

DLD College London – Covid-19: Risk Assessment (RA)

Assessment conducted by Executive Leadership Team (ELT)	Irfan H Latif Thomas Hadcroft Marie-Do Reza James Kidd Gareth Hockey	Job Roles	Principal Senior Vice Principal (Pastoral) Vice Principal (Academic) Vice Principal (Boarding) Finance & Premises Manager	Covered by this assessment	Students, Staff, Visitors, Contractors
Date of Assessment	24.02.2021	Version No.	1.06	Date of Next Review	01.03.2021
Government Guidance	<p>Coronavirus (Covid-19): Guidance for Schools and other Educational Settings</p> <p>Coronavirus (Covid-19): Guidance on isolation for residential educational settings</p> <p>Coronavirus (Covid-19): Implementing protective measures in education and childcare settings</p> <p>Safe Working in Education, Childcare and Children's Social Care</p> <p>Actions for Schools During the Coronavirus Outbreak</p> <p>Covid-19: Safeguarding in Schools Colleges and Other Providers</p> <p>Keeping Children Safe in Education (KCSIE) 2019</p> <p>Opening schools for more children and young people: initial planning framework for schools in England</p> <p>Preparing for the Wider Opening of Schools from 1st June</p> <p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</p> <p>Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the coronavirus (COVID-19) pandemic</p> <p>Coronavirus (COVID-19): support for parents and carers to keep children safe online</p> <p>COVID-19: guidance for households with possible coronavirus infection</p> <p>https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>https://www.gov.uk/guidance/new-national-restrictions-from-5-november</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p> <p>https://www.gov.uk/guidance/transport-measures-to-protect-the-uk-from-variant-strains-of-covid-19#travel-bans-to-the-uk---banned-countries</p> <p>https://www.gov.uk/guidance/transport-measures-to-protect-the-uk-from-variant-strains-of-covid-19</p>				
Related College Documents	All DLD Policies Covid-19 Policy				

Note: This RA focusses on the main college building including DLD Boarding and should be read in conjunction with **Appendix A: Guidance for all DLD staff in the Policy for Re-Opening DLD College London (March 2021)**

RAYG Risk Rating	
Red	High Likelihood and High Impact
Amber	Medium Likelihood and Medium or High Impact
Yellow	Low Likelihood and Medium or High Impact OR Medium Likelihood and Medium or Low Impact
Green	Low Likelihood and Low or Medium Impact

<u>Area of Concern</u>	<u>Risk Rating prior to Action (H/M/L)</u>	<u>Control Measures</u>	<u>Actioned? (Yes/No)</u>	<u>Further Actions/Comments</u>	<u>Residual Risk Rating (H/M/L)</u>
Students					
Risk of transmission of infection for new and returning students/staff DLD - Quarantine	H	<ul style="list-style-type: none"> Quarantine and Testing for returning / new international students will reflect UK Government guidelines. Students/agents/guardians/parents advised to review UK Government guidance for international travel before returning to ensure they are compliant and meet criteria for re-entry to the UK Provide documentation, if required, for those returning from red list countries to ensure they can quarantine in the boarding house and not a hotel Student to obtain COVID-19 test 3 days (72 hours) before flight to UK House parents and nurse will assist and advise students to ensure COVID-19 tests are taken in a timely manner. HouseParents to confirm with students if they have any symptoms of COVID-19 Temperature taken for all staff and students as they enter the building through use of thermal cameras and contactless head thermometers Students/staff to follow Government guidelines for travelling to College on public transport 	Y Y Y Y Y Y	<ul style="list-style-type: none"> Review updates to quarantine guidance prior to opening. Check information and guidance being given to students before arrival. 	

