----------------|
| | | <p>next of kin/parents contacted.</p> <p>-LFT (Lateral Flow Testing) home testing kits are available and provided for staff and students for twice weekly testing. No consent is required for home testing.</p> | | | |

8.Maintaining infection control /hygiene standards during the college day.

| | | | | | |
|------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|
| <p>COVID-19 spreading from person to person within the college building</p> | <p>H</p> | <ul style="list-style-type: none"> - Guidance followed for the cleaning of non-health care settings. - Cleaning schedule in place. - Students reminded how to wash their hands by staff members. - Where need identified hand sanitiser be made available to staff and students. - Where hand washing facilities are limited due to the number of students, hand sanitizer stations have been located in identified areas. Students are supervised when accessing the hand sanitizer. - Handwashing posters located in student toilet areas and in the classroom areas. - Students and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at college. - Catch it, bin it, kill it posters located in student toilet areas and around the college site. - Students taught to cough and sneeze into their elbow and away from the direction of other students and staff. - Staff and Students are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified. | <ul style="list-style-type: none"> - Staff to utilise the information available from eBug website - Staff to take responsibility for their own personal hygiene throughout the college day. - Consideration be given to using hand towels and not hand dryers to ensure that hands are dried thoroughly. - The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc. -- All bins emptied at the end of each college day. | <p>M</p> | <p>LMs / Head</p> |
|------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|

| H&S Manual | Form | Version | Issue Date | Next Review | |
|-----------------|--------------------------|---------|------------|-------------|--|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|---------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------|
| | | <ul style="list-style-type: none"> - Students and Staff ensure that they thoroughly dry their hands. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Students encouraged throughout the college day to socially distance themselves from staff and other students. - Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis. - Communal fridge doors, kettles, toasters, and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff. - Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins. - Staff and students wash their hands/apply hand sanitiser at the end of the college day - Where available windows to be opened in corridor areas/college halls during the college day to allow natural ventilation. - Face coverings to be worn in overcrowded communal areas. Exemptions apply to those who cannot put on, wear, or remove a face covering because of physical impairment or disability, illness, or mental health difficulties or those who speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. | | | HoS |
| Maintaining infection control in the Classrooms and during break periods | H | <ul style="list-style-type: none"> - All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. | <ul style="list-style-type: none"> - Staff to be provided with sufficient time between class lessons to allow handwashing/hand sanitising to take place. - Students/Parents/Carers continually | M | LM / Teachers |

| | | | | | |
|-----------------|--------------------------|---------|------------|-------------|--|
| H&S Manual | Form | Version | Issue Date | Next Review | |
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|-----------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------|
| | | <ul style="list-style-type: none"> - Staff maintain social distancing. with other staff members - Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing. - Windows and doors are opened to allow natural ventilation during the college day. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Rota in place for lunchtime and break time periods. - Where possible teaching activities may be carried out in the outdoor areas of the college. - Where classrooms and halls are occupied doors can be propped open to allow natural ventilation. - Where classrooms/halls are unoccupied doors are to be closed. - Waste bins located in classroom/hall areas and emptied at the end of the college day. - Hand sanitizer stations located around the building where need identified. - In a classroom setting, Face coverings are now optional and recommended in areas where social distancing cannot be maintained. Exemptions apply to those who cannot put on, wear, or remove a face covering because of physical impairment or disability, illness, or mental health difficulties or those who speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. | <p>reminded that students bring in filled water bottles each day.</p> <ul style="list-style-type: none"> - Consider that where mixing into wider groups for specialist teaching, wraparound care and transport has to take place students are able to maintain social distancing and endeavor to prevent physical contact between students. - Mixed groups are to be closely supervised. - Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Students and Staff follow the 'Catch it, Bin it, kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at college. <p>-Whole school assemblies will continue to run via TEAMS.</p> | | |

12.Impact of students and staff moving about the building/college site

| H&S Manual | Form | Version | Issue Date | Next Review | |
|-----------------|--------------------------|---------|------------|-------------|--|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|---------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------|
| Moving about the building/college site-Covid-19 transmission | M | <ul style="list-style-type: none"> - Clear direction given to parents via the college's communication links for the start and end of the college day. - Rota in place for break times and the lunchtime periods to reduce the flow of students in the corridor areas. - Where need is identified some students may eat their lunch in their classrooms. - Social distancing measures adhered to where possible. - Posters in place reminding students to maintain social distancing. - One-way systems where possible put in place on stairways and corridors. - Students and staff advised to stick to the left-hand side of corridor areas. Consideration be given to placing directional signs around the college site. - Students supervised by Staff members when moving about the building. - Hand sanitizer dispensers located around the college site, including where need identified in classroom areas. - Use of hand sanitizer supervised by Staff members. | <ul style="list-style-type: none"> - Movement about the building monitored throughout the college day. - Rota's changed where need identified. - Cleaning schedule in place for corridor areas doors etc. | L | LMs / Teachers |
| Lifts | M | <ul style="list-style-type: none"> - Lift to be operational only where necessary - Reduce maximum occupancy to one person. - Hand sanitizer station located at the entrance/exit points of the lift. - Lift entrance/exit points have a demarcation area on the floor, so that social distancing can be maintained when accessing the lift | | L | Premises staff |

