

Covid-19 secure: risk assessment and action plan

A full risk assessment of BEET facilities and provision was carried out and actioned prior to reopening. Staff input has helped shape the document, and relevant parts have been shared with students. The document is reviewed regularly.

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"> • Maintaining 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"> • Top windows in classrooms and elsewhere opened at break times to aid ventilation • Doors will be propped open for ventilation where this does not compromise fire safety 		
Covid-19 testing	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Room 3 is used for the storage of Covid test kits and equipment • All staff and students are asked to take a test if they feel they have any symptoms. They are encouraged to get their own tests where possible; where this is not possible, test kits can be provided by the school. • 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 student's or a member of staff's school test is positive and s/he has no symptoms, we ask them not to come to school until they have had two negative tests on successive days. 	Tests need to be obtained either by homestays or students themselves	

			<ul style="list-style-type: none"> • Online course can be made available if the student and the school feel this is appropriate • Further guidance on https://www.gov.uk/coronavirus 		
Hygiene	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • New students are asked on their first day if they have any symptoms. It is explained to them that they can get a test at school if they have any concerns, either immediately or in the future. This message is re-inforced at induction • 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, especially the canteen • Mask wearing is optional in class and around the school • Staff will clear workspaces and remove waste at the end of their work day <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, they should immediately inform the Accommodation & Welfare Officer. Tests are available at the school if required</p> <ul style="list-style-type: none"> • 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 		

¹[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#)

			<p>products after any contact with an unwell student or colleague²</p> <p>Under 18s</p> <ul style="list-style-type: none"> • If the student is under 18, AY-S or DC will supervise the student • The Responsible Person will contact parents and may, depending on the severity of the symptoms, contact the NHS <p>Accommodation</p> <p>In the event of a student showing symptoms or testing positive:</p> <ul style="list-style-type: none"> • Hosts do not have to self-isolate • Extra bin bags should be provided for the student 		
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"> • Hand cleaning facilities are provided at entry and exit points and all are encouraged to use them. This is highlighted in student inductions and at regular intervals 		
Offices	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • 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"> • 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 		

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

Canteen	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Students encouraged to use hand sanitiser on entering and leaving the canteen 		
Teachers Rooms	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Meeting room will be well ventilated ● Microwave and kettles to be cleaned regularly throughout the day ● Sharing of stationery and other equipment kept to a minimum 		
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 ● A reduced number of teachers are assigned to each class ● 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 are given an Extra Request form to sign before hosting ● Students who may be in higher risk groups will be identified at booking stage and will be allocated accommodation accordingly ● 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 in person unless hosts prefer an online check ● For new hosts, face-to-face visits are necessary ● Accommodation staff offer to bring their own hand sanitiser and mask for any homestay visit 		
Student houses	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff 	<ul style="list-style-type: none"> ● Hand sanitiser will be provided in the house 	Supplies of hand sanitiser in student houses need to be checked regularly	
Staffing	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff 	<ul style="list-style-type: none"> ● Staff who are showing symptoms of coronavirus should not come to work 		

			<ul style="list-style-type: none"> • Equipment will be provided for employees to work from home where necessary • Where a Fire Marshal is working from home 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 • Safer recruitment is in place for staff and accommodation providers in regulated activity 		
Sports	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • 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 – keyboards, microphones • Any room used for music will be well ventilated 		
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 own risk assessment and guidance for staff and students • 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 		
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 • 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 		

			<ul style="list-style-type: none">• 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. <p>Management of Blood and Bodily Fluid Spillages</p> <p>Decontamination of Reusable Equipment guidance</p>		
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