		<ul style="list-style-type: none"> Students/staff arriving from abroad to be quarantined in line with APG policy. This will be based upon government guidance and reviewed constantly. All staff trained in recognising symptoms of COVID-19, Isolation procedures for symptomatic students to be followed in line with up to date guidance (see below). 	Y Y		
Parents, family members, guardians or agents arriving with students for interview or visit the college	H	<ul style="list-style-type: none"> All parents, guardians and agents informed prior to the opening that the number of visitors will be restricted in the college. They will not be permitted to enter the DLD Boarding House due to the lifts being high risk. Interviews will be conducted over video or voice calls where possible. Onsite interviews made by appointment and after 9.30am to avoid added workload on Reception in the mornings. Visitors are required to fill in a self COVID-19 declaration form upon arrival 	Y Y Y Y	<ul style="list-style-type: none"> Student COVID-19 Charter Update student induction Signage displayed around college including DLD Boarding House. 	
Infection risk of staggered international arrivals.	H	<ul style="list-style-type: none"> Students will be isolated for 10 days from the first day they arrive. The students will join to online classes until the quarantine period is completed 	Y Y		
Students Returning from red listed countries	H	<ul style="list-style-type: none"> Student will require a resident Visa to enter the UK Student will be required to quarantine and have COVID-19 tests in a hotel organised by the UK Government. Student to pay cost. 	Y Y	<ul style="list-style-type: none"> Guidance to be monitored. 	
Students may fall behind in their learning, or become social isolated during quarantine or isolation periods/ as a result of remote learning	M	<ul style="list-style-type: none"> All students (inc. online students) will be admitted in SIMS to allow them to access their logins to our network. Canvas and Microsoft Teams used to meet teaching staff, boarding staff and administrative staff. Online boarding and College induction meetings led by staff with opportunity to meet other peers. Online icebreakers, quizzes, games during quarantine and isolation periods. Live face-to-face lessons will resume in the week of Monday 8th March 2021 after comprehensive LFT testing Developing our now comprehensive experience of remote learning to inform our practice from September Students feel able to engage by having had a comprehensive 	Y Y Y Y Y	<ul style="list-style-type: none"> Induction plan All students and parents will have details of their individual induction plan Recording of key induction assemblies so students can re-visit them if they were unable to attend Remote lessons will be accessible before and after the event in some cases 	

		academic induction which goes through expectations and the skills required to use Canvas			
		<ul style="list-style-type: none"> • Ensuring teachers are building on the positive developments that have been made already • Buddying up new and returning students in each huddle so they can support each other • On-going diagnostics to assess gaps in learning • Recorded lessons for students to re-visit • Quality assurance of lessons as HoD or HoF will be reviewing lessons 	Y		
			Y		
			Y		
			Y		
			Y		
Planned Movement around DLD					
Social distancing guidance unable to be observed in College building between lessons	H	<ul style="list-style-type: none"> • Floor markers and wall signage clearly displayed around College • All movement around College will be to the left • Staircases will be used by ascending and descending on the left • Two main stairs cases in the atrium will one way only. • Movement around the teaching floors will be made in an anti-clockwise direction where possible. • Access to basement via one staircase., keeping to the left • The teaching lift to the academic floors will be restricted to 2 staff at a time. Staff will be advised to avoid it's use as it is a confined area. Masks to be worn if using these lifts. • Face coverings to be worn in classrooms, if social distancing cannot be maintained • Face coverings will need to be worn in the communal areas and where social distancing is not possible within College as advised by UK government guidance recommended at the time • Regular tannoy announcements played throughout the day reminding staff and students to follow one-way system, observe social distancing and to wear face masks • Staff to supervise communal areas such as the gallery and study areas to maintain social distancing 	Y	<ul style="list-style-type: none"> • Movement around the college will reflect the new guidance issued by the UK Government. 	

