



**COVID-19 risk assessment for Greenhead College 2021-22**  
**Updated Monday, 28 February 2022**

This risk assessment covers the period from Monday, 28 February 2022 until Friday, 8 April 2022.

The document has been split into seven categories of risk:

1. **Health and Safety**
2. **College Estate and Physical Resources**
3. **Student Support and Welfare**
4. **Staff Support and Welfare**
5. **Curriculum and Quality**
6. **Finance**
7. **College Reputation and Standards**

Each risk has been categorised high, medium or low, as regards its likelihood.

The risk likelihood is based on information known as of **Monday, 28 February 2022** and will be reviewed on a half-termly basis.

The risk assessment contains an update following changes to the guidance for educational settings announced on **Monday, 21 February 2022**. Updates are shaded grey – see also **Appendix 3**.

Please also see risk assessment for the testing process.

| Risk number                          | Risk description  | Likelihood: H/M/L | Impact if risk occurs: H/M/L | Mitigating actions  | SLT and other responsibility     |
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| <b>Category 1: Health and Safety</b> |   |                   |                              |   |                                  |
| 1.1                                  | Increase in slips, trips and hazards from increased prominence of cleaning in College.  | L                 | L                            | <ul style="list-style-type: none"> <li>• Most cleaning is being conducted out of core staff/student hours.</li> <li>• Cleaning throughout the day is limited to off-floor 'high contact' items, such as door handles and light switches</li> </ul>  | DFR and Cleaning Supervisor      |
| 1.2                                  | Failure to implement sufficient adaptations to the Greenhead College site to allow for core business with staff and students to continue. | L                 | L                            | <ul style="list-style-type: none"> <li>• Cleaning staff continue to ensure the site is cleaned to a high standard both throughout the day in high contact areas and after the College day</li> <li>• Staff encouraged to ventilate rooms throughout the day</li> <li>• Students urged to wear face covering in circulation and social areas</li> </ul>  | DFR, Cleaning Supervisor and SLT |
| 1.3                                  | Lack of adequately-trained First Aid/medical/administration of medication personnel.  | L                 | L                            | <ul style="list-style-type: none"> <li>• System put in place to ensure there is an adequate number of First Aid staff on site following the return of larger numbers of all students</li> </ul>   | AWI                              |
| 1.4                                  | Increased risk of direct or indirect transmission through staff meetings.   | L                 | L                            | <ul style="list-style-type: none"> <li>• Recommendation that large meetings be held via Teams</li> </ul> <p>(Note 1 – regular staff briefings and student assemblies will take place on Microsoft Teams and the Principal will send regular updates to staff and students, including changes to the risk assessment, by email. Team/departamental meetings should still take place on Microsoft Teams where possible)</p> | All                              |

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| 1.5 | Lack of PPE in classrooms, toilets and other areas of the College. | L | H | <ul style="list-style-type: none"> <li>• SLT will continue to follow Government advice and recommendations as regards the use and availability of PPE</li> <li>• Premises staff will ensure there are adequate supplies of soap, sanitiser and visors in College, and will monitor stock levels for forward planning. College managers/Heads of Department should alert the Premises team should they have concerns regarding levels of sanitiser/PPE in their own area</li> </ul> <p>(Note 1 – SLT will continue to review DfE guidance on face coverings. It is possible that a potential surge in COVID-19 cases may require us to reintroduce face coverings on a temporary basis. Any mandatory reintroduction will be administered sensitively, being mindful that there are some staff and students who will have an exemption from wearing one. In such cases we have provided a red pin badge to wear. Staff should set a good example to students by wearing a face covering when moving through corridors and in social areas of the College and in class. There may be students who have a sensory impairment and rely on lip-reading and facial expressions (staff will find further information about this in their register)</p> <p>(Note 2 – on Sunday, 2 January 2022, the DfE announced that students (year 7+) should wear face coverings in classrooms</p> | DFR and Premises staff |
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|     |   |   |   | <p>and (along with staff and visitors) in communal areas, unless they are exempt. This is designed to be a temporary measure to combat the new Omicron variant of COVID-19 in the UK. This measure will be reviewed centrally by the DfE on Wednesday, 26 January when Plan B regulations are currently scheduled to expire, at which point it will be reviewed.</p> <p><b>(Note 3 – see Appendix 4 for information regarding the latest iteration of the guidance)</b></p>  |                             |
| 1.6 | Lack of adequate cleaning regime leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment. | L | H | <ul style="list-style-type: none"> <li>• Cleaning Supervisor will organise a regime of cleaning ‘high touch’ areas throughout the day (see also 1.2 &amp; 1.5).</li> <li>• Cleaning staff advised what key areas to concentrate on</li> </ul> <p>(Note 1 – cleaning staff have adequate supplies of cleaning materials and PPE)</p> <p>(Note 2 – staff must also:</p> <ul style="list-style-type: none"> <li>○ Dispose of rubbish hygienically</li> <li>○ Ensure they are careful not to cross-contaminate cupboards/drawers/milk bottles/cups, etc. by sanitising them each time they have touched them</li> <li>○ Report any concerns they have to SLT, so that we can address them promptly)</li> </ul> | Cleaning Supervisor and DFR |

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|             |  |   |   | <b>(Note 3 – see Appendix 4 for information regarding the latest iteration of the guidance)</b>   |  |
| <b>1.7</b>  | Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. medical room used to isolate suspected/confirmed cases of COVID-19, etc.) leading to indirect transmission of the virus through contact with contaminated surfaces/equipment. | L | H | <ul style="list-style-type: none"> <li>Any area having contact with a known COVID-19 carrier will be disinfected with a fogging machine</li> </ul>  | DFR, Cleaning Supervisor and First Aid staff |
| <b>1.8</b>  | Lack of provision of First Aid/medical treatment to asymptomatic/symptomatic individuals.  | L | H | <ul style="list-style-type: none"> <li>Known carriers of COVID-19 will be told not to visit College</li> <li>Suitable PPE will be made available to prevent cross contamination, e.g. regular cleaning of the site, hand sanitiser in toilets and other areas of the College, wipes in classrooms, etc.</li> </ul>  | DFR, Cleaning Supervisor and First Aid staff |
| <b>1.9</b>  | Inadequate hand washing facilities available to students and staff in College.   | L | H | <ul style="list-style-type: none"> <li>All toilet facilities will be kept topped up with soap and sanitiser</li> </ul>  | DFR and Cleaning Supervisor                  |
| <b>1.10</b> | Suspected/confirmed case of COVID-19 on site: staff, student, contractors and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.   | M | H | <ul style="list-style-type: none"> <li>Staff and students will be asked to stay at home if unwell with COVID-19 symptoms – they must not attend College under any circumstances</li> <li>Staff must inform SLT if they start to exhibit COVID-19 symptoms whilst at work</li> <li>Students must inform a member of staff if they start to exhibit COVID symptoms whilst in College</li> </ul> | First Aid staff and SLT                      |

