



Holy Cross College Coronavirus Action Plan and Risk assessment

This risk assessment has been completed in response to the threat caused by the Corona virus pandemic, subsequent closure of Holy Cross Site during the lockdown phase and the planning and actions needed to safely re-open the premises. In considering the risks facing the college as it re-opens the risk assessment places the safety of staff and students and all who visit the college as paramount. The college will take all reasonable and practicable steps to reduce the risk of the spread of Corona virus whilst encouraging students and staff to be vigilant in their behaviour and follow guidelines on social distancing and washing of hands to protect their own health and wellbeing. The overall responsibility for Health and Safety of the college remains with the Governing Body and the Principal, who may delegate specific tasks and follow up actions to individual members of the College Leadership team and managers with specific roles in the college.

(update 2/9/2020)

1	Risk: The site is not ready for safe return of staff and students and visitors.				
Response: Health and Safety Tasks listed are required due to the closure of the buildings and subsequent re-opening to ensure the site is safe for staff and students to return.					
	Tasks	Mitigating Action and follow up	Action by who?	Work undertaken	Complete Yes or no
a	Water on site is tested and certificated	✓ Legionella water sample testing, water tank chlorination works and shower head cleaning/disinfection, it will take between 6 & 14 days for the results of the sampling to be confirmed	Estates manager	Started 19th May 2020. Chlorination completed on 2 June. Sampling reports all clear.	Yes
b	Gas safety check	✓ Gas safety testing and certification and boiler plant safety inspections currently being arranged	Estates manager	All gas safety checks have been	



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					carried out and passed.	
c	Emergency evacuation		<ul style="list-style-type: none"> ✓ Fire Alarm & Emergency Light testing being undertaken. ✓ Fire evacuation routes being updated in view of any changes to the site. ✓ Communicate new fire evacuation routes and any new assembly points ✓ Fire evacuation tests to be undertaken as early as practical once the site is back in operation 	VP Finance & Estates manager	<p>Fire alarm testing each week and new fire evac routes sorted.</p> <p>Early fire evac to be scheduled once students on site.</p>	<p>Routine</p> <p>In progress</p>
d	Fire safety of site		<ul style="list-style-type: none"> ✓ Fire Extinguishers checked and fit for service - service is due w/c 1 June . ✓ Fire Alarm service arranged for w/c 8 June ✓ Fire alarm testing resumed 12 May 2020 	Estates manager	June 2020	Complete
e	Electrical safety of site		<ul style="list-style-type: none"> ✓ Fixed Wire Testing & PAT testing 	Estates manager	July 2020	Yes
f	Lift safety		<ul style="list-style-type: none"> ✓ Lift Servicing - carried out in February 2020 - currently up to date. Advice is to routinely run the lifts for maintenance purposes- included on routine tasks being undertaken. 	Estates manager	August 2020	Yes
g	Compliance with Insurance regulations		<ul style="list-style-type: none"> ✓ Lift Insurance inspections 	VP Finance and Resources	Inspected July 2020	Yes
h	Compliance with Insurance regulations		<ul style="list-style-type: none"> ✓ Pressure Vessel Insurance inspections 	VP Finance and Resource	Inspected July 2020	Yes



