

	Actions	Responsibility
Risk of student or staff member displaying or reporting possible COVID-19 symptoms	<p>Individuals will be sent home and told self-isolate for the required number of days (including all members of their household) and follow guidance from the NHS and Public Health England (if required call 111 for advice), including taking a PCR test.</p> <p>The College will consider distancing measures for those they have come into recent close contact with the individuals who have developed symptoms; however, as a general rule the College will not take any action, in terms of self-isolation, until news of a positive outcome.</p> <p>Filemaker (Ashbourne's information system) will be updated accordingly to confirm that the individual is self-isolating and for students their name will be displayed in yellow on the register system to inform their teachers that they are accessing education remotely provided they are well enough.</p>	Ashbourne's COVID-19 Team
Risk of teacher shortage	<p>If a teacher is ill, then, as a general rule, the College will set work for the students and provide a cover teacher whose responsibility is take the attendance and to ensure the students complete the work. The cover teacher must return the work to the Operations Team, who will in turn send the work to the teacher of the class. The Operations Team will ensure that a record is made of who covered the class in case we need to put individuals into self-isolation, as a result of a risk assessment.</p> <p>Each yearly contract teacher has at least 2 hours of cover on their timetables to ensure that we have the necessary cover in place.</p> <p>If a teacher is expected to be absent for a prolonged period of time due to COVID-19, then the College will consider allowing them to teach from home, providing they are well enough and technology permits.</p> <p>Teachers who are absent will ensure that cover work is set.</p> <p>In cases where lots of teachers are absent, the College will consider, where appropriate, combining groups and re-organising/scheduling lessons to other times. The College will also consider hiring additional teachers to manage, where appropriate.</p>	Ashbourne's COVID-19 Team
Risk of class supervision shortage	<p>Ashbourne's proposed classroom supervisory or monitoring provisions when the teacher is absent or teaching offsite and there is a reduced capacity of staff onsite will include the following:</p> <ol style="list-style-type: none"> 1. When possible, classes will continue to be delivered remotely online by the teacher. 2. Risk Assessments for students in the class will be carried out, with particular awareness of students with medical or SEND issues. 3. Appropriate adjustments will then be put in place, including additional support measures if required. 4. Classes will be monitored remotely by members of the Online Distance Learning support team. 5. Nominated members of staff will check-in regularly on the class in person, particularly at the start of the class to ensure the students are well prepared. <p>These provisions were checked and approved by the Local Authority in RBKC. These measures represent well-considered and Risk Assessed monitoring provisions the college would provide under extreme circumstances arising from the ongoing Covid-19 Pandemic. This upholds the legal obligation to 'check with the Local Authority' when unable to provide traditional cover.</p>	Ashbourne's COVID-19 Team
Risk for vulnerable students	<p>The College's DSL manages the Safeguarding Database and is able to identify the most vulnerable students. When registering at the College, students are required to make the College aware of SEND issues which are then logged onto the Safeguarding Database. The College will also consider carefully all of those students who are living alone in London or overseas, and what extra provision should be in place to ensure they are supported accordingly.</p>	Ashbourne's COVID-19 Team
Risk of staff with known underlying health issues, including pregnant staff	<p>During staff registration, the College takes note of the different health issues and circumstances of staff. All staff were specifically asked to inform the College about any health or general concerns they had in relation to COVID-19 (including age). The College will assess the level of risk and look to offer flexibility wherever possible (e.g. teachers teaching 121 students from home rather than onsite). Consider options for flexible working, e.g. working from home.</p>	Ashbourne's COVID-19 Team
Risk of site team shortage	<p>The College has to consider those individuals who can provide back-up to key positions. The Head of Administration will ensure that there is a back-up rota for reception positions and the Head of Facilities will ensure that there are members from the Operations Team, other than those already in the Facilities Team, who can offer support, in particular to those who are teaching classes, e.g. Online Distance Learning (ODL), that are able to offer support in the event where both members of the Facilities Team are unable to support those onsite.</p> <p>The College, as a standard procedure, ensures that the vast majority of staff are first aid and fire marshal trained and, therefore, this ensures that even with significant staff absence the Facilities Team can still fulfill its duties in this regard.</p>	Ashbourne's COVID-19 Team

