

Covid-19 secure: risk assessment and action plan

A full risk assessment of BEET facilities and provision will be carried out and actioned prior to reopening. This risk assessment will be shared with staff members and relevant parts with students. This document will be reviewed every three weeks in line with government lockdown reviews.

Risk area	What is the risk?	Who may be at risk?	Action and evidence	What still needs to be done?	By when?
Cleaning - general	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Frequent cleaning of keyboards, mouse, light switches, door handles, desks, chairs, whiteboards, smart boards, shared teaching resources ● Antibacterial wipes, hand sanitizer, hand soaps, disinfectants, paper towels, tissues, rubber gloves, toilet rolls all stored in cupboard in Room 9 ● Each member of staff is responsible for maintaining the cleanliness of their own area 	Supplies checked at least weekly. Further purchases of all these supplies when needed	Ongoing
HVAC Systems	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Systems were assessed prior to reopening to ensure sufficient ventilation ● Filters will be replaced where necessary ● Windows will be kept open during school hours to aid ventilation ● Doors will be propped open where this does not compromise fire safety or safeguarding. 		
Covid-19 testing	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● One room in the huts (Rooms 32/33 combined – the Health Centre) used for testing, waiting and storage of Covid test kits and equipment ● All staff and students tested daily. AY-S assists where necessary ● Staff encouraged to take test in school before class, but they also have the option to take the test at home. AY-S to log results on the register ● Everyone to sanitise their hands when entering 	<p>Re-ordering of tests as required</p> <p>Second delivery of 1260 tests received 14 July 2021</p>	

			<ul style="list-style-type: none"> • Tables spaced out with tissues, test swab and sanitiser instructions; AY-S assists if required when in the Health centre • AY-S wears plastic apron, mask and gloves whilst aiding the students and testing • Windows and doors to be opened to aid ventilation • All tables are cleaned and sanitised after each student. Bins are emptied at the end of the day • If a school test is positive, we then send the student to one of the local walk-in centres for a PCR test. If the PCR test is positive, the student remains at home and the host family is advised to isolate for 10 days • The school keeps Public Health Dorset informed as required - 01305 224400 • Online course will be available to the student • BEET's guidelines for testing exceed the minimum government testing frequency guidance • Further guidance on https://www.gov.uk/coronavirus 		
Covid testing of students who are in quarantine in Bournemouth	Virus transmission	<ul style="list-style-type: none"> • Students • Staff • Homestay family members 	<ul style="list-style-type: none"> • Tests for Days 2 and 8 are delivered to homestay families before the student arrives • Students take the tests with the assistance of the homestay family if necessary. Homestay tells AY-S, who records the results • The student is not allowed to leave the house/garden of their homestay. Families are made aware of rules • Food can be delivered to the house if necessary, or the student can take the option to pay an extra £5 per weekday to provide lunch and / or snacks • AY-S contacts student in first two days of stay to check all is OK. Any comments are recorded on the student's file 		

Hygiene	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Staff and students (at induction) are reminded to wash their hands more frequently than normal and for 20 seconds at a time, including on arrival, before and after eating, and after sneezing or coughing • Antibacterial hand sanitiser and cleaning stations are provided throughout the school. Students and staff encouraged to use them on entering another room • Mask wearing is standard practice for everyone when moving around the building. Wearing of masks is not compulsory in classes, staffroom, office or canteen, except when moving around • Staff will clear workspaces and remove waste at the end of their work day • Toilets are to be flushed with lids down to prevent faecal-oral transmission. <p>Best Practice Hand Washing Best Practice Hand Rubbing</p>		
Dealing with symptomatic individuals	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<p>If someone becomes unwell on the premises, and they have been in contact with, or are connected to someone who has Covid-19 or symptoms, they should immediately inform the Accommodation & Welfare Officer, and then:</p> <ul style="list-style-type: none"> • get at least 2m away from others; go to Room 1 • It will be explained which toilet they should use – if there are no disabled students or members of staff at the time, the Disabled toilet will be used. Otherwise, it will be the toilet in the huts block • avoid touching anything • The person will be provided with water and tissues; they will be asked to cough or sneeze into a tissue and put it in a bin <p>They should use their own mobile phone to call either:</p>		

