



Westminster Tutors

College Covid Risk Assessment

This document will be updated and reviewed by the Principal on a regular basis throughout the academic year 2021/22, as and when changes are made to government guidance regarding Covid.

Updates will be incorporated and changes communicated to staff, students and parents via email and the college website (see below).

This document should be read alongside the *Westminster Tutors Covid Policy (September 2021)*.

Assessment by: **Joe Mattei**, Principal

Date of this version: **3rd September 2021**

Introduction

Westminster Tutors is a small independent sixth form college on the Old Brompton Road, in South Kensington, London. The college predominantly teaches in small groups or one to one, and has a maximum capacity of 45 students. The site is made up of a mix of small tutorial rooms and larger classrooms and common spaces, including a student study room. There are two kitchen/common rooms on site where staff and students can prepare food and drink: there are no catering facilities. There is no sports centre, shower facilities or changing rooms. The college opening hours are typically 8.30am to 6pm Monday to Friday. David Game, the proprietor, also has an office on site.

	No. 84			No. 86		
Top floor	Room 10	Room 11	Kitchen/ Biology Lab	Room 12 (Piano)	Room 13	Room 15
	Room 9 Study Room			Room 14 Study Room		
	Virginia's Office Room 8			Room 16		
second floor	Joe's Office Room 6		Lu Qian's Office, Room 7	David Game's Office		Room 17
	Room 5 Study Room/ Library			Room 18		
first floor	Room 3 Exam Room		Room 2 iMacs	Jason's Desk		Room 1
				Main Reception		
	Recovery Room Room 4			Common Room Kitchen		

As the majority of classes are one to one at the college, and the ethos of the college is to tailor individual programmes of education, including adapting lesson times/timetables to individual students, in many ways the college is a relatively safe environment regarding the spread of a respiratory illness: there are no crowded classrooms for instance. The average age of students is also older (17/18) and there are few behavioural issues. Many students commute into London to attend college, and some students, for instance those retaking a single A level, may only attend once a week. Other students attend remotely, including from abroad. As a result, some flexibility has been adopted with policies requiring attendance on site.

While the risks for Covid remain high, vaccination clearly reduces overall risk and this risk assessment reflects the fact that the majority of stakeholders have now been vaccinated. Individual risk assessments will be carried out on high risk individuals.

How Risk is Calculated

Each hazard is assessed according to **probability** and **severity**.

Both are scored out of 5, with 5 being high, and are then multiplied to lead to a total score.

Risk Evaluation

		Consequence of event occurring (Severity)				
Likelihood of event occurring (Probability)	Almost Certain	Negligible Tolerable 5	Minor Substantial 10	Moderate Intolerable 15	Major Intolerable 20	Critical Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5
Likelihood						
Rare, will probably never happen/recur						
Unlikely, do not expect it to happen, but is possible						
Possible, might happen						
Likely, will probably happen						
Almost Certain, will undoubtedly happen						

Risk	Level of Risk	Who might be affected	Mitigating Actions	Additional Controls Needed (Y/N)
General Transmission of COVID -19	6- Tolerable Probability = 2 (unlikely) Severity = 3 (moderate)	Everyone: <ul style="list-style-type: none"> Staff (including teaching staff, administrators, cleaners, employees of David Game) Current Students Current Parents Prospective Parents & Students Contractors Those in contact with any of the above: <ul style="list-style-type: none"> Household members Members of the public 	<u>Asymptomatic Testing Process</u> (see separate asymptomatic testing risk assessment) <ul style="list-style-type: none"> For the reopening of schools in September 2021, the DfE has updated its system of controls regarding prevention and response to infection, in line with stage 4 of the Government strategy. Regular testing of staff and students, predominantly through Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) tests, remain, and will be carried out, and recorded, twice a week during the year, on Mondays and Thursdays. Room 1 one remains as a small Asymptomatic Testing Site (ATS). It is envisioned that all testing will take place off site. However, should an emergency test be required, then: <ul style="list-style-type: none"> PPE will be worn by testers Room 1 will be used as an isolation room. It has a moppable floor. All staff and students consequently to test at home twice a week on prescribed days: Mondays and Thursdays before coming to college. Detailed records to be kept of all tests - confirmation emails to be forwarded to WT email. All staff and students strongly encouraged to test; individual meetings with Principal with all students or students and parents (if under 18) for those choosing to opt out; the right to limit attendance for those opting out in compliance with Health & Safety legislation and to move to remote learning. 	N