| | | | | | |
|-----------------|--------------------------|---------|------------|-------------|--|
| H&S Manual | Form | Version | Issue Date | Next Review | |
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|-------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------|
| Access to Welfare facilities for Staff and Students | M | <ul style="list-style-type: none"> - Staff to encourage students wash their hands in the toilet areas/sink areas. - Cubicles in place. - Toilet facilities cleaned at regular intervals throughout the college day (door handles, toilet cubicle locking mechanisms and flushers). - Door remains open in the staff room when it is occupied by staff members. | | L | LMs/ Teachers |
| Break and Lunch periods | H | <ul style="list-style-type: none"> - Students directed to wash their hands during break/lunchtime periods. - When congregating in halls etc, doors and windows are opened to allow natural ventilation - Face coverings are encouraged. - Outdoor areas accessed as much as possible. - Spot cleaning carried out. | <ul style="list-style-type: none"> - If necessary, Staff may collect pre ordered lunches where necessary to reduce queue sizes in the canteen | L | LMs / Teachers |
| 13.Student behaviour during the college day | | | | | |
| Students refusing to wear face coverings, social distance/follow hand washing procedures | H | <ul style="list-style-type: none"> - Parents/Carers advised prior to the students returning to school that all students will need to adhere to hand washing and social distancing measures to ensure student and staff safety. - Face coverings are made available, offered, and encouraged throughout the day. Staff model the use of face coverings and lead by example. - Hand sanitiser will be made available where students refuse to wash hands. - Students are supervised when using hand sanitizer considering risks around ingestion. - Individual needs of students identified and | <ul style="list-style-type: none"> - Where defiant behaviours are anticipated follow the college Behaviour Policy. - Where need identified Individual Student risk assessments are to be put in place/reviewed to manage students whilst they attend the college. - Where students have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible. | M | LMs / Teachers |

| H&S Manual | Form | Version | Issue Date | Next Review | |
|-----------------|--------------------------|---------|------------|-------------|--|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|-----------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------|
| | | <p>managed where need identified.</p> <ul style="list-style-type: none"> - Cleaning schedule in place for the whole college. - Where possible social distancing to be maintained. - Staff encourage / support students to continue to adhere to regular hand washing. | | | |
| Student-Challenging behaviours displayed | M | <ul style="list-style-type: none"> - Students with challenging behaviours identified. - Where need identified individual risk, assessments/behaviour plans are in place for students who demonstrate challenging behaviours. - General Infection Control risk assessment in place. | <ul style="list-style-type: none"> - Where behaviours exhibited by students potentially exposes staff to sputum/bodily fluids staff are advised to change into alternative clothing. Staff are advised to shower when they return home from work each day. - Continually review whether PPE is required when managing challenging behaviours. - Where need identified review the Behaviour Policy. | M | All staff |
| Students accessing alternative education provision | H | <p>Endeavour Academy buy into East Durham College Vocational Offer. The following control measures are in place;</p> <ul style="list-style-type: none"> - COVID-19 risk assessments shared between provisions. - Any concerns with the identified Students health and wellbeing are to be communicated immediately. -The Student will wear appropriate PPE when attending. - Sickness absence reporting procedure in place for students. | <ul style="list-style-type: none"> - Endeavour Academy Learning Support Staff attend and support in all vocational lessons to ensure student safety when in and around the college building. | L | LMs / SLT |
| Students not currently attending. | L | <ul style="list-style-type: none"> -From September 2021, school attendance will be mandatory for all students. -Online platforms will remain in place for homework and catch up. | <ul style="list-style-type: none"> - Remind parents of duty of care to ensure regular attendance at school. - Head teacher/SLT are aware of the needs of students not currently attending | L | SLT |

| H&S Manual | Form | Version | Issue Date | Next Review | |
|-----------------|--------------------------|---------|------------|-------------|--|
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |

| Hazards / issue | Risk rating H/M/L (before) | Controls already in place | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
|-------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------|
| | | -Tutoring, Intervention will be in place to support with catch up and missed learning. -Where public health has advised students must self-isolate, remote learning will be in place with live lessons via TEAMS. These sessions will run alongside the in-school timetables at the same hours as the 'normal' school day. | the college and ensure the appropriate agencies are in place to support. -NTP registration. | | |
| Classroom resources | H | Students are provided with their own pencil cases and resources required for learning. Cleaning schedules in place for shared resources. | | L | Teacher |
| PE Activities / Lack of changing room space | H | <ul style="list-style-type: none"> - PE activities can take place indoor and outdoor/ external areas of the college. - Outdoor sports prioritized where possible with large indoor spaces used where it is not, doors are opened to allow ventilation. - Maximize distancing between students - Heads of Sports Departments/Co Ordinator to read guidance readily available and identify a programme for learning. | <ul style="list-style-type: none"> - Parents/Carers and Students advised what PE kit students should wear to college and are asked to wash regularly. - PE Guidance available -guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport is available. Association for Physical Education and the Youth Sport Trust | L | LMS/ Vocational Sport staff |
| Toilet Areas/Personal Care changing facilities | H | <ul style="list-style-type: none"> - Allocated student areas. - Cleaned regularly. - Waste bins regularly emptied, and waste taken to external bin area. | | L | All Staff |

| | | | | | |
|-----------------|--------------------------|---------|------------|-------------|--|
| H&S Manual | Form | Version | Issue Date | Next Review | |
| Endeavour / EDC | COVID-19 Risk Assessment | 1 | Sept 2021 | Jan 2022 | |