			<ul style="list-style-type: none"> • for NHS advice: 111 • for an ambulance, if they're seriously ill or injured or their life is at risk: 999 <p>They should tell the operator:</p> <ul style="list-style-type: none"> • their symptoms • which country they have come from in the last 14 days • If they are advised to get a Covid-19 test, transport will be provided <p>The nominated 'Responsible Person' (Alison Yorke-Saville) at the school should also contact the local Public Health Protection team on 111.</p> <p>Under 18s</p> <ul style="list-style-type: none"> • If the student is under 18, a staff member will be asked to volunteer to supervise the student (probably the person who has spent most time with them that day) • The member of staff who is taking care of the under-18 student needs to wear a fluid-resistant visor, disposable gloves and an apron • The Responsible Person will contact NHS 111 (or 999 in emergencies) on behalf of the child and also contact parents • The student will use a separate bathroom which will be cleaned after use¹ • The member of staff who has assisted the student showing symptoms does not need to go home unless they develop symptoms themselves • They will wash their hands thoroughly for 20 seconds with normal household products after any contact with an unwell student or colleague² 		
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¹[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#)

²[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#)

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First Aid (Physical and mental health)			<ul style="list-style-type: none"> ● Adequate first aid cover will be arranged ● In the event of a symptomatic individual in need of resuscitation, first responders will follow guidance from the UK government COVID-19: guidance for first responders - GOV.UK 		
Entrances/Exits	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group Leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● One-way flow routes are implemented and clearly signed throughout the school ● Separate entry and exit doors are used 		

			<ul style="list-style-type: none"> ● Hand cleaning facilities are provided at entry and exit points and all are encouraged to use them. This is highlighted in student inductions 		
Corridors/Stairwells	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● The stairwell at the Charminster end of the building is for going up, the one at the canteen end is for going down 		
Offices	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Online meeting tools will be used to avoid face-to-face meetings where possible ● Office layouts and processes are reviewed to help maintain social distancing ● Employees will work side-by-side or facing away from each other ● Hot desking will be reduced ● Shared office equipment (staplers, pens, tape, calculators, etc.) use will be limited, with additional equipment provided for staff ● Hand sanitiser will be provided in all offices, meeting rooms and classrooms 		
Reception	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Returned course books will be kept separate from other books for at least 48 hours ● Student numbers in reception area will be restricted to 2 at a time – with a minimum of 1m between them, and preferably 2m ● Students asked to queue outside where weather conditions allow – with a minimum of 1m between them, and preferably 2m ● Where weather is bad, Room 7 will be used for queuing – around table tennis table if necessary ● Clear guidance is provided to students during their induction on their first day; this is supported by marshalling by the Director of Studies and Reception staff 		
Canteen	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Seating and tables will be reconfigured to maintain spacing and reduce face-to-face interactions 		

			<ul style="list-style-type: none"> ● Kitchen access will be restricted to as few people as possible – only kitchen staff are allowed in the kitchen ● Interaction between kitchen staff and other staff will be restricted ● Access to store room will be restricted to one person at a time 		
Deliveries/Collectio ns	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Times will be scheduled for the collection of goods ● Load will be done without interacting with driver where possible ● Contact will be minimised during exchange of documentation. 		
Testing (and tutorials)	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Conduct tests online prior to arrival (totally or partially) ● Safe distance will be maintained between tables/desks ● Tests will be staggered ● Staff and students to sit at 90 degree angles rather than face to face during speaking tests. 		
Inductions	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Social distancing to be implemented in common spaces where presentations/ inductions take place. Windows and doors are to be kept open, and everyone is to sanitise their hands on entry ● Desks/ chairs will be spaced 1m apart ● BEET-specific and England social distancing guidelines are included in induction - these are demonstrated and concept checked ● Electronic paperwork will be used where possible (eg. collecting student emergency contact details and passport details) 		
Teachers Rooms	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● 1m distance will be maintained between desks/tables/chairs ● Social distancing will be maintained during teacher meetings 		

			<ul style="list-style-type: none"> • Limits will be put on the amount of shared resources (eg. course books) that can be taken home • Teachers will be encouraged to prepare lessons at home • Microwave and kettles to be cleaned with wet wipes before and after use • Sharing of stationery and other equipment will be reduced • Shared materials and surfaces (eg. printer, scanner, tables, guillotine handles) will be frequently cleaned and disinfected 		
Classes	Virus transmission	<ul style="list-style-type: none"> • Students • Staff • Visitors 	<ul style="list-style-type: none"> • Everyone is to sanitise their hands on entering the classroom. Hand sanitiser available in each classroom • Class sizes will be limited to the appropriate number that can be accommodated in any room while maintaining the necessary distancing • Students will be kept in the same small groups • A reduced number of teachers will be assigned to each class • Classes will be allocated to a specific classroom • Students will be assigned a specific table • Sitting positions will be 1m apart • Layout of chairs and tables will ensure sufficient space between students - 'exam room' format • Some lessons will be held outdoors (where weather conditions allow) • Teachers will sanitise any equipment that they share before and after every lesson • Windows kept open where possible, particularly higher windows, to allow for air flow to reduce virus transmission 		
Homestays	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Hosts 	<ul style="list-style-type: none"> • Hosts in high risk groups have been identified and will not be used until transmission rate reduces • Hosts are given an Extra Request form to sign before hosting 		