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|  |  |  |  | <ul style="list-style-type: none"> <li>• An infrared temperature detector has been purchased and is available to test the temperature of a student or member of staff</li> <li>• Anyone showing symptoms in College will be isolated and arrangements made to collect them or sent home with suitable advice. In line with the Local Authority recommendation, PPE packs will be put together in advance, so if a staff member or student is identified as having symptoms the impact is minimised until they leave the building</li> <li>• Staff and students are asked to inform College if they test positive for COVID-19, or if they are informed by the NHS Test and Trace service that they have been in contact with someone who has COVID-19</li> </ul> <p>(Note 1 – any confirmed or suspected case of COVID-19 would be managed in a sensitive way, so that we protect staff and student confidentiality. Should any member of the College community receive a positive test result for COVID-19 after being on site, we would alert all students, staff and parents/carers at the earliest opportunity)</p> <p>(Note 2 – from w/c 30/8/21 regular testing of staff and students took was reintroduced on site for a two-week period using Lateral Flow Devices, before moving back to home testing kits)</p> |  |
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|  |  |  |  | <p>(Note 3 – in line with the latest DfE guidelines (2/1/22), we are continuing to encourage staff and students to test twice-weekly using LFD tests. Staff and students should take one self-tests before they return to College in January 2022, then continue to test twice-weekly at home.</p> <p>(Note 4 – the guidelines on contact tracing and isolation have been updated in line with the latest DfE information (2/1/22). The 10-day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances. Individuals must now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period: if both these test results are negative (and the individual does not have a high temperature), they may return to College from day 8. Anyone unable to take LFD tests must complete the 10-day period of self-isolation. In addition, people who are fully vaccinated or young people up to the age of 18-years-and-6-months, and who have been identified as a close contact of someone with COVID-19, should take a LFD test every day for 7 days and continue to attend College as normal, unless they have a positive test result or develop symptoms.</p> |  |
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|      |  |   |   | <b>(Note 5 – see Appendix 4 for information regarding the latest iteration of the guidance)</b>   |                         |
| 1.11 | Staff, students, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission. | M | H | <ul style="list-style-type: none"> <li>• The College is mindful it has a large and diverse staff and student community, and to limit the risk of direct and indirect transmission, all staff, students, contractors and visitors must play their part by: <ul style="list-style-type: none"> <li>○ washing their hands frequently and for at least 20 seconds</li> <li>○ Advised to wear a face covering in social and circulation areas</li> </ul> </li> <li>• To support this, the College will implement the following if there is a surge in COVID-19 cases: <ul style="list-style-type: none"> <li>○ 2m social distancing measures where possible (or 1m+ where 2m is not possible) will be adopted throughout social/communal parts of the site with the introduction of a one-way system and clearly-delineated routes round the campus</li> <li>○ revised notices will be placed in all toilet facilities reminding staff and students to wash their hands thoroughly in line with the government's 'stay alert' guidelines</li> <li>○ additionally, no more than two people at a time will be able to use toilet facilities</li> </ul> </li> </ul> | AP (SS&W – UAN) and DFR |

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|      |  |   |   | <ul style="list-style-type: none"> <li>○ adequate supplies of sanitiser will be made available in toilets and topped up regularly (see also 1.2 and 1.5)</li> </ul> <p>(Note 1 – The College is mindful that that introduction of the new Omicron variant may result in it having to introduce the measures above, should there be a surge in cases.)</p> <p>(Note 2 – all staff, students and visitors must wear their lanyard at all times so that we can swiftly isolate any potential interloper. To assist with this, students will be instructed not to bring friends who attend other local schools/colleges onto the site)</p> <p>(Note 3 – we do not intend to change our signage on social distancing (2m) as this continues to be highly effective in promoting good health and safety around College)</p> <p><b>(Note 4 – see Appendix 4 for information regarding the latest iteration of the guidance)</b></p> |  |
| 1.12 | Staff and students contracting the virus through direct/indirect transmission when travelling to/from the College site using their own means and then entering College premises. | M | H | <ul style="list-style-type: none"> <li>• Staff will be encouraged to walk, cycle or drive to College</li> <li>• Students will be encouraged to walk, cycle or obtain a lift to College with a member of their own household</li> <li>• Staff and students will be asked to follow government guidelines re travel on public transport, specifically use of face coverings</li> </ul>   | SLT to manage advice given to students |

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|  |   |   |   | <ul style="list-style-type: none"> <li>Anyone showing symptoms in College is to be isolated and arrangements made to collect them or sent home with suitable advice (see also 1.6)</li> </ul>  |                          |
| <b>Category 2: College Estate and Physical Resources</b> |   |   |   |  |                          |
| <b>2.1</b>   | Hazards associated with offering catering provision to students and staff.                | L | L | <ul style="list-style-type: none"> <li>Plastic screens have been erected in the shop to protect staff and students</li> </ul>  | DFR and Catering Manager |
| <b>2.2</b>   | Security risks arising from unoccupied buildings and/or parts of the premises.            | L | L | <ul style="list-style-type: none"> <li>From w/c 15/03/21 there have been no unoccupied areas of College therefore this has ceased to be a risk</li> </ul>  | DFR and Premises staff   |
| <b>2.3</b>   | Security risks arising from increase in staff lone/remote working whilst on site.         | L | L | <ul style="list-style-type: none"> <li>This ceased to be a risk from w/c 15/03/21</li> </ul>   | DFR and SLT              |
| <b>2.4</b>   | Legionella risk arising from unused buildings and/or parts of the premises.               | L | L | <ul style="list-style-type: none"> <li>This only applies to a few areas fed by water tanks. The contractor will continue to make their usual monthly visit to the College</li> </ul>   | DFR                      |
| <b>2.5</b>   | Possible poor ventilation in classrooms and meeting spaces.                               | L | L | <ul style="list-style-type: none"> <li>All sessions to be conducted in areas with adequate ventilation</li> <li>Alternative room(s) will be considered where staff have concerns</li> </ul> <p><b>(Note 1 – see Appendix 4 for information regarding the latest iteration of the guidance)</b></p> | DFR                      |
| <b>2.6</b>   | Non-Greenhead College students and non-essential contractors/visitors come onto the site. | L | M | <ul style="list-style-type: none"> <li>All students to be informed in tutorial that they must not ask friends who attend other local schools/colleges to come onto the site</li> </ul>   | All                      |