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i	Deep Cleaning of site and increased house keeping once the college re-opens	<ul style="list-style-type: none"> ✓ Halls asked to provide a method statement to deal with COVID 19 issues as well as PPE statement for their employees. ✓ Cleaners to carry out deep clean of individual areas of the College before reopening, these areas will be closed to any other contractors whilst they are implementing the deep clean. ✓ Reviewed and agreed method statement on 18 May ✓ Halls have adopted COVID-19: cleaning of non-healthcare settings guidance ✓ Halls staff returned on Tuesday 26th May. ✓ Halls led health and safety training for all cleaning staff 26th May. ✓ Increased housekeeping such as frequently touched surfaces are cleaned frequently with detergents and bleach ✓ Additional deep cleans of the building are put into place where there is a confirmed case of COVID-19 in accordance with the company method statement and government guidance ✓ All covid related waste to be stored in a designated quarantined area for 72 hours and then disposed of in accordance with the guidance. ✓ External bins identified and designated for disposal of face coverings 	VP Finance and Resource	<p>Start May 26th 2020</p> <p>Deep clean undertaken in all buildings.</p> <p>Reviewed and agreed schedule for in house cleaning from September</p>	<p>Yes</p> <p>Sept 2020</p>
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j	Refectory, main kitchen and Café prep	<ul style="list-style-type: none"> ✓ Grab and go provision developed for September 2020 ✓ Deep cleans by college catering staff, already 5 star for hygiene. ✓ Increasing routine counter wipes and cleaning of protective screens once provision open. ✓ Routine extraction clean before re-opening. ✓ Maintain routine water flush where facility remains closed or machinery unused. ✓ New hygiene of delivery packaging and protocols re physical delivery in place ✓ Move to full or near full cashless provision to remove the handling of cash and subsequent cash handling in the finance office. ✓ Vending machines cleaning routine updated, cashless facility already established. ✓ Free school meals provision from September agreed 	Catering Manager	September 2020	Ongoing review
k	Building safety	<ul style="list-style-type: none"> ✓ Lightning protection systems to the buildings serviced 	Estates manager	All serviced	Yes
l	Health check for infestation	<ul style="list-style-type: none"> ✓ Pestokill attend site to make sure that we do not have infestation of flies/ants or any other vermin 	Estates manager	Company back on monthly visit schedule	Yes ongoing
m	Ventilation, Air handling units and Air conditioning	<ul style="list-style-type: none"> ✓ Servicing of air handling units and update on operating system to comply with HSE guidance following covid has been completed and ventilation engineers consulted. Report received and work undertaken. ✓ Spaces to be well ventilated using natural ventilation as far as possible i.e. opening windows. ✓ Air conditioning will be centrally switched off where they exist in the college 	Estates manager	All works complete	Yes



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		<ul style="list-style-type: none"> ✓ The college has no heat recovery systems ✓ The college has no fan coil systems ✓ Toilet ventilation systems has been switched to 24/7 basis ✓ All users will be guided to close toilet lids before flushing. Signage to this effect is on the rear of toilet doors. 			
n	Water coolers and water boilers	<ul style="list-style-type: none"> ✓ Water coolers Serviced ✓ All water fountains taped off to avoid incorrect use by students. Water dispenser still operating in the boardroom. ✓ Water boilers switched off temporarily, but can be recommissioned by bringing to temperature and running through. 	Estates manager	June 2020	Complete
2	Risk: Staff do not understand the DFE guidance for safe return to college. College becomes a hot spot for Coronavirus				
	Response: Communication with staff regarding their own safety, the college's plan for safe return and the practical measures in place on site				
	Tasks	Mitigating Action and follow up	Action by who?	Complete by?	Done? Yes or no
a	Communication with staff prior to 15 June	<ul style="list-style-type: none"> ✓ Principals weekly update. ✓ Website updates ✓ Email or Letter to staff regarding plans for reopening the date and protocols for safe return to work ✓ A second survey to go out to staff wc 8th June regarding safe travel to work, personal circumstances and intention to return to work w/c 15th June 	Principal HR manager	8 June 2020	Yes



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		<ul style="list-style-type: none"> ✓ Direct staff to online free training https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training ✓ Staggered arrival, breaks and leaving college ✓ Make sure that staff do not attend if they or a member of their household has symptoms of coronavirus ✓ Ensure staff are aware of how they can be tested if they show symptoms of coronavirus ✓ All staff to be made aware of Test Track and Trace https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance ✓ protocols and letting HR know ✓ Self-Isolation protocols ✓ Reporting symptoms and contacts 			
b	Ensure hand wash facilities are available as well as hand sanitiser in key areas. Also PPE for staff as necessary	<ul style="list-style-type: none"> ✓ 20 Foot operated hand sanitiser stations installed. In addition a further 20+ wall mounted sanitising units have been installed around the college. ✓ Perspex screens in key areas by June, some custom made for areas reopening from September only ✓ Screens installed on main reception, student centre desk, in the library, other areas being targeted such as IT helpdesk. ✓ PPE: Face masks/coverings and plastic gloves is not recommended in educational settings and therefore will not be issued to staff as a general rule in line with government guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education- 	VP Finance & Estates Manager	July 2020	Yes
				June/July 2020	Yes