		<ul style="list-style-type: none"> • COVID-19 safety video played in Atrium reminding the community the protocols and measures that are in place 	Y		
Wellbeing Garden and Roof Garden	H	<ul style="list-style-type: none"> • Signage around the gardens reminding social distancing • Social distancing required in seating areas with the wellbeing area. • Sports pitch has been limited to 6 persons • Adherence to Government guidelines for recreation • Students communicated expectations along with other movement expectations on as part of initial return communication. • Face coverings will need to be worn in the communal areas outside of DLD College based upon UK Government guidance at the time. 	Y Y Y Y Y Y		
Staff Workspaces					
Staff rooms and work spaces	H	<ul style="list-style-type: none"> • Screen to be installed in Reception • Staff work spaces are not facing each other able to stay in the same classroom due to timetable • Coffee, tea and sugar sachets provided. • Staff advised to use their own mugs • Maximum occupancy level for staff room in place to ensure social distancing, limit of 2 persons per table, Perspex screens installed on tables • Face coverings to be worn in the following areas; Entrance / Reception, Boarding Lift Lobby, Atrium, Admissions Office, Student Services, First Floor Gallery Work Space, Reception Office, Exams Office, DoS office, Library, Wellbeing Centre, 1st and 2nd Floor Blue Green and Red Study Areas, Mezzanine walkway, College Corridors, Wellbeing Garden, The Global Kitchen, The Grumpy Mule, Staff Common Room, College and Boarding Lifts, the Boarding House and where social distancing is not possible. Signage displayed reflecting this. 	Y Y Y Y Y Y	<ul style="list-style-type: none"> • Touch free Handwashing soap and cleaning materials to be provided for designated toilets • Touch free hand sanitiser 	

Staff Induction & CPD					
Poor staff awareness leading to an increased risk of infection.	M	<ul style="list-style-type: none"> Online training given to all staff regarding COVID-19 A revised staff induction and an introduction to the college building opening procedures and safety measures to be undertaken before staff return on Monday 8 March. 	Y Y	<ul style="list-style-type: none"> Staff training implemented. Procedures to be altered accordingly as guidance changes. 	
Global Kitchen (Dining)					
	H	<ul style="list-style-type: none"> Lunchtimes for students will be staggered due to timetable Staff will be asked to eat at their desks More options for 'Grab and Go' will be available Trays will be picked up with plate and cutlery already pre-placed on them. Face coverings to be worn in queue only. Can be removed when anyone sits down and eats Queuing systems in place to ensure social distancing Touch free hand sanitisers on entrance to Global Kitchen One-way system in place in the Canteen Reduced seating available to ensure social distancing whilst eating Perspex screens installed on all tables 	Y Y Y Y Y Y Y Y	<ul style="list-style-type: none"> Global Kitchen is open from 11.45am to 2.30pm CH&Co will be cleaning tables in between sittings during mealtimes All CH&Co staff will be wearing the appropriate PPE when serving food. Perspex screens cover food at counter and till' 	
Grumpy Mule (Coffee Shop)					
	M	<ul style="list-style-type: none"> Touch free hand sanitisers on entrance to Global Kitchen Queuing system in place to ensure social distancing Disposable cups will continue to be used. 'Grab and Go' food variety will be increased Face coverings to be worn in queue One-way system in place 	Y Y Y Y Y	<ul style="list-style-type: none"> All CH&Co staff will be wearing the appropriate PPE when serving food. Perspex screens cover food at counter and till point 	
Air Conditioning					
	M	<ul style="list-style-type: none"> Regular maintenance schedule to ensure good performance Monitoring of all faults Increase ventilation in areas where possible 	Y Y Y	<ul style="list-style-type: none"> Quarterly report from BMS (Building Monitoring Service) Satisfactory report received in February 2021. AHU filters have since been replaced AHU re-circulation has been turned 	

				<p>off increasing the ventilation supply rate.</p> <ul style="list-style-type: none"> The supply and extract filtration and ductwork are separate so there is no cross contamination through the filters. 	
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Cleaning, Hygiene & Hand-Washing/sharing of equipment