	Actions	Responsibility
Risk of leadership team shortage	<p>The Facilities Team have improved the IT infrastructure at the College which means that the Senior Leadership Team (SLT) can still fulfill their duties from home. In the event that members of the SLT are unavailable, other members of the SLT can deputise where appropriate.</p> <p>The SLT have ensured that daily briefings (Operations Daily Meeting - ODM) take place to improve the communication in the Operations Team and to delegate responsibilities to a bigger team of staff to ensure that one member of staff is not relied upon too heavily.</p> <p>The elevation of Personal Tutors (PTs) and Heads of Faculties (HOF) into more senior positions would also be considered if those in more elevated positions were incapacitated and unable to fulfil their duties.</p>	Ashbourne's COVID-19 Team
Risk of Operations Team shortage	<p>The Operations Team has ODMs to ensure that responsibilities are clearly delegated amongst the team and ensure that no one individual member of staff has too much responsibility. The Head of Administration creates a rota to ensure that all members of the Operations Team are able to offer cover to the Reception Team.</p> <p>Improved training has taken place to ensure that staff members can fulfil the duties of different roles when-required.</p>	Ashbourne's COVID-19 Team
Risk to other school users/visitors	<p>The College informs visitors and other users of the school site about control requirements and measures, including encouraging additional hand washing, walking on the left, maintaining social distance, using hand sanitiser and wearing masks. When member of the Ashbourne community meet with visitors onsite, the Ashbourne community member must be wearing a mask and maintain social distance.</p> <p>On entry, all visitors have their temperature checked with the thermal imagery technology that the College installed in the summer of 2020. If the temperature is high, a notification is sent to Ashbourne's COVID-19 Team who will manage the situation immediately.</p> <p>Visitors, when entering any of the three buildings have to first report to reception who will sign them in accordingly - all visitors will have their details (name, address) taken for test and trace and security purposes. With Admissions, the College will limit the number of visitors from one family, at any one time.</p> <p>To reduce personal contact, parents' evenings, open evenings and ad-hoc meetings with parents, guardians and suppliers, will be facilitated online wherever possible.</p> <p>Wherever possible, visitors will be sent an email prior to their visit to outline the rules/ regulation of Ashbourne during this period.</p> <p>There will be posters/ signs at the entrances and around the school to reinforce rules and guide visitors around the premises.</p> <p>Cleaning staff, as a general rule, will carry out a full clean at the end of the day, thus reducing unnecessary contact with members of the Ashbourne community during school hours. There will, however, be one onsite cleaner throughout the day to help reduce the spread of COVID-19; this will be the same person for the entire term.</p> <p>Contractors/building work will be limited to only necessary work during term time and wherever possible the work will be completed outside of normal teaching hours.</p>	Ashbourne's COVID-19 Team
Risk of having a long period shut down	<p>The College has trained all staff members about how to manage their jobs remotely and, of course, this includes teaching. The COVID-19 Team organises daily meetings (8:15 to 8:45 am) and Friday (1:15 to 1:45), which offer staff members the opportunity to raise concerns. In addition, there are daily operations meetings at 4:15 pm, which all Operations Team members must attend to ensure communication is clear and provide opportunities to clarify things. The COVID-19 Team makes clear to staff members that there is support available in relation to any issues with the delivery of teaching or ability to fulfil roles at home, and concerns should be communicated to the Online Distance Learning email account (ODL@ashbournecollege.co.uk).</p> <p>The College organises monthly meetings with students and parents to improve communication.</p> <p>The College utilises the Google Suite (e.g. Google Classroom, Google Meet, Gmail, Google Hangouts) to ensure the smooth delivery of teaching. All teachers must use the Google Suite to communicate and interact with students.</p> <p>Due to issues with accessing the Google Suite in China, other platforms (e.g. Skype, WeChat) are also utilised to facilitate 121 teaching.</p> <p>Those students from families with financial difficulties can request support from the College to loan equipment (e.g. laptops) in order to facilitate online learning.</p> <p>The College has created ODL user agreements which all students and staff must sign to ensure that ODL is managed effectively and safeguarding of the students is ensured.</p>	Ashbourne's COVID-19 Team