			<ul style="list-style-type: none"> ○ Policy brought in to ensure that students isolate if testing positive, both within the college (room 1) and at home (subject to PCR test). ○ Updates to be made to self-isolating policy in line with government guidance on PCR testing to reduce self-isolation time. ○ The college will engage with local health protection teams if there is an outbreak, and follow the DfE guidance in full regarding procedures and protocols (see Covid Policy). <p><u>Policy Changes</u></p> <p>This is a summary of changes to college policy re: for instance, admissions, examinations etc. Full details to be found in the relevant policy.</p> <ul style="list-style-type: none"> ● The college is maintaining its limit to admissions in 2021/22 to students not covered by Compulsory School Age requirements i.e. those over 16 and/or those with elective home education. ● Remote Learning will be available as an option to all students (and parents) on request, and for those, as below, who are shielding, although <p>Clinically Extremely Vulnerable (CEV)</p> <ul style="list-style-type: none"> ● Students under 18 will no longer be considered CEV. However, if any student or staff member has been advised by a specialist that they are at increased risk due to Covid, then an individual risk assessment will be carried out and mitigations will be applied, up to all teaching or administrative work to be carried out remotely. <p>Room Allocation</p> <ul style="list-style-type: none"> ● As before, there are separate spaces for staff and students, with the upstairs kitchen and room 12 now being staff only areas. The study room is student only, and the downstairs kitchen will remain the student common room. 	
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			<ul style="list-style-type: none"> The toilets are also separated into staff and student or student/visitor. <p>Visitor Policy</p> <ul style="list-style-type: none"> A visitor register will be kept for everyone coming on site, including their contact details and the time of arrival and departure. All visitors will be reminded of the college rules regarding face coverings, hand washing and social distancing. 	
Aerosol transmission (on site)	<p>6- Tolerable</p> <p>Probability = 2 (unlikely)</p> <p>Severity = 3 (moderate)</p>	<p>All those using or visiting the college:</p> <ul style="list-style-type: none"> Staff (including teaching staff, administrators, cleaners, employees of David Game) Current Students Current Parents Prospective Parents & Students Contractors 	<p>These are specific policies designed to reduce the risk of transmission through the air, in addition to those named above. There is some overlap in these mitigating measures as transmission can occur by more than one method simultaneously.</p> <p>Social Distancing:</p> <ul style="list-style-type: none"> The 2 metre distancing rule between groups (admin staff, students and teachers) has been retained, with 1m+ for those in the same group. This will also apply in common areas, although in spaces such as the study room, it may not always be possible to maintain distance when, for instance, people arrive and leave. The signage will be changed as a result. No contact will be allowed between individuals. <p>Individual Room Distancing</p> <ul style="list-style-type: none"> 2m tape remains in the reception to demarcate student and staff zones; it has been removed from other areas. A room risk assessment was carried out in August 2020 that assessed that all rooms could be made 2m compliant, albeit with some of the small tutorial rooms the doorway would need to be used by students to maintain distance. The study room has been altered so that there are eight stations, separated to ensure a 1m+ distance between seated students. <p>Face Coverings:</p> <ul style="list-style-type: none"> Face coverings no longer need to be worn. 	N

			<ul style="list-style-type: none"> ● Face coverings may be required to be worn in class on request either from the teacher or student. ● Face coverings will not be required in group settings or outside class e.g. in study groups, the common rooms, PSHCE or sports. <p>Ventilation:</p> <ul style="list-style-type: none"> ● The college is naturally ventilated i.e. by open windows and doors. ● As previously, a fire risk assessment in August 2020 recommended that certain doors not directly connected to the fire escapes (mainly those on the top floor) could be propped or wedged open when in use. A number of systems are used to mitigate the risk from fire: checks are made every morning and evening to check that the doors are closed and that all electrical equipment has been switched off; all electrical equipment brought into the school must be PAT tested; staff and students may not bring in phone chargers - these will be provided by reception. The doors connected to the main escape routes have been fitted with electronic releases. As a result of these policies, all doors in the college can now remain open. ● In a relaxation of the rules, doors to classrooms can be closed if agreed between staff and student. This is to balance the importance of a suitable, undisturbed teaching environment with the risks from Covid. ● All windows are to remain open while the room is occupied. This includes reception, the study room, the common rooms and all teaching rooms. Regular inspections are made to ensure the sash windows open and close properly. The exception is that if a room temperature falls below 18 degrees Celsius, even with heating, in which case the window can be closed on agreement between staff and student. ● An amended heating system has been brought in, including the use of an increased number of electric heaters, to ensure student and staff comfort during lessons. 	
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			Catch It, Bin It, Kill It: <ul style="list-style-type: none"> The college follows the national policy advice regarding the safe disposal of tissues. Bins are emptied regularly by the cleaning staff, using PPE. All students and staff will be encouraged to follow the policy. 	
Transmission via surfaces (on site)	6- Tolerable Probability = 2 (unlikely) Severity = 3 (moderate)	All those using or visiting the college: <ul style="list-style-type: none"> Staff (including teaching staff, administrators, cleaners, employees of David Game) Current Students Current Parents Prospective Parents & Students Contractors 	Hand-washing <ul style="list-style-type: none"> Sanitisers will remain available throughout the building, but the general policy regarding sanitising has been relaxed so that students no longer have to sanitise before and after every class. The sanitiser at the entrance will be electronic. As previously, there is no safe or practical way for individuals to sanitise their hands before entering the college, therefore a sanitising station has been placed directly in the entrance hallway. Posters throughout the college remind people to sanitise. Sanitising wipes are also available throughout the college. Equipment <ul style="list-style-type: none"> All students will be required to bring their own equipment into college, including laptops, books, pens and stationery etc. The college will not be able to provide any of the above, unless in an emergency e.g. an exam. The exception is students may not bring in phone chargers (high fire risk) - these will be provided at reception. Staff and students can request the use of a college laptop or Chromebook. These will be sanitised with wipes when returned to reception. The college is aiming to be as paper free as possible. Staff and students are encouraged to use online resources as much as possible. If material needs to be printed, or photocopies made, then it will be sent to Jason (or alternative administrator), so that only one person is entering kitchen/common room/ATS site and using the machine. Work will be left in pigeon holes or on the side. Sanitising rules apply for equipment. Open Door Policy	N