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|            |   |   |   | <ul style="list-style-type: none"> <li>• All staff and students to wear their ID card/lanyard so that we can clearly identify non-Greenhead students/visitors, should they enter the site without permission or having signed in at the Front Office</li> <li>• Staff are not to organise meetings with non-essential contractors or visitors in person unless absolutely necessary</li> <li>• Meetings should be held via Microsoft Teams</li> <li>• In-College meetings can continue on Microsoft Teams for the time being, but also in person if deemed to be no risk (see also 2.17)</li> </ul> |     |
| <b>2.7</b> | Non-Greenhead College students and non-essential contractors/visitors come onto the site. | L | H | <ul style="list-style-type: none"> <li>• All students to be informed in tutorial that they must not ask friends who attend other local schools/colleges to come onto the site</li> <li>• All staff and students to wear their ID card/lanyard so that we can clearly identify non-Greenhead students/visitors, should they enter the site without permission or having signed in at the Front Office</li> <li>• Large meetings to be held via Teams where possible</li> </ul>   | ALL |
| <b>2.8</b> | Possible new fire hazards as a result of implementing control measures for COVID-19       | L | H | <ul style="list-style-type: none"> <li>• The College's existing instructions for fire evacuation will stand for the period covered by this risk assessment</li> </ul>   | DFR |

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|             |   |   |   | <ul style="list-style-type: none"> <li>• Ensure that fire doors are closed by Premises staff at the end of every day</li> </ul>   |                     |
| <b>2.9</b>  | Risks of direct and indirect transmission associated with issuing handouts and/or receiving work in hard copy format from students. | L | H | <ul style="list-style-type: none"> <li>• Staff receiving inward goods should use sanitiser after touching any letter or parcel</li> <li>• Wrappings should be disposed of securely</li> </ul>   | All                 |
| <b>2.10</b> | Risks of direct and indirect transmission associated with issuing handouts and/or receiving work in hard copy format from students. | M | H | <ul style="list-style-type: none"> <li>• Staff to receive work from students in electronic format wherever possible</li> <li>• Staff receiving student work should use sanitiser immediately afterwards</li> <li>• Staff should put handouts on desks before students arrive to the class rather than giving them out in person</li> <li>• Ideally, work should be submitted through Microsoft Teams or via Moodle</li> </ul>   | ALL                 |
| <b>2.11</b> | Staff/students do not follow suitable social distancing measures-classrooms and other teaching spaces.                              | M | H | <ul style="list-style-type: none"> <li>• Teachers can use their discretion to arrange their classroom seating in rows rather than horseshoe-shaped format to avoid close contact and adhere to social distance rules</li> <li>• Windows to be open to give good ventilation</li> </ul> <p>(Note 1 – passing staff/students in corridors to get to the classroom is, as the DfE guidance acknowledges, a low risk. Should there be a surge in cases, teaching staff should enter their classroom (to log onto the PC, etc.) before any of the students enter the room (the exception to this may be the period after lunch). Students should maintain an</p> | Heads of Department |

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|  |  |  |  | <p>orderly approach when entering and exiting the classroom, so that they avoid passing each other wherever possible. As they enter the classroom, students should sit at the desks that are furthest from the door first. Those students entering the classroom last will therefore sit nearest the door. At the end of the lesson, those students who entered last will leave the classroom first)</p> <p>(Note 2 – if there is a surge in cases, teaching staff should minimise contact between individuals and maintain social distancing wherever possible:</p> <ul style="list-style-type: none"> <li>o Ensure desks are facing forwards rather than side by side</li> <li>o Keep students 1m apart in classrooms where possible – while in most cases we have been able to keep students at a 1m distance in classes, this is not always possible in all subjects. The government guidance is that distancing in classrooms is not an essential requirement.</li> <li>o Keep rooms ventilated by ensuring windows are kept open (if possible)</li> <li>o Keep the classroom door open</li> <li>o Use a wipe to sanitise the keyboard, mouse, board pen(s) and board wipe at the end of the lesson before lunchtime</li> <li>o Ask students who have been working on PCs (or similar kit) to do the same</li> <li>o If possible, try not to mingle around the class, thus breaching the 2m rule;</li> </ul> |  |
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|  |   |   |   | <p>however, this may be problematic, especially if working with students with additional support needs)</p> <p>(Note 3 – students may wish to leave the classroom during the lesson to go to the toilet, which is, of course, perfectly acceptable)</p> <p><b>(Note 4 – see Appendix 4 for information regarding the latest iteration of the guidance)</b></p> |                                    |
| 2.12   | Failure to implement suitable social distancing measures for essential contractors and visitors | H | H | <ul style="list-style-type: none"> <li>Where possible, essential contractors should visit College after 4.00pm or during holidays and are to be briefed by DFR or the Premises Manager before work starts</li> <li>Meetings should be held via Teams wherever possible</li> </ul>  | DFR<br><br>All                     |
| <b>Category 3: Student Support and Welfare</b> |   |   |   |  |                                    |
| 3.1  | Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff.  | L | M | <ul style="list-style-type: none"> <li>Ensure meetings can also be held from home (if required) using remote platforms</li> <li>Each member of the safeguarding team can be contacted via the college safeguarding email</li> <li>Ensure Principal and Deputy Principal can take over key functions of the safeguarding team</li> </ul>                        | Principal and Deputy Principal     |
| 3.2  | Staff are unaware of particular sensitivities concerning individual students attending College. | L | M | <ul style="list-style-type: none"> <li>Personal Tutors and Additional Learning Support staff will scrutinise which students have particular</li> </ul>   | Personal Tutors, ALS staff, Senior |