	Actions	Responsibility
Safeguarding risk	<p>The Designated Safeguarding Lead (DSL) is also a member of the COVID-19 Team and works closely with its members as well as Personal Tutors, the lead teacher of the PSHEE programme and the Heads of Faculty to ensure important communication is shared.</p> <p>The DSL will take proactive measures to ensure that those students who are living alone in London have regular check-ins, to make sure they are safeguarded appropriately in the event of a lockdown.</p> <p>The DSL will work with the Attendance Officer, who is also a part of the COVID-19 Team, to ensure that the College continues to follow up any unexplained absences as the College would ordinarily do.</p> <p>To make it easier for all members of the Ashbourne community to communicate about issues relating to COVID-19, the College has set up a dedicated COVID-19 email address.</p> <p>The College ensured that databases required to manage Safeguarding effectively were easily accessible to members of the Safeguarding Team when offsite.</p> <p>Given the increased likelihood of online teaching, the College ensured that all staff and students signed an ODL (Online Distance Learning) agreement.</p>	Ashbourne's COVID-19 Team
COVID-19 risk assessment training	<p>The College will ensure that all members of the Ashbourne community are aware of the COVID-19 Team and know how to contact them. The College will utilise the PSHEE and Personal Tutor sessions to remind Year 11 and Year 12 students about procedures and the Monthly Update Webinars for guardians, parents and students will also be used for important reminders and updates.</p> <p>Key Operations Team members will be trained about how to handle phone calls in relation to conducting risk assessments to determine when students/staff who are in self-isolation can return on-site. Key Operation Team members will also be trained about how to manage suspected COVID-19 cases onsite.</p>	Ashbourne's COVID-19 Team
Risk of mental health concerns due to Covid	<p>Staff are given the opportunity to discuss any concerns they may have in relation to mental health issues with the Director of Studies each morning (8:15 to 8:45) and on Friday's from 1:15 to 1:45 pm; Head of Facilities also attend these meetings. The College believes that open/clear communication is absolutely fundamental during this period to manage mental health concerns. The College will continue to organise online staff events, (e.g. staff quiz at the end of HT3), wherever possible in the event of a lockdown to help maintain and re-enforce the camaraderie amongst the team.</p> <p>The College also recognises that trying to teach for 50 minutes, with a 10 minute break doesn't work if all lessons are online; therefore teachers must have the flexibility to deliver their lessons in different ways. For example, 20 minutes of teaching, 20 minutes for the students completing the task, 10 minutes to review the task. Having breaks away from the screen is going to be extremely important to managing the teaching successfully.</p> <p>The Operations Team have a daily meeting at 4:15 pm which is in place to help improve communication. At the end of these meetings there is always a light-hearted quiz question and the winner is then responsible for preparing a suitable question the following day. The atmosphere of the meetings is kept light and informal, wherever possible, to create a positive environment so that staff can look forward to joining at the end of each day.</p>	Ashbourne's COVID-19 Team
Risk for students with SEND	<p>The College recognises that some students will find the ODL experience more challenging than others due to their SEND. The DSL, who also works with the Director of Studies and Personal Tutors to oversee welfare, has a key role to play in ensuring that the students who are most vulnerable have regular check-ins to ensure they are coping and still thriving with their education.</p> <p>Each student is different and the College will consider how to support students effectively on a case-by-case basis. This may involve organising separate 121 support sessions with student mentors or more regular check-ins with teachers. The key is to recognise that students have different learning needs and there is no 'one size fits all' solution.</p> <p>With all decisions about the delivery of education to students during the period of closure, Ashbourne will take into consideration any reasonable adjustments it could make to enable students with SEND to access those arrangements.</p>	Ashbourne's COVID-19 Team

	Actions	Responsibility
Risk of vulnerable pupils, staff and families	<p>The College maintains regular contact with staff, students and their families to ensure we are aware of any potential safeguarding issues arising. Staff are encouraged and provided channels to communicate concerns for students.</p> <p>The College communicates any issues/concerns to the necessary departments and support is offered in these situations.</p> <p>The College monitors students who are Online Distance Learning and support is given during this period to ensure students can access the online lessons and this monitoring allows us to become aware of any concerns should they arise. Students have the ability to email, call and in some cases, use the Google chat facility for support.</p>	Ashbourne's COVID-19 Team
Financial risks	<p>The College has taken into account the financial risks arising with respect to COVID-19, in particular when having to close the College or certain buildings.</p> <p>Contracted services, such as milk deliveries for example, will be stopped or reduced, where appropriate, to lower costs.</p> <p>The College has suspended all educational trips and outings until further notice. However the College remains in contact with its regular organisers and providers, including examination venues, to manage deferred bookings for the next academic year and cancellations until guidance changes from the government.</p> <p>The College has employed a full time cleaner at the College to help with the essential, regular cleaning of the premises throughout the day; this is an additional cost this academic year.</p>	Ashbourne's COVID-19 Team
Communication	<p>The College holds regular webinars with students, parents and guardians to ensure any changes are communicated and regular updates are sent out as and when required.</p> <p>Staff are given the opportunity to communicate any concerns on a daily basis. Weekly staff meetings are also held to help improve the College's delivery of education during this period.</p> <p>The College typically communicates via email and/or GoogleMeet (audiovisual).</p> <p>COVID-19 information posters, advising students, staff and visitors of essential measures such as regular hand washing and maintaining social distancing, are placed around the College.</p> <p>Areas such as libraries, common areas and laboratories are marked out to ensure social distancing</p>	Ashbourne's COVID-19 Team
College travel and transport	<p>Due to the College's location and the absence of onsite parking facilities, the majority of students and staff use public transport, walk, if distance permits, or commute by bicycle. In some cases, students are dropped off by car; however, this does not pose any issues with regards to traffic safety.</p> <p>Students and staff are reminded that they must wear masks on public transport and also when in transit around the College.</p> <p>The Ashbourne community is kept informed of any changes that the government puts in place regarding travel and transport.</p>	Ashbourne's COVID-19 Team
Examinations and statutory assessments	<p>The College is constantly monitoring the situation with regards to examinations and will communicate changes as soon as there occur.</p> <p>Refer to announcements from the Department for Education and the regulator Ofqual. www.gov.uk/government/news/updated-statement-on-coronavirus</p>	Ashbourne's COVID-19 Team