<p>Deep cleaning and ongoing cleaning of surfaces is not undertaken to standards required.</p>	M	<ul style="list-style-type: none"> All frequently touched common surfaces, equipment, door handles, photocopiers and toilets will be cleaned thoroughly each day, and at intervals during the day by Cabenco (housekeeping). Hand dryers Extra locations of touch free hand sanitiser stations along the corridors Ensure a supply of disposable tissues to promote the 'Catch it, Bin it, Kill it' approach. Anti-bacterial wipes for desks and keyboards in common areas and classrooms for teachers and students to use before and after lessons. Cabenco focus on areas which are common touch points in college such as door handles, hand railings and lifts. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Cleaning rotas enhanced Staff guidance issued Foot operated bins deployed in each classroom and common areas solely for the purpose of used PPE 	
<p>Sharing of equipment Students forget to wash hands regularly.</p>	H	<ul style="list-style-type: none"> No practical lessons in science in the first instance; guidance from the exam boards awaited. Until then demonstration science practicals to be carried out by the teacher at the front of the lab. Art – students to have their own items eg.pencils, paint brushes etc. Photography – students to have their own cameras and computer station wipes Desks to be wiped at the start of each lesson by the student 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Staff training Staff inset training to include emphasis on 'Catch it, Bin it, Kill it' approach and handwashing. Updates to procedures for science practicals 	

		<ul style="list-style-type: none"> • Use Canvas to reduce the need for photocopied handouts • Staff to monitor and encourage handwashing. • Students are encouraged not to touch their eyes, mouth or nose. • Ensure a good supply of disposable tissues to encourage 'Catch it, Bin it, Kill it.' • Relevant displays and posters throughout building • Bins are available in classrooms and common areas • 'Classroom COVID-19 Rules' posters in Classrooms 	Y Y Y Y Y Y Y		
PCR Testing, Symptoms & Isolation					
PCR Testing is not used effectively. (Also see Lateral flow testing in Secondary schools – Page 19)	H	<ul style="list-style-type: none"> • Staff/Student are required to be tested for COVID-19 if they display symptoms. • Boarders can be assisted by the onsite nurse • PCR Testing available from the UK Government • Students/Staff advised on how to order test • Seek immediate advice from PHE after contact and care for students displaying symptoms. • Lateral flow test are available onsite with results provided in 30mins • Boarders told to isolate in rooms for 10 days with no symptoms • Day students told to isolate at home for 10 days with no symptoms • College will follow up to ensure a PCR test has been taken and result confirmed 	Y Y Y Y Y Y Y	<ul style="list-style-type: none"> • Ensure staff are aware of testing options. • Government test lead to long lead times. • UK gov tracing program often slow to be in touch with direct contacts. • Will make decision locally to isolate staff and students when required. 	

<p>Infection transmission within college environment due to staff or students (or members of their households) displaying symptoms.</p>	<p>H</p>	<ul style="list-style-type: none"> • Visitors by appointment only. No walk ins. • Parents and students asked to inform the College if they, or any of their immediate family members or contacts have received a positive COVID-19 test. • If a student displays a symptom on site, they are to be taken to an isolation room in the Wellbeing Centre with the College Nurse. The nurse will alert the ELT and then immediately ring NHS 111/DofE for advice. Student and rest of household to isolate as per Government guidelines (unless instructed otherwise by NHS 111) COVID-19: guidance for households with possible coronavirus infection • Individual use thermometers available to be given to isolating students. 	<p>Y Y Y Y</p>	<ul style="list-style-type: none"> • Review Visitor’s policy monthly in line with Government guidance. • Review rules regarding Weekend Leave/Extended Curfew monthly as the term develops within the boarding environment. • Communicate above policies to students prior to arrival. • PPE for staff to be secured. Staff training in proper use. • Designate isolation room in the Wellbeing Centre. 	
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		<ul style="list-style-type: none"> • If a staff member develops symptoms in the workplace they must: <ul style="list-style-type: none"> - Inform their line manager immediately. - Return home as soon as possible. - Avoiding contact or touching any surfaces on their way out • Contact Head Office if there is a positive case (RJ, PB) • RIDDOR - if a staff member receives a positive test result and there is reasonable evidence that it was caused by exposure at work, this must be reported as a case of the disease. • When the student or staff member tests negative they can return to their setting. The rest of the household does not need to isolate • Where the student tests positive, the rest of their household should self-isolate for 10 days. • As part of the national 'Test and Trace' programme, if other cases are detected within the wider setting, DofE will investigate and advise on the most appropriate action to take. 	Y		
Thermal Camera – Temperature (staff)	H	<ul style="list-style-type: none"> • Any member of staff who is detected to have a high temperature will be informed they should work from home. • To avoid increase in sick leave, teachers will be able to teach online using Canvas until their temperature has reduced and there are no other symptoms. • Administrative staff all have access to laptops and can work from home if they display symptoms. 	Y Y Y		
Flexible Working		<ul style="list-style-type: none"> • Administrative staff are expected to be at College from Monday through to Friday as per current working guidelines from UK Government. • Admin staff will be allowed to arrive later or leave earlier if their job roles allows it. This will help them avoid the London rush hour. 	Y Y	<ul style="list-style-type: none"> • Review Govt guidelines. Currently the directive is that all should be back at work. 	
Staff, students and parents unaware of the College procedures	H	<ul style="list-style-type: none"> • Re-opening plan communicated to staff and students with link on website prior to return on Monday 8 March. 	Y	<ul style="list-style-type: none"> • Communications to parents as agreed by Abbey DLD colleges and DLD specific information 	