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|            |  |   |   | <p>sensitivities and will appraise staff of anything they should be aware of</p> <p>(Note 1 – in line with guidance received, the College must supply daily attendance figures to the DfE. It is therefore essential that all registers are completed within the first ten minutes of each lesson. If the letter X appears on a register this will imply that the student is absent due to COVID-19 or has been contacted by NHS Test and Trace and asked to isolate.</p> | Tutors and APs (SS&W)          |
| <b>3.3</b> | Failure to update the safeguarding policy to reflect new procedures as a result of COVID-19.   | L | H | <ul style="list-style-type: none"> <li>• Implement all new updates from Kirklees Safeguarding Board</li> <li>• Continue to implement safeguarding advice and guidance from the Department for Education</li> <li>• Current safeguarding policy is under review and being updated to reflect all the updates from KCSIE 2021.</li> </ul>   | DSL and Deputy DSL             |
| <b>3.4</b> | Students with underlying health conditions may be put at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically extremely vulnerable). | M | H | <ul style="list-style-type: none"> <li>• In line with the latest coronavirus operational guidance published 27/8/21 all clinically extremely vulnerable (CEV) students should attend their college unless they are one of the very small number of students under paediatric or other specialist care and have been advised by their clinician or other specialist not to attend.</li> </ul>  | APs (SS&W) and Personal Tutors |

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| 3.5 | Students' fear/anxiety caused by returning to College.   | M | M | <ul style="list-style-type: none"> <li>• Continue to reassure students through the Principal's email updates, pastoral team, virtual assemblies, where appropriate</li> <li>• Reassure students through the safety measures in place in College: readily available hand sanitisers, regular cleaning, etc.</li> <li>• Teaching staff and tutors using icebreaker activities to settle students back into class and enjoy their lessons. Use of ALS support facilities</li> </ul> | SLT        |
| 3.6 | Students learning independently - risks associated with lack of IT resources and ability to complete work set by teachers. | M | M | <ul style="list-style-type: none"> <li>• Students who are disadvantaged in terms of IT have been identified and support offered</li> <li>• Students can receive paper-based subject resources through the post to substitute the material online</li> <li>• The College has secured a large number of laptops to ensure students have full access to IT resources</li> </ul>   | SLT        |
| 3.7 | Students' possible poor mental health/emotional wellbeing during this pandemic.  | H | H | <ul style="list-style-type: none"> <li>• The safeguarding rota covers all timetable periods should students have concerns</li> <li>• Students for whom we have concern in terms of mental health and wellbeing have been and will continue to be carefully monitored by their Personal Tutors</li> <li>• The Counselling team will offer face-to-face appointments as the main way of supporting students (a phone appointment will be made in an</li> </ul>                     | APs (SS&W) |

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|  |   |   |   | <p>extreme case, such as where a student is too afraid to attend College).</p> <ul style="list-style-type: none"> <li>Adaptions have been made to subject and pastoral inductions to address these potential issues and to highlight support available</li> </ul> <p>(Note 1 – to assist with the above – and in line with the latest (28/11/21) DfE guidance, staff and students will continue to be encouraged to test twice-weekly using LFD tests. All eligible staff and students will be encouraged to take up the offer of the vaccine, including boosters)</p> |  |
| <b>Category 4: Staff Support and Welfare</b> |   |   |   |  |  |
| 4.1  | Staff working from home – risks associated with use of Display Screen Equipment (DSE).  | L | L | <ul style="list-style-type: none"> <li>All staff have been provided with DSE home working guidance via Moodle</li> </ul>   | Director of Finance and Resources and HR Manager |
| 4.2  | <p>Lack of staff available to operate planned timetable and/or operate site.</p> <p>Staff may not be able to work on site due to:</p> <ul style="list-style-type: none"> <li>Local COVID-19 outbreaks (e.g. clinically extremely vulnerable people may be asked to resume shielding)</li> <li>A requirement to self-isolate once returning from a country that is not on the UK travel corridor list</li> <li>A requirement to self-isolate due to developing symptoms of COVID-19</li> </ul> | L | M | <ul style="list-style-type: none"> <li>The College has identified individuals who are categorised as clinically extremely vulnerable. Those staff who fall into the 'clinically extremely vulnerable' category will work from home if they have been advised by their GP to shield</li> <li>Employees are required to contact a member of SLT and the HR Manager at the earliest opportunity if they are planning to visit or make a transit stop in a country or territory that is not on the UK travel corridor list. The staff</li> </ul>                           | Principal, SLT and HR Manager                    |

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|            |   |   |   | <p>member will be asked, if possible, to undertake their work remotely (e.g. lesson delivery via Teams)</p> <ul style="list-style-type: none"> <li>Should a member of staff develop symptoms of COVID-19, they will be required to self-isolate immediately for the recommended amount of time, take a PCR test and notify Human Resources. If the member of staff is not unwell, they will be asked, if possible, to undertake their work remotely (e.g. lesson delivery via Teams). If the individual is unwell, as per the College Teaching Staff Cover Policy, lessons will be covered either by members of the existing team or supply cover will be arranged by Human Resources in liaison with the relevant Assistant Principal and Head of Department</li> </ul> |   |
| <b>4.3</b> | Staff in certain categories may be at increased risk of severe illness from COVID-19 (e.g. BAME background, aged over 70, pregnant, an underlying health condition/clinically vulnerable or clinically extremely vulnerable). | L | H | <ul style="list-style-type: none"> <li>The College has identified staff members who fall into high-risk groups (i.e. those who are at more risk of being infected and/or an adverse outcome if infected)</li> <li>As detailed within this risk assessment, a number of College-wide controls have been implemented to protect all staff and students attending the site.</li> </ul> <p>(Note 1 – individual risk assessments have been undertaken for all members of staff who fall into high-risk groups. The aim of the risk assessment is to identify any further controls which are required and are reasonably</p>  | Principal, Director of Finance and Resources and HR Manager |