	Actions	Responsibility
Flexible/home working	<p>The College considers requests by students and staff to study online or work from home depending on their situation or relevant concerns. The College remains flexible during this period and assesses situations on a case-by-case basis. Students or staff permitted to work offsite are expected to follow the same working hours as they would onsite, where practicably possible.</p> <p>In the event the College closes, the staff and students will continue to provide and receive their education through Online Distance Learning (ODL) using the College's Google Suite facility, and support given throughout.</p> <p>IT support is available by contacting the ODL officer or odl@ashbournecollege.co.uk.</p> <p>The College holds regular webinars with parents to advise on them how to help support their student, keep them up to date and provide a channel of communication.</p> <p>Students and parents are given clear instructions about when they can and cannot be on the College premises. Anyone who has tested positive for COVID-19 and is due to return to the College following self-isolation must attend an online risk assessment meeting with the COVID-19 Team to determine whether it is safe for them to come back on site.</p>	Ashbourne's COVID-19 Team
Ofsted	<p>An announcement was made on 20 December 2020 that over the coming months Ofsted will discuss the approach to routine inspection in 2021 with sector representatives and test it through a series of pilot visits, where necessary.</p> <p>It is not clear what the longer term view will be and when inspections will re-start.</p>	Ashbourne's COVID-19 Team
Moving between classes	<p>Staff and students are required to wear face coverings when moving around the College, unless it has been agreed beforehand that they are not required to do so for medical reasons.</p> <p>Students and staff are encouraged to walk on the left hand side regardless of the direction of travel, and social distancing must be maintained</p>	Ashbourne's COVID-19 Team
Gathering at entrances/exits and reception areas	<p>A level students have differing timetables meaning not every student starts & finishes at the same time, which helps reduce internal traffic during College hours.</p> <p>Students are permitted to go out during breaks and lunchtime and are reminded to use the hand sanitiser stations and to maintain social distancing when re-entering. The reception areas have floor markings as to where people should stand when they need to speak to a receptionist.</p>	Ashbourne's COVID-19 Team

Overall Risk Assessment in the COVID-19 Environment

Specific issue	Risk	Control Measures
How is government advice being accessed, assessed, recorded and implemented	Advice and guidance is accessed and received on a daily basis. The College are members of ISA, ISBA and get regular updates from DFE as well as other government guidance provided. Updates are discussed during the Operations Daily Meeting and required changes implemented.	Ashbourne's COVID-19 Team

	Actions	Responsibility
Are changes regularly communicated to staff, pupils and parents?	<p>The College updates members of the Ashbourne community in a variety of ways:</p> <ol style="list-style-type: none"> 1. Monthly Update Webinars for guardians, parents and students. 2. Email alerts to all members of the Ashbourne community whenever a new COVID-19 case is identified. 3. Operations Daily Meeting to ensure that key issues are raised and discussed. 4. Year 11 (PSHEE) and Year 12 students (Personal Tutoring) weekly sessions where they receive important updates. 5. Regular College email updates to all members of the Ashbourne community on important changes or related issues. 6. Head of Faculty meetings, at least once per half-term, that allow the Head of Faculty to inform the teachers within their faculty about important updates. 7. Personal Tutor meetings every Wednesday led by the Deputy Heads of Sixth Form. 8. Weekly Health and Safety meeting with the Principal, Facilities Manager, Director of Studies and consultant to the Head of Facilities. Key points from this meeting are then communicated to staff who are invited to discuss any of the issues with the Director of Studies and Facilities Manager, who are both members of the COVID-19 Team. 	Ashbourne's COVID-19 Team
Are changes reviewed by College leaders?	Ashbourne's Leadership Team keeps up to date with any changes the government makes in relation to COVID-19. The team reviews events on a daily basis and puts into place any required plans for action. College leaders also meet weekly to discuss any issues and changes that need to be made.	Ashbourne's COVID-19 Team
Is access to the College controlled effectively and are visitors' (if allowed) details recorded?	<p>The College limits the number of visitors onsite at any one time. All visits and visitor details are recorded on the College IT system (Filemaker Database).</p> <p>Most meetings are held by video conference, unless absolutely necessary.</p> <p>Crucial maintenance checks and necessary repairs are an example of when visitors would be required to attend onsite.</p>	Ashbourne's COVID-19 Team
Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	<p>The College has developed the following systems, which they have communicated to students, staff and parents, for social distancing:</p> <p>Students and staff are reminded to maintain social distance with posters and signage throughout the premises to support this, including keeping to the left and the importance of washing hands. Common areas have been marked out to ensure social distance is maintained and staff rooms are limited to six at any time.</p> <p>In classrooms all desks are facing forward and separated to maintain social distance; the College replaced its existing desks to provide individual desks.</p> <p>Office Spaces have always been socially distanced and we have also been able to allocate staff office space so there is no overcrowding and also, in some situations, allowed for a rota for staff to work from home.</p>	Ashbourne's COVID-19 Team
Are staff and students being reminded and checked to ensure they are complying with hygiene and SD rules?	<p>The College ensures that the members of the College are reminded regularly about the importance of hygiene and social distancing. Several webinars have been held with staff, students and parents and posters are in place throughout the buildings encouraging the washing of hands.</p> <p>The College has employed a full time cleaner to ensure that the College is as hygienic as is practically possible.</p>	Ashbourne's COVID-19 Team
Are there sufficient supplies of hygiene materials and are they well placed?	<p>The College ensures that there is adequate supply of hygiene materials and employs contract cleaners to ensure all bathrooms are well maintained and stocked.</p> <p>The College has also made available wipes, tissues and installed hand sanitisers across the three buildings outside every classroom, main entrances and corridors.</p>	Ashbourne's COVID-19 Team
Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	<p>The cleaning contractors have a cleaning system in place for the daily cleans during the Covid-19 situation.</p> <p>They are using specialist products and have been trained on cleaning procedures by their company. Particular attention is given to toilets, door handles, switches, hand rails and regularly used hard surfaces.</p> <p>There is also a full time cleaner in place to ensure that the College is cleaned regularly during the day and a full clean of classrooms and bathrooms at lunchtime between 1pm and 2pm.</p>	Ashbourne's COVID-19 Team