			<ul style="list-style-type: none"> As above, all doors will be open for much of the college opening hours. This should reduce the need to touch door handles. Door handles will be cleaned regularly as part of the enhanced cleaning regime. <p>Non-touching policy</p> <ul style="list-style-type: none"> A non-touching policy has been introduced, supported by the student behaviour policy. 	
Transmission while on transportation to and from site	<p>5 - Tolerable</p> <p>Probability = 1 (rare)</p> <p>Severity = 5 (critical)</p>	<p>All those visiting or using the college:</p> <ul style="list-style-type: none"> Staff (including teaching staff, administrators, cleaners, employees of David Game) Current Students Current Parents Prospective Parents & Students Contractors 	<p>Westminster Tutors is situated above a shop and a restaurant on the Old Brompton Road. Due to its situation, there are no facilities to store bicycles or park cars. Therefore, the majority of students, teachers and visitors will be arriving by public transport. However, cycling and walking are to be encouraged.</p>	N
Awareness and knowledge of rules	<p>3 - Trivial</p> <p>Probability = 1 (rare)</p> <p>Severity = 3 (moderate)</p>	<p>All stakeholders and visitors</p>	<p>The college will ensure that this risk assessment and linked policies will be distributed to stakeholders including staff, students and parents.</p> <ul style="list-style-type: none"> Communication will predominantly be through email. Individuals will be informed that these are living documents, created through consultation and updated to reflect new guidance and best practice. Staff and student meetings will be held to ensure all members of the college have the opportunity to discuss the policies. Senior leaders and personal tutors will also be available to address any specific concerns. The policies will also be covered at interview and induction. All prospective parents will be emailed a copy of the policy before attending the college in person. 	N

			<ul style="list-style-type: none"> The Covid policy and this RA will be published on the college website. Appropriate signage, generally distributed through official DfE emails and sites, will be placed throughout the building. 	
Risks specific to SEND students	5 - Tolerable Probability = 1 (rare) Severity = 5 (critical)	SEND students, especially those on an EHCP (Education, Health & Care Plan)	The Principal/SENCO will discuss the policies and arrangements with SEND students and their parents. Individual risk assessments will be carried out on request by the parents or student, or if the Principal deems that the risks to the individual are increased, either due to physical or mental health concerns.	N
Mental Health Risks	6- Tolerable Probability = 2 (unlikely) Severity = 3 (moderate)	All students and staff	<p>The college places special emphasis on the pastoral support it offers students, especially concerning mental health. The approach, as per the college ethos, will differ for each student, but personal tutors, mentors and senior leaders will work closely with students, subject teachers and parents to ensure that each individual in the college is supported with their mental health. This includes staff as well as students. More specifically:</p> <ul style="list-style-type: none"> Students will have regular meetings with personal tutors specifically concerning their wellbeing. These will be weekly for students who have issues, either previously known or raised during lockdown, with mental health. All tutors will be informed to contact the Principal or Senior Consultant if they have issues themselves with mental health. This will be done regularly by both email and in staff meetings. Tutors will also be asked to raise any concerns they have with the Principal or Senior Consultant about any student. PSHCE sessions will address mental health, with special sessions on stress and anxiety. 	N
Behavioural Issues/non-compliance	4 - Tolerable Probability = 2 (unlikely)	All students and staff	<ul style="list-style-type: none"> The college generally has few issues with student behaviour. However, to ensure compliance, all students will be issued with a Code of Conduct at induction. The code of conduct will outline the key rules and procedures, using the language of 'must' and 	N

	Severity = 2 (minor)		'should', and setting out a linked disciplinary process for breaches.	
Safeguarding	8 - Substantial Probability = 2 (unlikely) Severity = 4 (major)	All students and staff	<p>Safeguarding is incredibly important to Westminster Tutors. The college will be maintaining its usual high standard in all aspects of its delivery. Specific policies remain regarding remote lessons. In order to ensure all remote lessons are safe the following policies are in place:</p> <ul style="list-style-type: none"> • All remote lessons are scheduled by the college, not by individual tutors and students. • Parents and guardians are sent copies of the timetables. • Changes in lesson times must be through the college. • Links to all remote lessons are sent to the DSL. He will 'drop in' on lessons regularly. • Cameras must be kept on in lessons, and any inappropriate clothing or behaviour reported to the DSL. • Remote lessons cannot be held with either teacher or student in/on a bed - they must be at a desk or table. 	N