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|   |   |   |   | practical to ensure employees are protected from harm. Individuals should speak to their line manager or Human Resources should they have any concerns with regard to their personal risk.)   |                               |
| 4.4                                       | Staff having possible poor mental health/emotional wellbeing during this pandemic.  | M | H | <ul style="list-style-type: none"> <li>• Details of the College's Employee Assistance Scheme have been circulated amongst staff by the College's Mental Health Lead</li> <li>• The Senior Leadership Team, Heads of Department and College managers will maintain regular contact with members of their team</li> <li>• Assistant Principals and Heads of Departments will monitor workloads to ensure work is distributed proportionally within teams</li> <li>• Staff will be provided with two Covid-19 home testing kits each week</li> </ul> <p>(Note – any concerns regarding an employee's wellbeing should be raised directly with Human Resources)</p> | Principal, SLT and HR Manager |
| <b>Category 5: Curriculum and Quality</b> |   |   |   |   |                               |
| 5.1                                       | Insufficient number of staff to be able to deliver both remote learning and face-to-face support in College for students. | L | L | <ul style="list-style-type: none"> <li>• Heads of Department are to co-ordinate staffing so that online learning can continue for those at home with Covid or isolating</li> <li>• AP's (Quality of Education) to work with depts to ensure adequate staffing in place at all times</li> <li>• Colleagues are encouraged to collaborate on producing materials and</li> </ul>   | Heads of Department           |

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|            |  |   |   | online/video lessons to ensure learners who cannot come into College are not disadvantaged   |  |
| <b>5.2</b> | Lack of adequate safeguarding procedures for staff for online taught sessions, including 1:1 sessions. | L | L | <ul style="list-style-type: none"> <li>• Clear guidance and instructions will be issued to staff on Moodle for setting up Teams</li> <li>• The Moodle team will adjust Teams settings when establishing staff accounts</li> <li>• Staff are to record any individual Teams lesson with students</li> <li>• The existing IT Code of Conduct has been adapted to encompass remote learning to staff and students, especially relating to on-line lessons via Teams</li> </ul> <p>(Note 1 – for practical work and physical activities, it may be necessary to complete an individual risk assessment for particular tasks/lessons or adhere to specific guidance issued for the completion of practical tasks, e.g. CLEAPSS for practical work in science subjects and the DfE guidelines for activities in music, drama and physical education)</p> | Moodle team<br><br>Teaching staff<br>APs (QoE) |
| <b>5.3</b> | Quality of experience is not satisfactory for students whilst on site. observing lessons online        | L | M | <ul style="list-style-type: none"> <li>• Training for staff was provided prior to lockdown and ongoing training will be provided on the use of Microsoft Teams and live streaming</li> <li>• A T&amp;L newsletter is emailed to staff on a half-termly basis with links to support</li> </ul>  | APs (QoE)                                      |

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|            |   |   |   | <ul style="list-style-type: none"> <li>• Support materials are provided on our VLE e.g. how to assess work using Moodle</li> </ul>  |  |
| <b>5.4</b> | Face-to-face support in College is not of sufficient quality. | L | M | <ul style="list-style-type: none"> <li>• Heads of Department are to plan suitable support sessions tailored to the needs of their subject</li> <li>• Reprographics are to support departments by making paper resources available</li> <li>• A staff rota, to include ALS and pastoral support, will discuss with learners how they are progressing. This will also provide additional opportunities to adapt approaches, based upon learner feedback.</li> </ul>   | Heads of Department<br><br>Reprog's<br><br>Pastoral team                     |
| <b>5.5</b> | Not all students engage with return to face-to-face teaching  | M | M | <ul style="list-style-type: none"> <li>• Training and liaison with Heads of Department will ensure suitable and engaging lessons and work are set</li> <li>• Use of Cedar and the College's Student Re-engagement Policy and Fitness to Study will identify students causing concern. Their performance will be tracked and monitored.</li> <li>• Personal Tutors are to chase up non-attenders and liaise with the Attendance Officer and teaching staff as appropriate</li> <li>• Pedagogy training in areas such as icebreakers to encourage students to engage in lessons</li> <li>• Use of college re-engagement policy</li> </ul> | Heads of Department<br><br>Teaching staff and tutors<br><br>Pedagogy leaders |

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| 5.6 | Students are not sufficiently working to either A1 or A2 standard and subsequent impact on their results | M | H | <ul style="list-style-type: none"> <li>• Provide training for staff in learning methods and sharing of good practice via updates, 'Show and Share' staff training, meetings and T&amp;L newsletter, alongside Pedagogy Leaders</li> <li>• Provide regular student assessment with support from the Moodle team where appropriate</li> <li>• Appropriate lessons and checking of learning will be developed by Heads of Department</li> <li>• The Tutorial team are to chase up non-engaged students</li> <li>• Pastoral support via the Re-engagement policy and use of Learner Contracts will allow staff to set supportive interim targets for students.</li> <li>• Departmental support sessions will be offered to provide remedial teaching and close any gaps in learner knowledge and understanding</li> <li>• Use any upcoming progress assessments as a diagnostic tool for learner progress with subsequent support offered to students who have under-performed</li> <li>• The College will work to ensure there is sufficient evidence to be able to derive internally assessed grades in the absence of formal exams in Summer 2022</li> </ul> | <p>Moodle team and APs (QoE)</p> <p>Teaching staff</p> <p>Pastoral team</p> <p>Heads of Department</p> <p>SLT</p> <p>SLT/Heads of Department</p> |
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| 5.7   | Covid outbreak at college leads to large scale student and staff absences  | M | M | <ul style="list-style-type: none"> <li>• Focus on ventilation, sanitisation and communication regarding hygiene and recommended wearing masks in crowded areas</li> <li>• Vaccination pop up service for 16-18-year-old students</li> <li>• Continued supply and encouragement of lateral flow tests</li> <li>• Staff to stream lessons to students absent from lessons due to Covid</li> <li>• Staff cover to be organised as appropriate with potential for students to sign up for another online class or lessons to be recorded on Teams</li> </ul> <p><b>Note – see Appendix 4 for information regarding the latest iteration of the guidance)</b></p> | All staff and students<br><br>SLT |
| <b>Category 6: Finance</b>                          |  |   |   |  |                                   |
| 6.1   | College cannot fund additional PPE and cleaning materials required for COVID-19 prevention, including on-site testing. | L | M | <ul style="list-style-type: none"> <li>• Overspend the cleaning budget</li> </ul> <p>(Note – this will have a minimal effect on the overall end of year outcome)</p>   | DFR                               |
| 6.2   | College cannot fund additional software/hardware to ensure remote learning can continue sufficiently.                  | L | H | <ul style="list-style-type: none"> <li>• Ensure adequate monies are available to Network and Moodle teams</li> </ul>   | DFR                               |
| <b>Category 7: College Reputation and Standards</b> |  |   |   |  |                                   |
| 7.1   | Decline in reputation of College if the quality of experience is not satisfactory for students whilst on site.         | L | M | <ul style="list-style-type: none"> <li>• Communicate expectations of both face-to-face and flipped and/or remote delivery with staff</li> </ul>  | Principal                         |