	Actions	Responsibility
What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	<p>The College provides cleaning wipes in the Music Room, Art Dept, Science Labs and Libraries. This will also include shared telephones ie; Staff Rooms. All computers in the Libraries, Staff Rooms and common parts have been removed to avoid shared use.</p> <p>Teachers have been given individual pencil cases with board markers and erasers and no shared stationery is kept in classrooms.</p> <p>Art students have been given individual stationery items which are stored in their own individual trays, Graphics students are allocated a specific computer station for the academic year and wipes are provided to encourage wiping down facilities?</p> <p>For the time being, the College has decided to stop any educational trips/visits, extra curricular and other offsite activities.</p>	Ashbourne's COVID-19 Team
Are high risk areas being regularly monitored for hygiene?	<p>Walkarounds are conducted four times per day and all areas are monitored for hygiene, in addition to a full time cleaner.</p> <p>This helps to ensure the College is doing as much as is practically possible to keep the College sanitised and safe whilst occupied</p>	Ashbourne's COVID-19 Team
Are contingency plans in place for the transition to full opening (or re-closing) including for rapid, shared decision-making?	<p>Daily meetings take place between the Operations staff and key members of staff; ideas and decisions are then discussed with the leadership team.</p> <p>We are currently having weekly Health and Safety meetings to discuss all risks and systems that need to be implemented to ensure a safe return to premises, as well as dealing with any issues relating to lockdowns and periods of closure to ensure the College and education continues to run effectively.</p>	Ashbourne's COVID-19 Team
Are all the risks identified properly mitigated and regularly re-assessed?	<p>The College's Leadership Team identifies all risks relating to COVID-19, as far as is possible, with regular updates/guidance from relevant organisations, i.e. DFE, Government guidance, Local Authorities; the College's risk assessment, including actions to mitigate risk, is updated accordingly.</p> <p>Weekly Health and Safety and Safeguarding meetings are held to discuss any changes and any important matters are addressed immediately.</p>	Ashbourne's COVID-19 Team

Pupils, Parent and Staff - Risk Assessment in the COVID-19 Environment

Specific issue	Actions	Responsibility
Are communication channels working and being reviewed? Email, text, facebook etc	<p>The College uses the Google Suite to manage communication, which involves the following applications: Gmail, Google Classroom, Google Meet, Google Hangouts (Chat).</p> <p>The College also ensures the following meetings take place to improve communication:</p> <ol style="list-style-type: none"> 1. Monthly Update Webinars with students, parents, guardians. 2. Daily Operations Meetings (staff). 3. Daily opportunities to meet with the Director of Studies from 8:15 to 8:45 am. 4. Weekly optional meeting with the Head of Facilities and Director of Studies for staff to discuss any concerns about the current situation and IT issues. 5. Weekly Health and Safety Meetings with the Principal, Director of Studies, Head of Facilities and Facilities Consultant. 6. Weekly Safeguarding Meetings with the Designated Safeguarding Lead, Principal and Director of Studies. 7. Weekly Middle School (Year 11) Meetings between the Director of Studies, DSL and Middle School Support Officer. <p>The College has also set up two email addresses specifically for COVID-related issues and online distance learning (ODL):</p> <ol style="list-style-type: none"> 1. COVID@ashbournecollege.co.uk - this automatically sends emails to Ashbourne's COVID-19 Team (Attendance Officer, DSL, Head of Facilities, Director of Studies, Head of Administration and other key members of staff) 2. ODL@ashbournecollege.co.uk - this automatically sends an email to Ashbourne's ODL (Online Distance Learning Support Team - Head of Facilities, Facilities Assistant, Attendance Officer and other key members of staff) 	Ashbourne's COVID-19 Team