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		<p>and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>however there maybe instances where PPE will be made available as necessary to the role or situation- see first aid below section (h).</p> <ul style="list-style-type: none"> ✓ Visors have been issued to staff and have been used during enrolment ✓ Following Local Authority alert re Bury as a high risk area, and the WHO recommendation for children over 12 to wear face coverings in indoor public spaces CLT took the decision that all staff and students to wear face coverings in corridors and communal areas. Guidance for donning and doffing face coverings on H/s area of Moodle. ✓ http://www.bury.gov.uk/coronavirus-data ✓ https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education ✓ Telephone and keyboard wipes ✓ Clear desk policy across all offices so that surfaces can be easily wiped down daily by cleaning staff ✓ All window sills clear of clutter for easy wipe down 		<p>19 August 2020</p> <p>1 Sept 2020</p>	
c	Training for staff	<ul style="list-style-type: none"> ✓ 15 June 10am on site and streamed live to all staff off site, principals briefing and update on site and fire evacuation changes. ✓ Posters and signage- social distancing and promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach 	Principal and CLT		Complete



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	<ul style="list-style-type: none"> ✓ All new staff have had Covid and Health and safety training as part of their induction. ✓ Provide a college map with new routes to subject areas to enable as far as possible a one-way system around all buildings and throughout the college campus. ✓ Update staff on new fire evacuation routes and assembly points, management of these NB. in the event of an emergency the priority is evacuation the premises regardless of social distancing protocols. ✓ Reminder re reporting of absence protocols ✓ All staff to share the responsibility of social distancing, hand hygiene and safe movement around college and to challenge students behaviour if the college rules are not being followed. ✓ Ask to be tested if showing symptoms: Test and trace ✓ https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance ✓ Ensure that staff are aware of the process for sending home students or other staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance 	<p>Estataes manager</p> <p>Estates manager</p> <p>VP(FR)</p>	<p>26 August 2020</p> <p>Map issued by email 18/8/2020</p> <p>Reminder email sent out 10 August 2020</p>	<p>Complete</p>
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		<ul style="list-style-type: none"> ✓ PPE should be worn by staff caring for anyone while they await collection if a distance of 2 metres cannot be maintained. ✓ Call 999 if they are seriously ill or injured or their life is at risk. ✓ Area to be closed off for 72 hours if possible. Any clinical waste bagged and stored separately for 72 hours in designated area. 			
d	Data collection of staff personal/ family/ caring responsibilities	<ul style="list-style-type: none"> ✓ Staff emailed by the Principal and asked to contact HR individually with any issues they may have which may affect a return to work. ✓ Staff voting by email exercise on issue of returning to work (27 May to 3 June) 	HR manager	June-Sept 2020	Yes
e	Sharing of the Risk assessment	<ul style="list-style-type: none"> ✓ Sharing of risk assessment with unions and discussion around practical solutions for staff to relieve staff anxiety. ✓ Support managers consulted on 22 May 2020 and asked for input to the risk assessment relating to their own areas of work ✓ Training for staff and students in new procedures, listening if measures not working well, distribution of PPE if requested. ✓ Updates to CLT and on the college website 	Principal	Early June 2020 September 2020	Complete Complete
f	Protect staff considered clinically	<ul style="list-style-type: none"> ✓ Pregnancy, BAME, underlying illness, age related issues develop individual plans where appropriate and in accordance with medical advice as staff return 	HR manager	Survey via email	Ongoing as issues emerge