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|            |   |   |   | <ul style="list-style-type: none"> <li>• Ensure students have access to all learning materials, support sessions and where appropriate kit to access such materials</li> </ul>   |                   |
| <b>7.2</b> | Absence of the Principal and other key members of SLT during this pandemic.   | L | M | <ul style="list-style-type: none"> <li>• Ensure meetings can be held from home (if required) using remote platforms</li> <li>• Ensure Deputy Principal can take over key functions of the Principal, e.g. payroll, correspondence with the ESFA, SFCA, etc.</li> <li>• Ensure College managers are identified who can pick up relevant duties of SLT if and when required</li> <li>• Ensure Chair of Governors is kept fully informed, during Principal's absence</li> </ul>   | Principal and SLT |
| <b>7.3</b> | Complaints from members of the public due to students not social distancing in nearby public places (e.g. Greenhead Park) or on public transport. | M | M | <ul style="list-style-type: none"> <li>• Issue guidance to students that they must follow government guidelines on the wearing of face masks/social distancing and be respectful in the way they behave both within and outside of college</li> <li>• SLT to monitor social spaces to ensure students are being respectful whilst waiting for lessons, during lesson handover, waiting for lifts home or waiting to walk into town to use public transport</li> <li>• Weekly updates to students, parents/carers in Principal's email home, to provide latest advice and guidance</li> </ul> | Principal         |

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| 7.4 | Failure to implement and/or adhere to the latest government advice/guidance.   | L | H | <ul style="list-style-type: none"> <li>• Ensure daily DfE updates are read by the Principal and shared with SLT</li> <li>• Act on any new, relevant actions in the above advice</li> <li>• Scrutinise advice and guidance from the following additional sources: ASCL, SFCA, Local Authority Emergency Planning and Business Continuity team</li> <li>• Ensure returns are sent to the DfE, when appropriate, showing the number of students and staff attending on site</li> </ul>  | Principal, SLT, HR Manager, Attendance Officer  |
| 7.5 | Key managers can't access site (due to closure following spike in local and/or national cases) and its subsequent impact on our ability to successfully deliver plans for 2020/21. | L | H | <ul style="list-style-type: none"> <li>• SLT to work with relevant College managers to ensure all materials are in hand to plan for continuation of key College processes, e.g. student recruitment, staff recruitment, open events, etc.</li> <li>• Continue to develop alternative delivery methods with key stakeholders should any key College function be unable to be delivered in the conventional way, e.g. parents' evenings, open events, etc.</li> <li>• Ensure all staff are able to access their teaching and learning resources, to ensure that lessons and tutorials can be live streamed promptly</li> </ul> | Principal/<br>Deputy Principal<br><br>Principal |
| 7.6 | Communication related to COVID-19 procedures are not communicated to and/or reinforced with staff, students, parents/carers, contractors and visitors.                             | L | H | <ul style="list-style-type: none"> <li>• Communicate procedures to students and parents/carers in Principal's weekly email correspondence</li> </ul>   | Principal and SLT                               |

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|            |   |   |   | <ul style="list-style-type: none"> <li>• Communicate procedures to staff and update these should any changes be required</li> <li>• Ensure up-to-date information/posters are displayed in communal areas of the College, including all toilets, and emailed to students (also see categories 1 &amp; 2)</li> </ul>   |   |
| <b>7.7</b> | Impact on reputation of College due to COVID-19 outbreak on site.   | M | H | <ul style="list-style-type: none"> <li>• Modify the College estate to minimise the risk of students/staff being infected (also see categories 1 &amp; 2)</li> <li>• Modify the timetable and working patterns so there are fewer students/staff on site during the split timetable phase (also see categories 4 &amp; 5)</li> <li>• Send weekly email updates to parents/carers, students, staff and governors with information on how the College is managing the pandemic</li> </ul>                        | Principal and SLT   |
| <b>7.8</b> | Students are not sufficiently working to either A1 or A2 standard and subsequent impact on their ability to progress smoothly through their A1 or A2 year and subsequent results. | M | H | <ul style="list-style-type: none"> <li>• SLT will continually review learning arrangements and consider impact on learner progress</li> <li>• Produce back-up plan for continued delivery of online learning should College go back into lockdown at a later point in the academic year (see category 5)</li> <li>• Heads of Department to ensure there are a sufficient number of assessment points built into schemes of work to provide evidence for deriving internally-assessed grades in the</li> </ul> | Principal<br>DP<br>APs (QoE)<br>APs (SS&W)<br><br>Heads of Department |

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|  |  |  |  | <p>absence of formal exams in Summer 2021</p> <ul style="list-style-type: none"><li>• Personal Tutors to keep relevant line managers up to date with any concerns they have about students, who are struggling or have any extenuating circumstances, that require support</li></ul> |  |
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## **Appendix 1 – changes to the guidance **September 2021 onwards** and how they affect staff and students at Greenhead College:**

As you will be aware, a great deal has changed since mid-July and the following points are intended to summarise the main developments and how they will affect College life in the autumn term.

### **Attendance**

If you develop COVID-19 symptoms or have a positive test result, you should follow public health advice on when to [self isolate](#). Most importantly, you must not come into College if you have tested positive, have [symptoms](#) or have been informed by NHS Test and Trace not to come on site.

If testing positive, students should also email [absences@greenhead.ac.uk](mailto:absences@greenhead.ac.uk).