	Actions	Responsibility
Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents and staff?	<p>Yes. To enable this, the College has set up two email addresses specifically for COVID-related issues and online distance learning (ODL):</p> <ol style="list-style-type: none"> 1. COVID@ashbournecollege.co.uk - this automatically sends emails to Ashbourne's COVID-19 Team (Attendance Officer, DSL, Head of Facilities, Director of Studies, Head of Administration and other key members of staff) 2. ODL@ashbournecollege.co.uk - this automatically sends an email to Ashbourne's ODL (Online Distance Learning Support Team - Head of Facilities, Facilities Assistant, Attendance Officer and other key members of staff) <p>The College uses Gmail as the main form of communication and welcomes feedback from guardians, parents and students at any time but particularly during the Monthly Update Webinars.</p>	Ashbourne's COVID-19 Team
Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	<p>Yes. To enable this, the College has set up email addresses specifically for COVID-related issues and online distance learning (ODL):</p> <ol style="list-style-type: none"> 1. COVID@ashbournecollege.co.uk - this automatically sends emails to Ashbourne's COVID-19 Team (Attendance Officer, DSL, Head of Facilities, Director of Studies, Head of Administration and other key members of staff) 2. ODL@ashbournecollege.co.uk - this automatically sends an email to Ashbourne's ODL (Online Distance Learning Support Team - Head of Facilities, Facilities Assistant, Attendance Officer and other key members of staff) <p>The College uses Gmail as the main form of communication and welcomes feedback from guardians, parents and students at any time but particularly during the Monthly Update Webinars.</p>	Ashbourne's COVID-19 Team
What are the hygiene rules set by the school and how have they been adhered to by pupils, parents and staff?	Government advisory posters have been put up around the College on hygiene and this is being closely monitored through daily checks. Students and staff are regularly updated about the importance of washing hands and utilising the hand sanitising machines. This message is continually communicated through a variety of channels including the Monthly Update Webinars for students, parents and guardians.	Ashbourne's COVID-19 Team
Are all staff trained and regularly updated about COVID-19 symptoms, appropriate measures and how these rules apply to teaching?	Staff are regularly trained and kept informed about COVID-19 symptoms. Updates are given to staff when any changes/additions to government guidance are made. Prior to the College re-opening last August (2020), for example, a full briefing was conducted with all staff who returned to premises on 10 August; an additional meeting was also held before the start of term.	Ashbourne's COVID-19 Team
Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	The College does not have any transport vehicles	Ashbourne's COVID-19 Team
How is registration throughout the day managed including temperature / health checks?	<p>Whilst the College does not have set registration times for A-level students, GCSE students (fewer than 10) are registered twice per day in socially-distanced settings.</p> <p>The College has invested in thermal imaging cameras that detect anyone entering the premises with a high temperature. If the system is triggered, an email is automatically sent to the COVID-19 Team and the person who triggered the alert will be retested; if a high temperature is confirmed, arrangements will be made to send the individual home to self isolate; parents, where applicable, will be notified; consideration will be given to those under the age of 16 whose travel home may need to be monitored. All the thermal imaging cameras are checked on a half-termly basis and are in good working order.</p>	Ashbourne's COVID-19 Team
Are transit spaces (corridors), social zones (common rooms) configured to Social Distancing rules?	We have installed 'keep holds' on the doors to keep as many doors open as possible, which will avoid the need to open or touch doors unnecessarily. Where doors are required to be manually opened, hand sanitisers have been made available throughout the College. Social distancing mats will be placed at receptions; there are reduced numbers of chairs and seating spaces in Common Rooms, Staff Rooms etc. There are signs throughout the College reminding everyone to maintain social distancing and to walk on the left; all members of the Ashbourne community have been made aware of these requirements.	Ashbourne's COVID-19 Team
Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	<p>The College currently teaches the GCSE students on a dedicated floor in our Young Street building, which allows this year group to stay, on the whole, separated from other year groups.</p> <p>The clubs and clinics organised by the College have, wherever possible, been for students from one particular year group.</p>	Ashbourne's COVID-19 Team

	Actions	Responsibility
Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	<p>The College will manage these situations on a case-by-case basis. The College has a specific email address (COVID@ashbournecollege.co.uk) which students, parents, guardians and staff are expected to use in order to update Ashbourne's COVID-19 Team about issues related to COVID-19. The College recognises that individuals cope with bereavements in different ways and either the Personal Tutor (students) or Line Manager (staff) will ultimately be responsible for dealing with bereavements.</p> <p>The DSL, who is also a member of Ashbourne's COVID-19 Team, will be updated in all cases relating to trauma and anxiety. The DSL will also be responsible for updating Ashbourne's Safeguarding Database accordingly when making notes individual concerns.</p>	Ashbourne's COVID-19 Team
How will the ventilation of buildings influence staff and students?	<p>The College will ensure that windows will be left open throughout the College. The Facilities Team and Cleaning Staff regularly inspect the College premises and when doing so they will ensure that the windows are opened, even just a few centimetres. As a result of the College installing 'keep holds' on almost all doors, this means that doors remain open throughout the College to improve ventilation.</p> <p>The College recognises that as a consequence of opening more windows, the temperature, especially during the winter months, is likely to drop significantly; therefore, students and staff are encouraged to wear extra layers to school.</p>	Ashbourne's COVID-19 Team

Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

Specific issue	Actions	Responsibility
Can the DSL and deputies be easily contacted and are their contact details known to all?	<p>The DSL and Deputy DSLs are all contactable and known to the Ashbourne community.</p> <p>Students and staff are made aware of these contacts at registration and are regularly kept up to date with any changes to these.</p>	Ashbourne's COVID-19 Team
Is there a COVID-19 specific policy that includes medical responses, SD, teaching etc?	<p>Ashbourne's COVID-19 Response Policy can be found here: https://www.ashbournecollege.co.uk/college-policy/coronavirus-covid-19-response-policy/</p> <p>The Ashbourne Covid-19 Team, members of the leadership team and senior members of staff all participated in conducting and preparing our Covid-19 risk assessment, which helped in creating the Covid-19 Response Policy.</p>	Ashbourne's COVID-19 Team
Are drama and music activities applying SD rules?	<p>Drama and Music lessons are conducted in accordance to social distancing, with seating arranged appropriately.</p> <p>Any group practicals or band sessions have been paused/limited and they have focused on more theory based teaching. In drama, any practical sessions have been held socially distanced or as individual sessions.</p>	Ashbourne's COVID-19 Team
Is GCSE PE applying to SD rules?	<p>Physical Education has been paused for now at the College, until further notice.</p> <p>The College deemed it sensible to do this based on the risk posed with travel to and from the sports hall and the prolonged stay in a closed in environment.</p>	Ashbourne's COVID-19 Team
How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	<p>Staff meetings are conducted online using GoogleMeet unless it is absolutely necessary to be held in person. In such cases, numbers are limited depending on the room size to ensure adequate social distancing is maintained.</p> <p>The photocopiers are kept in open spaces at the College and all shared computers have been removed. The College only provides coffee and tea facilities; no food. Staff must bring their own water bottles, mugs and spoons to use the facilities provided.</p> <p>There is a limit to the number of teachers in the staff rooms at any one time: currently six. Members of the Operations Team have been repositioned so they have more space and in some cases, individual offices.</p>	Ashbourne's COVID-19 Team

	Actions	Responsibility
Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	<p>The Facilities team control the College's CCTV and can regularly access it via the internet through live feeds. All entrance CCTVs are fitted with thermal imaging and provide an alert if anybody enters with a temperature.</p> <p>The entry codes are usually changed annually or in the event of a major breach. The door codes will be changed again in the Summer of 2021. We are also looking into the possibility of having contactless entry systems using personal ID cards.</p>	Ashbourne's COVID-19 Team
Are transit spaces (corridors), social zones (common rooms) configured to SD rules?	<p>We have installed dorguards on all classroom and corridor doors to allow staff to be able to keep as many doors open as possible; this helps with ventilation and traffic flow and also reduces the need to touch door surfaces to open and close them.</p> <p>It is mandatory to use masks when moving around the College, in accordance with government guidance.</p> <p>Common Rooms permit a limited number of students at one time and desks are adequately spaced. Libraries permit a maximum of 12 students, with spaces clearly marked. All common spaces are set up for adequate social distancing and all shared computers have been removed.</p>	Ashbourne's COVID-19 Team
Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	<p>The College has replaced the existing twin classroom desks with individual desks to allow for a table per person in the classroom so that we can implement social distancing measures; desks are positioned so all students are facing forwards.</p> <p>Where the desks are fixed, ie; Art department and Sciences, we have put in place social distancing based on the government guidance.</p> <p>As well as cleaning in the evenings, the College employs a full-time cleaner who cleans all three premises throughout the day, paying particular attention to door handles/push plates, desks, light switches and bathrooms. Between 1 and 2pm every day, classrooms are cleaned.</p> <p>Wipes and tissues have also been provided in every room.</p>	Ashbourne's COVID-19 Team
Can staff manage, whilst in the transition phase, both in College and remote learning?	<p>Ashbourne currently has the facility to provide learning both onsite and via online distance learning (ODL).</p> <p>The College uses Google Suite to deliver lessons to using ODL.</p> <p>The College is looking into ways to improve the provision of both, in particular with respect to the classroom cameras and microphones. The College recently upgraded its internet bandwidth to 1gb to ensure a stable connection.</p> <p>All ODL students and staff are supported full time by the ODL Support Team.</p>	Ashbourne's COVID-19 Team
Medical Risk Assessment in the COVID-19 Environment		
	Risk	Control Measures
Is there anyone in addition supervising the normal medical staff?	<p>Ashbourne staff member receive first aid training within their first year at the College.</p> <p>In addition, the Head of Facilities organise training each term for key members of staff in relation to first-aid training.</p> <p>In cases where students are living alone in London, the College has provided the opportunity for them to call a private doctor to visit them in relation to COVID-19 in instances where the NHS are not willing to meet them, particularly when the student, and or family, are concerned about their condition.</p>	Ashbourne's COVID-19 Team
Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	<p>The College has adequate staffing capacity to manage individuals who have suspected symptoms. The College has also invested in thermal imaging cameras that detect any person/s entering the premises with a high temperature. If detected, an alert is sent to Ashbourne's COVID-19 Team, (via the dedicated email: COVID@Ashbournecollege.co.uk), who will immediately follow up it up. This involves: locating the individual whose temperature is high, retesting the temperature for that individual and if the high temperature is confirmed making the necessary arrangements to send them home to self isolate.</p>	Ashbourne's COVID-19 Team