			<ul style="list-style-type: none"> • Students who may be in higher risk groups will be identified at booking stage and will be allocated accommodation accordingly • Single room (ie. no twin share) options only in the short term - unless students are related or from the same household. • All student rooms have sanitiser, wipes and a waste paper bin available 		
Homestay Inspections	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • For existing hosts, checks will be conducted online • For any new hosts, face to face visits would be necessary, with social distancing and hygiene protocols in place • All documents are sent via email to the Homestay • Prospective hosts will be informed ahead of a visit that a 2m distance should be kept • Prospective hosts should leave all internal doors open • The inspection will be limited to no more than 15 minutes. 		
Residences	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Hand sanitiser will be provided in rooms • Guidelines will be provided for students - eg, kitchen rotas to reduce contact in kitchen areas 		
Staffing	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Staff in the 'shielding' category will not be able to work on site • The minimum level of staff needed to deliver provision will be onsite at any one time • Staff who are showing symptoms of coronavirus must not come to work • Equipment will be provided for employees to work from home (eg. laptops) where necessary • Where a Fire Marshal is working from home or self-isolating a suitable staff member will be identified to fill the role • Where a Designated Safeguarding Lead is unable to work on site, adequate cover will be in place 		

			<ul style="list-style-type: none"> • Safer recruitment is in place for staff and accommodation providers in regulated activity • Where staff have been furloughed, they will be given clear guidance on all virus control measures before starting. 		
Critical Systems	Virus transmission Health & safety risk Fire Legionnaires Disease	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Prior to reopening, the condition of: <ul style="list-style-type: none"> <input type="checkbox"/> plumbing and water, <input type="checkbox"/> gas, electricity/electrical systems, <input type="checkbox"/> alarm systems, <input type="checkbox"/> call points, fire alarms, fire extinguishers, <input type="checkbox"/> ventilation and air conditioning systems, <input type="checkbox"/> waste and recycling systems, <input type="checkbox"/> IT systems, and <input type="checkbox"/> other critical infrastructure <p>were checked to make sure they met health and safety standards.</p>		
Fire Evacuations	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	Social distancing will be maintained at assembly points		
Sports	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Students are advised not to high five/ embrace after scoring, after games etc • Table tennis – students are asked to wipe the bats and balls before and after use with bacterial wet wipes 		
Music	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Music equipment will be cleaned appropriately before/after use - piano keys, keyboards, mouthpieces, microphones • Any room used for music will be well ventilated • Staff and students will avoid sitting directly opposite students playing instruments or singing, maintaining a 2m distance. 		
Excursions	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Venue risk assessments and social distancing measures will be acquired prior to a visit - these will be factored in to our 		

			<p>own risk assessment and guidance for staff and students</p> <ul style="list-style-type: none"> ● Discussions have been held with transport suppliers on their social distancing and cleaning measures ● Coronavirus (COVID-19): safer travel guidance for passengers will be used to guide activity staff leading excursions on public transport ● Students will be advised to clean hands after using public transport ● Travel will be scheduled to limit exposure to large crowds and rush hours ● Pick-up and drop-off will be reviewed to reduce crowding at one point ● Staff will not share face masks with each other or with students (e.g. where a face mask is required to enter a venue and a student or colleague does not have one). 		
Cleaning - in cases of symptomatic individuals on site	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Areas where symptomatic individuals have been held will be closed to others then cleaned and disinfected ● Symptomatic individuals will be asked to go home, shower and wash all their clothes ● Surfaces which symptomatic individuals have been in contact with will be cleaned and disinfected ● Areas where symptomatic individuals have passed through will be cleaned ● In the event of a blood/bodily-fluid spill, students and staff will be kept away from the area ● If an area has been heavily contaminated with bodily fluids, cleaning staff will use protection for the eyes, mouth and nose, as well as wearing gloves and an apron ● During shifts, cleaning staff will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. 		

			Management of Blood and Bodily Fluid Spillages Decontamination of Reusable Equipment guidance		
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