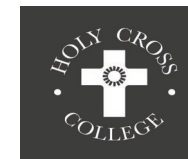
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	extremely vulnerable		<ul style="list-style-type: none"> ✓ Staff considered to be clinically extremely vulnerable individuals have been advised not to work outside the home until the end of June. 			
g	Data collection of travel to work arrangements		<ul style="list-style-type: none"> ✓ Check that staff can get to college using a safe mode of transport ✓ Where staff can work from home continue to do so until after the summer ✓ Staff cycle to work scheme available ✓ Cycle shed available 	HR manager	15 June 2020	Ongoing as issues emerge
h	Administration of First Aid, Medication and Personal Care		<ul style="list-style-type: none"> ✓ Defibrillator in working order/safe operation checked 3 June. See in depth risk assessment for first aid staff within college. ✓ Specific PPE for first aid givers- high protection visors aprons and masks on order due to higher risk of close contact. ✓ Guidance issued to first aiders re covid procedures and included guidance on Health and safety area of moodle ✓ First aid room to be cleaned after each use, include on housekeeping schedule. ✓ Staff training re use of PPE- guidance on H/S moodle area ✓ Some covid test kits sent from the DFE now held in the first aid room for students who are showing symptoms but who would not otherwise go for a test. These are only to be issued to the parents or carers, for students under 18. 	CLT		Complete
i	Staff/student ratio		<ul style="list-style-type: none"> ✓ Ensure safe ratios are maintained ✓ Daily review of staff and students on site ✓ Ensure first aider on site every day the college is open 	Principal	Review regularly	Ongoing



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j	Ensure staff working from home are doing so in a safe manner	<ul style="list-style-type: none"> ✓ Ergonomics of home workstations ✓ Wellbeing and community Updates by AP and Head of RE ✓ Access to counselling where appropriate ✓ Approach to support wellbeing, mental health and resilience in place, including bereavement support ✓ College, Line manager communication with staff 	Principal, Deputy Principal and HR manager and AP	Review September 2020	In progress
k	Draw up a timeline for phased return of staff	<p>Return:</p> <ol style="list-style-type: none"> 1) Premises staff return 11 May rota over 2 days Mon-Thursday (9am to 3pm). 2) security guard and 2 IT technicians on site from 1 June (9am to 3pm) 3) premises staff and security guard all on 4 days from 8 June (8am to 4pm) 4) University centre re-opens for staff if required- 15th June 5) Teachers start one to one offer with students 15th June 6) Support staff return to college as agreed with line managers to start planning for 2020/21 academic year <p>Summer working arrangements- Some support staff on site and premises staff in 4 days a week to get maintenance work complete.</p>	Principal/CLT	<p>15 June 2020</p> <p>All staff return 19 August 2020</p>	Ongoing review



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1	Curriculum planning for 2020/21 in light of COVID disruption to learning March-July 2020	<ul style="list-style-type: none"> ✓ Transition from high school including HCC subject portals ✓ Back to college for year 12 and bridging any learning necessary ✓ Lesson plans reviewed with social distancing in mind ✓ Review Curriculum delivery model to identify blended learning possibilities from September 2020 	DP/APs DP/APs	June-July 2020 Delivery model agreed Aug 2020	Complete Complete
3	Risk: Governors become unable to fulfil their duties due to health reasons or lack clarity regarding the college plans for the future delivery of education whilst coronavirus is in the national population				
	Response: Communication with Governors regarding their own safety, the college's plan for safe return and the practical measures in place on site				
	Tasks	Mitigating Action and follow up	Action by who?	Complete by?	Done? Yes or no
a	Meetings and decisions that need to be taken prioritised.	<ul style="list-style-type: none"> ✓ Governing Body and committee meetings to take place online for foreseeable future ✓ Governors to be surveyed regarding their availability and own personal risk factors ✓ Follow GP advice ✓ All Governors to be made aware of Test and Trace https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance ✓ 	Chair of Governors Clerk to Governors	June 2020	Ongoing



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b	Ensure College management and Governors working effectively together	<ul style="list-style-type: none"> ✓ Governors are clear on their role in the planning and re-opening of the College, including support to leaders. ✓ Approach to communication between Leaders and governors is clear and understood. ✓ Where there are certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated. ✓ Ensure costs arising from putting in place coronavirus responses on site are recorded and understood by all 	Chair of Governors Clerk to Governors	June 2020	Complete
	Ensure the college has opinion of its Insurers on Covid 19 liability risks	<ul style="list-style-type: none"> ✓ On liability for infections post opening Aviva cover the college for legal liability for negligence. ✓ There are no exceptions, if the college is accused of negligence by a member of staff, student or anyone else, the policy defends and pays out the award if the college is found negligent. ✓ The college also has Governors liability if anyone is accused of a wrongdoing in the management of the college. 	VP Finance and Resources	1 June 2020	Yes