(including self-isolation and testing) should anyone display symptoms of COVID-19.		<ul style="list-style-type: none"> Any updates or changes to College guidance are provided centrally by ELT in a timely and effective manner. 	Y		
Staff, students and parents unaware of the College procedures should there be a confirmed case of COVID-19 on site.	H	<ul style="list-style-type: none"> Staff and parents will have access to this Risk Assessment via the means outlined above. Any updates or changes to this guidance are provided centrally by ELT in a timely and effective manner. 	Y Y	<ul style="list-style-type: none"> RA to be supported by procedures. 	
Personal Protective Equipment (PPE)					
Provision or use of PPE not in line with government guidance.	H	<ul style="list-style-type: none"> PPE in line with Government guidance and standards procured by the Alpha Plus Group. Guidance provided to staff regarding appropriate use of PPE, when PPE is required, and reminders that using gloves is not a substitute for good handwashing. Access to full PPE equipment is available in the office behind Reception. This will be worn by all staff entering isolation or quarantine rooms or dealing with unwell students. Training given by College Nurse to any staff who may be required to wear full PPE to ensure safe removal and disposal to reduce contamination. Bin at Reception for disposal of face masks 	Y Y Y Y Y	<ul style="list-style-type: none"> Staff training (Asst Principal - Staff) Staff handbook updates Medical stock room layout. Waste disposal for used PPE in the special bin 	
First Aid/Safeguarding					
Lack of available qualified First Aiders or Safeguarding Leads put student safety at risk.	H	<ul style="list-style-type: none"> College Nurse available to be seen (0800 – 1700) Certified first aiders far exceed minimum ratio of 1 first aider to 100 persons in a low hazard environment. First Aid kits available in the usual places Defibrillator available at Reception. To minimise the transmission of infection, latex and non-latex gloves available in the Medical room and in Reception. 	Y Y Y Y	<ul style="list-style-type: none"> Inventory First Aid supplies. Inventory Emergency Grab Bag Contents of first aid kits checked and replenished where necessary during Feb half term 2021 	