	Actions	Responsibility
Is the medical room(s) properly equipped?	<p>The College has specified Medical Rooms at all three sites, however additional rooms have been designated/allocated in our Young Street (Music Practice Room) and Old Court Place (interview room) premises to provide more space for dealing with COVID-19, following a risk-assessment.</p> <p>The College will ensure that all of these rooms are well equipped to manage COVID-19 inquiries.</p>	Ashbourne's COVID-19 Team
What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	<p>The College follows UK Government guidance on masks and PPE. As a result, all individuals must wear a face covering when in transit around the College premises, from the moment they enter any of the three buildings; this includes stairwells and corridors. The College has spare, disposable masks at each reception. All visitors are required to wear face coverings. When in class, students and staff are not required to wear face coverings but they are permitted to do so. In meetings with visitors, both the visitor and the member from the Ashbourne community (e.g. staff and students) must wear face coverings.</p> <p>Any staff required to wear PPE have been trained on how to use, remove and dispose of it safely. Staff are aware that gloves are not a substitute for washing hands. To reduce contacts, dorguards have been attached to each door to ensure that doors can stay open throughout the College; note that the dorguards will automatically release for doors to shut when triggered by the fire or lockdown alarm. All bin lids have been removed, which again prevents the need for individuals to touch the same surfaces. Foot pedal controlled bins will be placed in the rooms designated for COVID-19 inquiries.</p>	Ashbourne's COVID-19 Team
Is the school aware of all pre-existing medical conditions?	As a part of the registration process for students and staff, the Registration Team ensures that all details about the Medical conditions of staff and students are updated onto the appropriate places on the College's database system.	Ashbourne's COVID-19 Team
Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	Those individuals who test positive for COVID-19 are recorded onto the College's database system. The database then allows users to easily work out which other students and staff have been in 'close contact' with the individual and, as a result, help decide who may need to self-isolate.	Ashbourne's COVID-19 Team
Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	When an individual contracts COVID-19, Ashbourne's COVID-19 Team will initially conduct a risk assessment and ensure that relevant information is stored on the College's database system. The College will continue to correspond with the individual where appropriate and will definitely conduct a risk assessment with the individual before they are given clearance to return to lessons onsite.	Ashbourne's COVID-19 Team
Is there a separate area for temperature testing, holding and isolation area?	The College uses the following locations for temperature testing, holding and isolation areas: the Interview room at OCP, the Music Room at Young Street and KC14 at Kensington Court. If more space is required, then the College will utilise the library spaces at both Old Court Place and Young Street and, if necessary, KC21 at Kensington Court.	Ashbourne's COVID-19 Team
If essential work is required onsite are contractors properly registered, inducted, supervised and temperature checked?	<p>In cases of 'essential work', the College will look to manage this, wherever possible, outside of College hours. In the extreme cases where work needs to take place during normal College hours, the contractors will have to wear a mask at all times and those individuals from Ashbourne's community (e.g. the Facilities Team) will have to wear a face covering when meeting with contractors.</p> <p>In addition, the College has invested in thermal imaging cameras that will detect if the contractors have a high temperature when they enter any of the three buildings. If an individual triggers an alert due to having a high temperature, an email is automatically sent to Ashbourne's COVID-19 Team. The College will locate that individual, retest their temperature, and if the high temperature is confirmed, request they return home to self isolate.</p>	Ashbourne's COVID-19 Team
Do medical staff have the appropriate PPE, cleaning materials and training?	Yes, all designated staff that manage COVID-19 cases will have appropriate PPE available (e.g. masks, gloves) to them and their are temperature guns at each reception. The College also has a full time cleaner on site.	Ashbourne's COVID-19 Team
Facilities Management Risk Assessment		
Specific issue	Actions	Responsibility
Heating system including fuel levels sufficient and gas supply, venting and valves checked?	All boilers and gas systems are checked annually and reinstated by the Facilities Manager if and when they have been turned off due to any lockdown closure of the College.	Ashbourne's COVID-19 Team

	Actions	Responsibility
Have air conditioning ducts and units been checked and reviewed?	All air con units have been checked and tested by the Facilities Team and contractor, LH-plc. A maintenace is due in February 2021. Please note that our system is not a recirculation of air system.	Ashbourne's COVID-19 Team
Electrical tests up-to-date including emergency lighting and PAT?	All electrical testing is up to date and the PAT testing is conducted annually in June and is up to date. The emergency lighting is checked monthly by the Facilities Team and also annually by contractor, Fast Electrical Services.	Ashbourne's COVID-19 Team
Water testing for temperature, flow and legionella in date for test?	Our water testing is completed by Waterwide and an annual Risk Assessment is conducted. All water systems are in use during the lockdown as we have cleaners, contractors and a few staff members on site.	Ashbourne's COVID-19 Team
Are the fire alarm panel, system and extinguishers in date and serviced?	The College tests the fire alarms on a weekly basis at all three buildings and the fire extinguishers are tested once per year as part of the Fire Risk Assessment. These are up to date.	Ashbourne's COVID-19 Team
Does the College ensure that school vehicles are fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	The College does not have any transport vehicles. Also, during this period the College has cancelled all planned activities off-site, and, therefore, any usage of vehicles will not be taking place.	Ashbourne's COVID-19 Team