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4	Risk: Students do not understand the Government rules regarding social distancing, hand washing and the subsequent college rules for safe return to college. College becomes a hot spot for Coronavirus				
Response: Communication with parents and students regarding their own safety, the college's plan for safe return and the practical measures in place on site					
	Tasks	Mitigating Action and follow up	Action by who?	Complete by?	Done? Yes or no
a	Communication with parents and students regarding criteria for returning to college on 15 June. Further communication for return to college in September.	<ul style="list-style-type: none"> ✓ Email a letter to parents/students detailing conditions for return to college and outline the educational offer. ✓ Direct parents/students to online free training https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training ✓ Letters to L2, L6 and U6 went out explaining Results Day, return to college and enrolment for September ✓ Make sure that students do not attend if they or a member of their household has symptoms of coronavirus ✓ Ask to be tested if they are showing symptoms and made aware of Governments Test and Trace guidance https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance ✓ Follow GP advice 	Principal/ CLT DP/APs	8 June 2020 8 July 2020	Yes Yes



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		<ul style="list-style-type: none"> ✓ Ensure that staff are aware of the process for sending home students if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance. ✓ If a student is awaiting collection: <ul style="list-style-type: none"> - Move them to a room where they can be isolated behind a closed door - Depending circumstances with appropriate adult supervision if required - Open a window/door for ventilation - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. - PPE should be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained. - Call 999 if they are seriously ill or injured or their life is at risk. 			
b	Communication with students about safety and their behaviour	<ul style="list-style-type: none"> ✓ Signed and Controlled routes around individual buildings, one way where possible. ✓ Students provided with a map of the site indicating routes, staircase and door directional use ✓ Posters, signage on site re social distancing 	Principal/ Deputy Principal	Ongoing re-enforcement of message	Yes



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		<ul style="list-style-type: none"> ✓ Controlled entrance and exit of classrooms. ✓ Room layouts modified for numbers in classes from September ✓ Consider feasibility of keeping small groups of students together to reduce social interaction in September ✓ Safety online with blended learning ✓ Promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach ✓ Ban chewing gum on site ✓ Discourage spitting where it occurs ✓ Pastoral response to student poor behaviour ✓ Security guard on site 			
c	Communication with Vulnerable students	<ul style="list-style-type: none"> ✓ Children/students (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield until the end of June and not attend college. ✓ Individual risk assessments where appropriate and make adjustments to ensure students health, safety and wellbeing. ✓ Arrangements for fire evacuation to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. 	APs Progress/Wellbeing and Safeguarding/ Learning Support manager		Aug/Sept 2020



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d	Communication with Adult HE students	<ul style="list-style-type: none"> ✓ Email/letter to Adult students regarding arrangements (Mar-Aug) for support and online teaching completed ✓ Email/letter to Adult students regarding future arrangements for support and teaching 2020/21 academic year. ✓ Posters, tutorials online and in person, signage, controlled entrance and exit of classrooms. ✓ Map of college routes ✓ Small class sizes or online provision/ blended learning ✓ Controlled routes around individual buildings, one way where possible ✓ HE students have been contacted regarding return to evening provision outlining that they should wear face coverings in corridors and communal areas 	Head of University Centre	Draft plan for evening provision discussed by CLT	Aug/Sept 2020
e	Student safely travel to college	<ul style="list-style-type: none"> ✓ Ensure parents and students are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers (including avoiding peak times) when planning their travel ✓ Encourage cycling or walking to college ✓ Review on site availability of cycling sheds ✓ Reinforce message to students re travel before return in September 	APs Progress/Wellbeing and Safeguarding AP's	8 June 2020 August 2020	Yes
f	Free School Meal Eligibility preparations 2020/21	<ul style="list-style-type: none"> ✓ Potentially increased applications for FSM due to financial impact on families of the coronavirus where parents are no longer working. 	VP Finance and Resources AP Progress	Applications currently being processed Sep 2020	