		<ul style="list-style-type: none"> Gloves must be worn when accessing first aid box, and first aid box must be wiped down with disinfectant after use. NHS 111 for further advice. 	Y		
			Y		
Communication with Students, Parents & Staff					
Key stakeholders are not fully informed of changes to policies and procedures in Boarding due to COVID-19.	M	<ul style="list-style-type: none"> All parent and stakeholder communications are provided centrally by the Principal and the ELT. Additional Chinese translations available for all communications. Staff briefed via College email communications, mandatory staff INSET training days and staff meetings via Microsoft Teams. Students given new guidance relevant to them via induction Regular communication with parents/guardians will be via InTouch and the weekly newsletter, 'From the Principal' (FTP). Parents can contact their son's/daughter's Personal Tutor as their main line of communication. The Attendance Officer will be responsible for following up absences and parents/guardians must authorise any absence or report any known absences. There is a regular staff briefing every Monday morning with minutes shared. Staff also receive regular updates and FTP. Team and dept meetings e.g. DoS, HoFs, SLT, etc will take place by Teams and face-to-face where this is practical. 	Y		
			Y		
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Behaviour Management & Restraint					
Student behaviour in the college does not comply with social distancing guidelines.	H	<ul style="list-style-type: none"> • Expectations of behaviour to be shared in student inductions • Reiterated in tutor meetings, assemblies and by teachers • Posters, displays and signage located throughout College • Students to undertake planned movement through the College • Marks on the flooring and wall signage throughout the building to remind and encourage social distancing, especially at pinch points, e.g. End of lessons 	Y Y Y Y Y	<ul style="list-style-type: none"> • Updated Behaviour policy • Signage/displays updates. • Floor markers, wall signage • PPE equipment available to staff 	
Restraint	M	<ul style="list-style-type: none"> • Staff to carry facemasks with them and put them on if unable to social distance • Staff to have access to gloves, if required • Visors provided for teachers if they prefer to use them – these should be used with the face masks provided. 	Y Y Y	<ul style="list-style-type: none"> • Updated Behaviour policy • Violence and Aggression policy • PPE equipment available to staff 	

Online Learning					
Students unable to engage with online learning when studying	M	<ul style="list-style-type: none"> All students advised to bring appropriate electronic device for online learning prior to arrival. Thorough IT Induction to facilitate access and engagement via the College VLE- Canvas Students able to contact teachers directly via Canvas, Microsoft Teams or College email(@dld.org) to discuss issues. Daily online meetings with Personal Tutors to check and offer support All staff have access to MyConcern and contact with a DSL/DDSL to record safeguarding concerns. Access to the Wellbeing Team for support Access to the Learning Support team Reviews during Academic Teams Meetings One to one session with subject teacher for personalised support 	Y	Y	<ul style="list-style-type: none"> Progress and Intervention Plan Remote lessons will be accessible for a long period of time so that students can review lessons as often as needed
Reception					
Reception	M	<ul style="list-style-type: none"> Minimise visitors and encourage video calls Perspex screens installed in Reception Staff entrance and student exit managed by Reception staff, Houseparents and Boarding Assistants Thermal Imaging Cameras installed above Reception pointing at entrance alerting staff if anyone has a high temperature 37.5°C or above. Touch free hand sanitiser units installed Queuing system with social distancing in place to manage queries with Reception 	Y	Y	
Lifts					
Enclosed spaces and surfaces can spread infection	H	<ul style="list-style-type: none"> Face coverings are mandatory in the lifts Buttons pressed with fobs, not hands Regular daily cleaning of the lifts by housekeeping Queuing system in order to adhere to social distancing 	Y	Y	<ul style="list-style-type: none"> College lift limited to 2 people at any one time Boarding lift limited to 6 people at any one time

		<p>guidelines</p> <ul style="list-style-type: none"> • Boarders will not be allowed back to rooms during the day • Study time for the Lower School students will be organized at 5pm to reduce demand for lifts after school has finished for the day 	<p>Y</p> <p>Y</p>			
Students with underlying health concerns						
<p>Students with underlying health conditions or those who are shielding are not identified and so measures are not in place to protect them.</p>	H	<ul style="list-style-type: none"> • Boarders will be in a household on their own during quarantine and will observe social distancing at all times. • Parents, guardians and agents provided with clear guidance prior to reopening. • Parents, guardians and agents have been requested to provide the College with all relevant medical information, conditions or allergies prior to arrival. • The College Nurse undertakes an individual medical induction with each student after arrival to discuss any declared medical history or conditions and to check for any further disclosures of medical history, conditions or allergies. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Letter to parents from Principal • Check info being sent to parents prior to arrival/starting at the college • Health checks from College Nurse (& temporary medical team) as part of enrolment process for new students. • Inductions will be remote on Teams for the first two weeks of term 		