### **Tracing close contacts and self-isolation**

In line with new guidance, we will no longer be undertaking contact tracing in College. Instead, close contacts will be identified via NHS Test and Trace.

You are not required to self-isolate if you live in the same household as someone with COVID-19 or are a close contact of someone with COVID-19, if any of the following apply:

- I. You are fully vaccinated;
- II. You are below the age of 18 years 6 months;
- III. You have taken part in or are currently part of an approved COVID-19 vaccine trial;
- IV. You are not able to get vaccinated for medical reasons.

NHS Test and Trace will let you know if you have been identified as a close contact with a positive case and advise you to take a PCR test. We strongly encourage everyone to take a PCR test if advised to do so. There is no requirement to self-isolate while awaiting the PCR test result, so you can attend College as normal.

Students who have reached the age of 18 will be treated in the same way as children and young people until six months after their 18th birthday, to allow them the opportunity to get fully vaccinated. After this point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

## **Face coverings**

Face coverings will no longer be mandatory for students and staff, either in classrooms or in communal areas. Although the government has removed the requirement to wear face coverings in law, it recommends they are worn in enclosed and crowded spaces where an individual may come into contact with people they do not normally meet.

As a College, we want to keep all our students and staff as safe as possible and would recommend the continued use of face coverings, both moving around College and in classrooms. However, no student will be denied education on the grounds of whether they are, or are not, wearing a face covering.

If we have an outbreak in College, the Local Authority may advise us that face coverings should temporarily be worn in communal areas and/or classrooms by students and staff, unless exempt. Therefore, I will update you on this as the term progresses.

## **One-way system**

The College's one-way system will no longer be in operation when term starts. However, we have decided to keep our signage in place in case we have to use this to manage the number of cases of COVID-19 in College.

## **Hand and respiratory hygiene**

Frequent and thorough hand cleaning should now be regular practice. The 'catch it, bin it, kill it' approach continues to be very important. You should continue to ensure that you clean your hands regularly. This can be done with soap and water or hand sanitiser. We will ensure that our hand sanitiser dispensers are regularly topped-up in College.

## **Ventilation**

We will continue to ensure that the College site is well-ventilated and that a comfortable teaching environment is maintained.

I will explain any further adjustments we may need to make to the site in order to manage cases of COVID-19 as the term progresses. In the event of an increase in the number of positive cases reported, we will seek additional public health advice from the Department for Education and/or the Local Authority.

## **Testing**

As students have potentially mixed with lots of other people during the summer holidays, all further education providers are expected to offer students two on-site lateral flow device tests, three-to-five days apart, in the autumn term. Students and staff should then continue to test twice-weekly at home until the end of September, when this will be reviewed by the Department for Education.

Details regarding this process, which remains voluntary, can be found in the letter I sent to students and parents/carers on Monday, 16 August. The [consent form](#) can be found via this link.

If you receive a positive LFD test result, you will need to self-isolate in line with the [stay-at-home guidance](#). You will also need to get a [free PCR test to check if you have COVID-19](#). Whilst awaiting the PCR result, you should continue to self-isolate.

If the PCR test is taken within two days of the positive LFD test and is negative, it overrides the LFD test result and you can return to College, as long as you don't have COVID-19 symptoms.

Those with a negative LFD test result can continue to attend College.

## **Vaccination**

The government is now encouraging all students to take up the offer of both doses of the vaccine, as soon as they become eligible. This contains [further information on eligibility and how to book an appointment](#). The College will also be holding a op-up vaccination clinic on 10/09/21.

## **Appendix 2 – changes to the guidance **29/11/21 onwards** and how they affect staff and students at Greenhead College:**

On 28 November 2021, the Prime Minister [announced](#) new temporary measures following the emergence of the Omicron variant of COVID-19 in the UK.

These new measures are being introduced as a temporary precaution to slow down the spread of the variant whilst more information is being gathered.

### **Face coverings**

Face coverings must now be worn in communal areas in all schools and colleges by staff, students and visitors, unless, of course, they are exempt. At Greenhead, this means in areas such as the main hall and corridors, etc. Students should continue to wear face coverings on public transport, unless they are exempt.

### **Testing**

Staff and students are encouraged to test twice-weekly, using lateral flow device (LFD) tests.

### **Contact tracing and isolation**

The [current guidance on contact tracing and isolation](#) remains in place. In addition to these, any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. You will be contacted directly by the NHS and told to isolate.

### **Vaccination**

All eligible staff and students aged 12 and over are being encouraged to take up the offer of the vaccine, including boosters. To book a vaccination, please visit: [Book or manage a coronavirus \(COVID-19\) vaccination – NHS \(www.nhs.uk\)](#).

## **Appendix 3 – changes to the guidance **4/1/22 onwards** and how they affect staff and students at Greenhead College:**

### **Face coverings**

On Sunday, 2 January 2022 the Department for Education announced that face coverings should be worn in classrooms by all students in schools and colleges (unless they are exempt). This builds on the previous iteration of the guidance, which stated that face coverings should be worn by students in communal areas. This measure will be in place until Wednesday, 26 January, when Plan B regulations are currently scheduled to expire, at which point it will be reviewed by the Government.

### **Self-isolation period**

Since Wednesday, 22 December 2021, the 10-day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless it's not possible to test for any reason. Individuals must now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. If both these test results are negative, and the individual does not have a high temperature, they may end their self-isolation after the second negative test result and return to College from day 8. However, anyone who is unable to take LFD tests will need to complete the full 10-day period of self-isolation. Further information is available in the guidance for households with possible/confirmed COVID-19 infection.

### **Lateral Flow Device (LFD testing)**

Students should take one self-test at home either the evening or morning before they return on Wednesday, 5 January, then continue to test twice-weekly at home. We will, as far as possible, continue to make LFD tests available to students to enable them to test as the term continues. Even if someone has tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing at home once they have completed their isolation period for their prior infection.

### **Daily testing for close contacts of COVID-19**

People who are fully vaccinated or young people up to the age of 18-years-and-6-months, and who have been identified as a close contact of someone with COVID-19, should take an LFD test every day for 7 days and continue to attend College as normal, unless they have a positive test result or develop symptoms at any time.