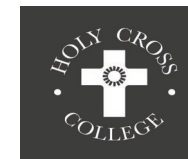
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		<ul style="list-style-type: none"> ✓ Consideration of FSM in September in conjunction with blended learning provision- applications in progress ✓ Payment of FSM over the summer 	Safeguarding manager	15 July 2020	Yes
5	Risk: If sufficient care is not taken to put measures in place around social distancing, numbers of people on site and rigorous cleaning regime the college runs the risk of being a coronavirus hot spot				
	Response: All types of staff and student rooms, circulation areas and learning spaces are being considered individually and appropriate measures put in place to reduce the risk of cross contamination of coronavirus.				
	Area/Room type	Mitigating Action and follow up	Action by who?	Complete by?	Done? Yes or no
a	Main Entrance	<ul style="list-style-type: none"> ✓ Entrance and reception area, 2m distancing rule will have to be enforced here ✓ markings on the floor, barriers that filter students/visitors into the building, ✓ introduce a queuing system using floor graphics ✓ Staggering start times and finishing times to stop large influx or mass exodus of students at the same time ✓ Principal, VP(F) and Estates manager walked the site and reviewed on 26 May 2020 	CLT & Estates Manager	Barriers, signage, floor markings and graphics installed.	<p>Yes</p> <p>Yes</p>
b	General circulation areas	<ul style="list-style-type: none"> ✓ Floor graphics, screens, signage ✓ MYVIEW messages to students ✓ Reinforce behavioural expectations of students – all staff to take shared responsibility ✓ All staff and students to wear face coverings in corridors and communal areas. Guidance for donning and doffing 	VP Finance & Estates Manager APs Progress/Wellbeing and Safeguarding All staff	Work carried out during the summer	Complete



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		<ul style="list-style-type: none"> face coverings on H/s area of Moodle. http://www.bury.gov.uk/coronavirus-data ✓ https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education ✓ 			
c	Toilet facilities	<ul style="list-style-type: none"> ✓ Ensure that toilets do not become crowded by limiting the number of students who use the toilet facilities at one time ✓ Stagger access to toilets if possible ✓ Encourage more regular use hand washing facilities ✓ Advise students and staff to wash their hands for 20 seconds using warm water and soap ✓ Advise students and staff to keep two metres apart ✓ Signage in each toilet block and on the back of toilet doors regarding closing the lid before flushing and hand wash 	VP Finance & Estates Manger	Limiting to max 2 people	From Sept
d	Shower facilities	<ul style="list-style-type: none"> ✓ Closed until further notice ✓ Review as PE or dance and drama provision starts back on site in September ✓ Govt advice re indoor gyms is not to open shower facilities 	VP Finance & Estates manager CL Performing Arts/PE	Aug /Sept 2020	
e	Refectory	<ul style="list-style-type: none"> ✓ Grab and Go provision will be available ✓ Click and collect food orders for staff will be available ✓ Custom made counter screening installed ✓ Distancing at servery ✓ Payment/ cashless as far as possible ✓ Student social area seating -reduced seating capacity and social distanced tables ✓ one way system established ✓ CLT and Progress tutor rota of the social area agreed 	VP Finance and Catering manager	Will keep functioning under review as students return	Sept 2020