Staff at risk and/or with underlying health concerns					
		<ul style="list-style-type: none"> • Medical conditions will need to be communicated to HR to establish process • Avoid travelling in rush hour traffic • Work from home if requested to shield • Observe social distancing of 2m at all times, where possible • Reduce face-to-face meetings • Encourage the use of online meetings (Teams, etc) • PPE (Visors and face masks) have been given to all staff • Raise any concerns with line manager • Extra measures such as Perspex screening, restricted access to persons' office, moving to single offices, mandatory face coverings in force. 	Y		
		<ul style="list-style-type: none"> • Students are requested to inform the College if they or any close family or contacts have received a positive Covid-19 test result previously. • College staff, College Nurse, and parents are clear on the definitions of clinically vulnerable and clinically extremely vulnerable classifications. Any students who meet such criteria are identified prior to arrival. 	Y		
			Y		
Mental Health & Wellbeing					
Student mental health has been adversely affected during the period of closure.	H	<ul style="list-style-type: none"> • Student support is provided by all staff with Directors of Studies, Personal Tutors, subject teachers, Wellbeing staff and boarding staff to be especially vigilant • Referrals available to wellbeing team – weekly wellbeing team meeting to discuss students of concern. • Staff inset and CPD training on mental health and student wellbeing. • Signposts for appropriate resources, websites and helplines available. • Fortnightly pastoral team meetings to 	Y	<ul style="list-style-type: none"> • DLD Wellbeing policy 	

		<p>discuss students of concern and recorded welfare checks and updates with vulnerable students.</p> <ul style="list-style-type: none"> • Student Council – Wellbeing subgroup working with Head of Wellbeing to promote and support student wellbeing. • College counsellor available for drop in or appointments 	<p>Y</p> <p>Y</p>		
Fire Evacuation Procedures					
<p>Fire procedures are not appropriate for new arrangements and do not observe social distancing guidance.</p>	H	<ul style="list-style-type: none"> • The evacuation point for DLD is small. There are no other options available. The park was considered, and enquiries made to the park development officer but was refused for several reasons. The park also closes at sunset, a 24-hour evacuation point is necessary for continuity. • During evacuation it is difficult to maintain social distancing. However, it is unlikely students will face each other on exit so the risk of infection is low • Students given fire walk during induction, including walk through at the start of term. • Each PT group stands in a line 2m apart at the designated Muster Point by Becket House, SE1 7EU • Once the building is declared safe by Urbanest the students will be allowed back in • Additional PPE in emergency grab bags available. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Add to Staff Handbook • Add to Student Induction. • Fire risk assessor has stated a safe fluent evacuation takes priority over social distancing and overrides one-way system in college • College is equipped with 4 Fire exit points to evenly spread out evacuees 	

Contractors working in DLD					
Contractors pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Any non-essential work to be carried out during holiday period Any essential works to be performed out of hours if possible Face coverings to be worn when inside the building Visitor declaration form to be signed to confirm they do not pose risk to DLD or precautions taken to protect contractor 	Y Y Y Y		

UK National Lockdown					
Discouraging visitors and adhere to national lockdown guidance	H	<ul style="list-style-type: none"> Only emergency contractors brought onsite during term time. Limit maintenance to outside term time, especially summer Visiting Speakers – online in accordance with Govt guidelines Professional Visits (educational psychologists) allowed by appointment Enrolment – no tours of College by visiting parents in accordance with Govt guidelines Interviews for both staff and prospective students to be conducted online only All visitors are required to fill in a self COVID-19 declaration form upon arrival' 	Y Y Y Y Y Y	<ul style="list-style-type: none"> If visits are for educational purposes they will continue. Only applies if announced by UK Government 	
Educational Visits (external). Increasing risk of infection.		<ul style="list-style-type: none"> Cease all external educational visits unless required as part of course. Travel in off peak if possible or private transport 	Y Y	Includes Duke of Edinburgh award	