## **COVID-19 vaccinations**

In response to the threat from the Omicron variant, the JCVI has advised that a Pfizer booster vaccine should be offered to all young people aged 16-to-17-years-old. The NHS will shortly issue details of how eligible young people can get their booster.

## Appendix 4 – changes to the guidance **28/2/22 onwards** and how they affect staff and students at Greenhead College:

### LFD asymptomatic testing

The guidance for students to undertake twice-weekly LFD asymptomatic testing has now been removed.

### Self-isolation

The legal requirement to self-isolate after testing positive ended on 24 February 2022.

However, the public health advice is for **people to stay at home for at least five days if testing positive and then continue to follow the guidance until they have received two negative test results on consecutive days.**

Therefore, whilst testing remains available, we strongly advise all students to follow this guidance which will enable everyone in our College community to remain safe. As ever, please use our absence line – [absences@greenhead.ac.uk](mailto:absences@greenhead.ac.uk) – to report a student absence.

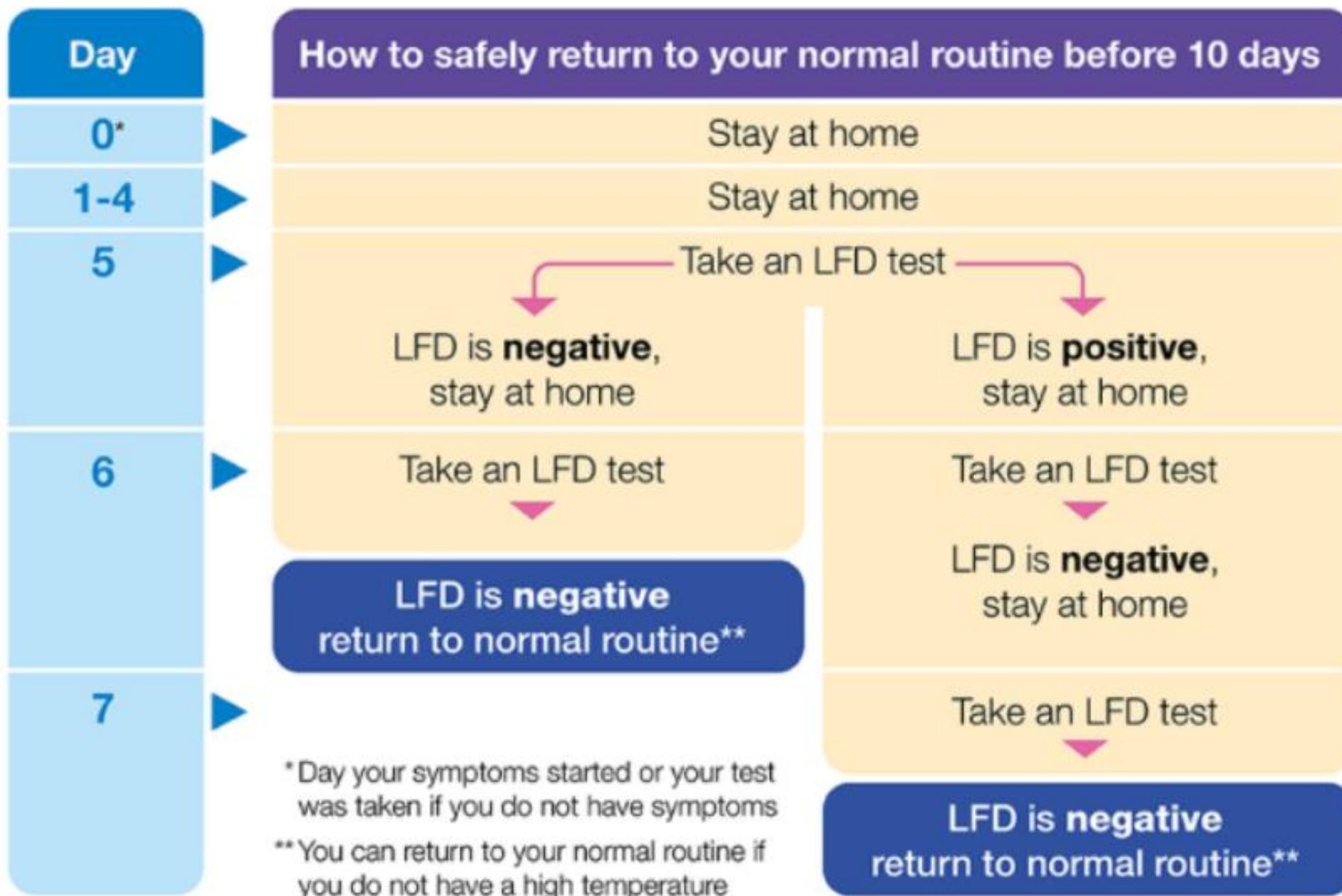
If you remain well enough to work from home, and you can, please contact your teacher to ensure you have access to live streamed lessons on Microsoft Teams and/or a recording of the lesson.

In addition:

- Fully vaccinated close contacts and those aged under 18 no longer need to test daily for seven days;
- The legal requirement for close contacts who are not fully vaccinated to self-isolate has been removed;
- Routine contact tracing has ended. Contacts will no longer be required to self-isolate or advised to take daily tests and should attend College as usual.

Please note that where there is a confirmed or suspected case of a student attending College having tested positive for COVID-19, the College reserves the right to ask them to work from home until they have received two negative test results on consecutive days.

This is to protect other students and staff from possible infection.



## **One-way system signs**

These will be removed across the College.

## **Hand hygiene, face coverings and social distancing**

We have all learnt the significance of good hand hygiene in these past two years, and we expect everyone to keep acting with this high level of awareness and concern for others.

The Government has continued to indicate its reliance on vaccines and we will also be maintaining good ventilation around the College site, as well as our policy recommending face coverings. Obviously wearing a face covering is now more of a personal choice, but we ask that you should please respect any requests to wear one. This also applies to social distancing, which is now a matter of personal choice.

## **Changes due in April 2022**

Nationally, it has been announced that provision of free LFD and PCR testing in the community will be scaled back and will finish on Friday, 1 April 2022.

From 1 April, the onus will be on personal responsibility and judgement to consider your symptoms. We will write to students and parents/carers with further details on this nearer the time.