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f	Café	<ul style="list-style-type: none"> ✓ Closed until further notice ✓ Seating area closed 	VP Finance and Catering manager		Aug 2020
g	Meeting rooms	<ul style="list-style-type: none"> ✓ Large gatherings in the main hall up to 58 social distanced and event live streamed via MS Teams for all staff. ✓ Limit size of meetings in each case to ensure social distancing ✓ signage outside each room with maximum number ✓ screens in meeting rooms where appropriate ✓ meetings with external consultants/suppliers etc. using Teams rather than on site visits 	VP Finance	August 2020	Yes
h	Classrooms-General	<ul style="list-style-type: none"> ✓ Curriculum, Timetable, classroom layouts not changed for September- Staff to social distance students at desks- CLT decision July 2020 ✓ Cleaning of surfaces between classes- wipes provided in all rooms ✓ Limit the amount of shared resources in use ✓ Students to bring their own stationary ✓ Classroom risk assessment for working across paired classrooms for all subjects. 	DP/APs APs /CL's	Curriculum plan in place Sept 2020 September 2020	Yes
i	Classrooms-Science	<ul style="list-style-type: none"> ✓ Curriculum and Timetable will determine class sizes ✓ Classroom benches are fixed furniture, remove chairs to aid social distancing ✓ Ensure that practical lessons can only go ahead if equipment and classroom surfaces can be cleaned thoroughly by science technicians between cohorts using wipes/ sanitising fluids provided 	DP/APs	Curriculum plan in place Sept 2020	Yes
j	Classrooms-Computer	<ul style="list-style-type: none"> ✓ Curriculum and Timetable will determine class sizes 	DP/APs	Curriculum plan in place Sept 2020	Yes



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	based/Language Lab/music and music tech	<ul style="list-style-type: none"> ✓ IT equipment is installed on each bench/table, the college does not have storage for a lot of excess equipment. Therefore tape off chairs and keyboards to aid social distancing ✓ Ensure that practical lessons can only go ahead if equipment and classroom surfaces can be wiped hygienically between cohorts using it 			
k	Classrooms- Art based	<ul style="list-style-type: none"> ✓ Curriculum and Timetable will determine class sizes ✓ Teachers/art technician to manage students social distancing in the art classroom environment. 	DP/APs	Curriculum plan in place Sept 2020	Yes
l	Classrooms- Drama studio/hall/dance studio	<ul style="list-style-type: none"> ✓ Curriculum and Timetable will determine class sizes ✓ Curriculum delivery to consider social distancing requirements ✓ Box tape areas of the floors to aid social distancing whilst working in small groups for performance element of curriculum 	DP/APs/CL Performing Arts	Curriculum plan in place Sept 2020	Yes
m	Small music practice rooms	<ul style="list-style-type: none"> ✓ Small practice rooms to be closed until further notice. ✓ Lessons provide through Teams online ✓ Lessons provided by private external peripatetic to be arranged privately between student and the peri. ✓ All other practice to be undertaken in a classroom environment if possible at all. 	DP/Aps/CL Performing Arts	Curriculum plan in place Sept 2020	Yes
n	RE Classrooms	<ul style="list-style-type: none"> ✓ Staff to social distance students no change to layout of furniture-CLT decision July 2020 	DP/APs Head of RE	Curriculum plan in place Sept 2020	Yes
o	Library	<ul style="list-style-type: none"> ✓ Reopen in September for student access- Students can book a table for study ✓ Reopen for staff in June to aid planning ✓ Social distancing measures for all banks of seating ✓ Restrict numbers in the silent study/meeting rooms ✓ Cleaning of laptops, key boards/ mice- wipes provided 	Library manager	September 2020	Yes



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		<ul style="list-style-type: none"> ✓ Cleaning of tables- part of housekeeping routines by Cleaning company ✓ Introduce appropriate quarantine protocols from September for the lending and return of resources, books, DVDs in line with Government guidance at the time of reopening. ✓ Detailed library plan to manage all aspects of the library service in place. 			
p	IT suites	<ul style="list-style-type: none"> ✓ Hand sanitiser in all IT suites ✓ Social distancing measures- limit student numbers on each bank of computers by taping off chairs and IT equipment ✓ Wipes provided so that users can clean key boards/ mice and full clean each evening by Cleaning contractor ✓ Cleaning of tables- part of enhanced housekeeping routine by Cleaning company 	IT manager	September	Yes
q	Future trips and visits UK and abroad	<ul style="list-style-type: none"> ✓ Proposal for no overseas visits in 2020/21 	DP	September 2020	Yes
r	Sports Hall	<ul style="list-style-type: none"> ✓ Do not play sports or games together in line with the guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings ✓ Cleaning of equipment after use by students- wipe down after or before use 	DP/APs	Curriculum plans in place	
s	Gym	<ul style="list-style-type: none"> ✓ Keep closed/locked as unsupervised area. 	VP Finance and Estates manager	May 2020	Yes