Lateral Flow Testing for Secondary Schools					
Staff/Students not being tested		<ul style="list-style-type: none"> All staff and students advised and encouraged to take the opportunity of regular COVID-19 testing made available Frequency of testing will always follow UK Government guidance 	Y	Staff to use home test kits. Students offered 3 tests from 8 th March 2021.	
Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	H	<ul style="list-style-type: none"> Hire additional nurse for introduction of testing Train additional staff to cover all positions to help manage time and illness Training taken by Test Centre Lead in how to set up and deliver testing 	Y Y Y	Material issued by the DFE.	
Consent forms are not available and properly completed?	H	<ul style="list-style-type: none"> Consent for emailed to all staff, parents and students Paper forms available before registration Verbal consent accepted for those 16 over 	Y Y Y		
Test site flooring is not non-porous	H	<ul style="list-style-type: none"> Cover floor of swabbing bay with non-porous flooring. 	Y	Other areas considered with non-porous floors but they are either too public or blocked to use of a classroom.	
Test site is not well lit with a good airflow	M	<ul style="list-style-type: none"> Air Ventilation Units are serviced annually to ensure they are operating as designed. Quarterly air quality monitoring is in place to ensure there is sufficient air flow and quality System set to fresh air setting 	Y Y Y		
Test chair in the swabbing bay not a minimum of 2m apart.	M	<ul style="list-style-type: none"> Swabbing bay and located together. Advise given by those testing on how to use the bays. 	Y Y		
No clear division and demarcation between swabbing and processing area.	M	<ul style="list-style-type: none"> All those being tested will be greeted and the setup explained. Signs will be shown at each type of station 	Y Y		

Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	M	<ul style="list-style-type: none"> Area will be cleaned by Cabenco Anti-bacterial wipes will be made available Those being tested will be asked to wipe down area once finished 	Y Y Y		
Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	M	<ul style="list-style-type: none"> Testing kits will be stored inside the school where the temperature is kept to approximately 21°C. Rooms temperature are monitored by air ventilation system 	Y Y		
Disorderly entry, processing, social distancing and exit movement.	M	<ul style="list-style-type: none"> All staff and students have been informed of location of test centre Entrance and Exit will be clearly identified. Signs will be located clearly outside the classroom. All areas will be clearly identified. Further instruction provided by testing staff One-way route in operation to follow Waiting area identified. If additional area for waiting required a classroom next door can be occupied. Waiting area will follow social distancing guidelines 	Y Y Y Y Y Y		
Staff assisting with taking and processing swabs not wearing appropriated PPE.	M	<ul style="list-style-type: none"> Training Provided before they start Check list of PPE kept by the processing desks Staff monitored throughout the day to ensure appropriate PPE is worn. 	Y Y Y		
Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily	M	<ul style="list-style-type: none"> All those tested advised to have PCR Test Parents/guardian informed of result Student advised when they can return to school if they live independently To return earlier a student will need to confirm they have had a PCR test and it was negative. Boarders will be confined to room for quarantine period. 	Y Y Y Y Y		

after a confirmatory PCR test might have cleared them as having a false positive.							
The process of barcoding, recording and communicating test results is not accurate and supervised	M	<ul style="list-style-type: none"> • Training for staff • Overview by a member of SLT • Initials written onto test device • Roles for testing process clearly identified to those being testing and working in test center • Explanation on the importance of the barcode given to those being tested. 	Y	Y	Y		
Inadequate supervision / checking to ensure equipment handled correctly and not shared.	M	<ul style="list-style-type: none"> • Process overseen by school nurse who is clinically trained • Training Provided to all staff • Designated desk for a specific routine • Desk clearly identified • All the relevant equipment kept at each desk to ensure no sharing is required. 	Y	Y	Y	Y	
<u>Vaccine</u>							
Poor take up of vaccine		<ul style="list-style-type: none"> • Encourage staff to take up vaccine when offered • Advise it reduces the risk to everybody in the DLD community 					

Gareth Hockey

Finance and Premises Manager

DLD College London

19 February 2021

25 February 2021

02 March 2021