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t	Chapel	<ul style="list-style-type: none"> ✓ Chapel open with social distancing measures in place for individual prayer ✓ No singing or communal events according to Government guidance 	Principal	September 2020	
u	Chaplaincy	<ul style="list-style-type: none"> ✓ Restrict numbers for social distancing from Sept 	Chaplain	Sept 2020	
v	Smoking shelter	<ul style="list-style-type: none"> ✓ Close smoking shelter to smoking 	VP Finance and Resources Estates manager	June 2020	Yes
w	Office / staff room spaces	<ul style="list-style-type: none"> ✓ Review each space for particular requirements- Staff rooms fitted with sneeze screens between desks as appropriate ✓ Teaching staff to be allocated a classroom where the staffroom for the subject does not allow for social distancing ✓ Provided wipes for equipment and rearrange desks and seating to maximise social distancing ✓ Reduce the number of bins from all staff areas 	DP/APs VP Finance and Resources All support managers		Yes
x	Corridors and stairwells	<ul style="list-style-type: none"> ✓ Introduced a one way system ✓ Map of the site with new directional protocols 	All staff to enable	As we re-open	Yes
y	College lettings	<ul style="list-style-type: none"> ✓ No lettings until further notice and then reviewed in light of Covid19 situation nationally and government guidance 	VP F Estates manager	Review in November 2020	
z	Doors/Fire doors	<ul style="list-style-type: none"> ✓ Hand push plates- housekeeping regular wipe ✓ Where mag locks exist keep fire doors in the open position. ✓ CIF bid was successful and will address absence of mag locks on doors in 2 major buildings. 	VP Finance and Resources	June 2020	
aa	Telephones	<ul style="list-style-type: none"> ✓ Provide wipes to each area for self clean 	Estates manager	On order	



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bb	Reprographics and photocopying machines college wide	<ul style="list-style-type: none"> ✓ Regular wipe by each user ✓ Appropriate hand sanitiser in each reprographics room 	Estates manager		Yes
cc	Vending machines	<ul style="list-style-type: none"> ✓ Cleaning, Filling, representative/supplier CV19 protocols . ✓ Vending company contacted on 18 May ✓ Signage to sanitise hands before and after use 	Catering manager		Yes
dd	Quad	<ul style="list-style-type: none"> ✓ Quad closed for students in June. Review quad for social distancing restrictions when college operational in Sept. 	Estates manager	June and Sept.	
6	Risk: Coronavirus is transmitted through visitors to the site				
	Response: Control the number of visitors to the site and the length of time they are on site ensuring they follow social distancing and hand washing during their visit				
	Contractors				
a	Maintenance contractors	<ul style="list-style-type: none"> ✓ Contractors will be limited to 2 a day, the work will be planned so that they will not be working in the same areas/buildings, thus ensuring that social distancing measures are adhered to, all contractors will be sent site regulatory documentation when they are engaged to attend site. 	Estates manager	May 2020	Yes
b	Deliveries	<ul style="list-style-type: none"> ✓ Drop off zone for deliveries already established ✓ Quarantine package deliveries for 72 hours (June) review time period as guidance emerges ✓ Provide hand sanitiser at reception for all workers 	Estates manager	May 2020	Yes



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		<ul style="list-style-type: none"> ✓ Restrict non-business deliveries, for example, personal deliveries to workers ✓ Ensure that incoming goods are cleaned if appropriate 			
	Visitors				
c	Communication and Protocols	<ul style="list-style-type: none"> ✓ All visitors pre-registered for their visit and emailed a QAR code that can be used with their phone by presenting it to the visitor signing in system ✓ Sign in screens and cleaning arrangements ✓ Only essential visitors to be permitted to enter the college ✓ All other potential visitors to contact the college remotely rather than visiting the college ✓ Limit the number of visitors at any one time – sanitiser/screens/ 2 metre markers installed ✓ Provide a specific time window for essential visits to college <ul style="list-style-type: none"> ✓ Maintain a record of all visitors, including contact details ✓ Meeting and greeting etiquette ✓ Arrival by car in line with college pre-visit guidance 	All		Yes