

COVID-19: outbreak management plan



Approved by: CMDC **Date:** 1 AUGUST 2021

Last reviewed on: 23 JUNE 2021

Next review due by: 1 OCTOBER 2021

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance from step 4](#), published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the college
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

2. Testing

If recommended, we will increase the use of home testing by students and staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at the college we will consult with the director of public health (DsPH) to discuss any further support we need to do this.

From September 2021 we shall reintroduce an on-site asymptomatic testing site to undertake asymptomatic testing for all new and returning students.

- This initial testing will take place during the induction days prior to the commencement of teaching on 6 September 2021
- The testing site will be set up in the Sportshall and will be overseen by the Health and Safety Officer

3. Face coverings

From Step 4 of the Government's Roadmap out of the Covid pandemic (19 July 2021) it is no longer a requirement for members of the College community and visitors to wear a face covering whilst on the college site.

If, however, it is recommended that students, staff and visitors should wear a face covering, then those who are not exempt from wearing one:

- will be asked to keep on or put on a face covering when arriving at college and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas

And/or:

- will be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity

4. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in college or arrangements for home working or learning.

5. Other measures

If recommended, we will limit:

- residential educational visits;
- in-person Open days, transition or taster days;
- the number of visitors attending the site (including parents);
- live performances;

If recommended, we will reintroduce bubbles, to reduce mixing between groups

6. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will re-implement the Covid-19 timetable, first introduced in September 2020. Should the College be forced to close to students as a result of further national lockdowns we will remain open for those students who meet the criteria outlined in 6.1 below.

6.1 Eligibility to remain in college

In the first instance, we will stay open for:

- Vulnerable pupils including those requiring a high level of learning support

6.2 Education and support for students at home

All other students will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning policy.

The college will continue to provide financial support for pupils eligible for benefits-related free college meals while they are not attending college because of COVID-19 isolation guidelines.

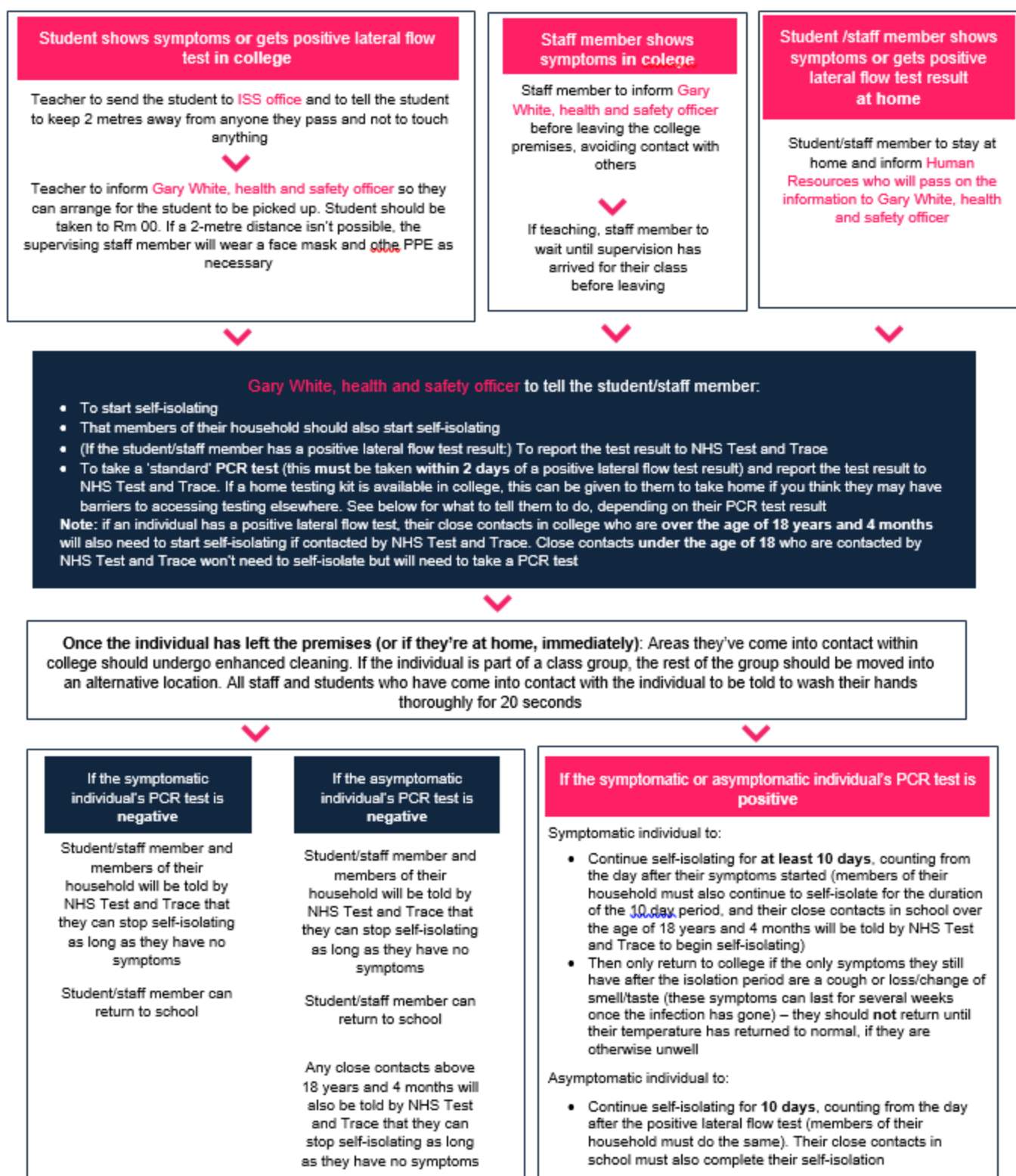
6.3 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

Our welfare team will continue to offer wraparound care to all those that need it. Personal Tutors will make contact with their tutees via telephone at least once per week.

We will aim to have a trained DSL or deputy DSL on-site wherever possible. On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

COVID-19 incident flow chart





Covid 19 Risk Assessment Autumn Term/August 2021

Introduction

The national lockdown invoked from January 5th 2021 was as a result of a faster transmission variant of Covid19. This has necessitated college employers and leaders (as required by law) to think about the risks that staff and students face and do everything reasonably practicable to minimise those risks, recognising that they cannot eliminate the risk of Coronavirus (COVID-19) entirely but to help staff and students remain as safe as possible and in education.

The College will be making rapid-result Coronavirus (COVID-19) tests (also known as the Lateral Flow Test) available which will help identify asymptomatic cases - which make up a third of all cases - limiting the spread of the virus. It remains essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested. The message is to remain 'COVID safe' at all times.

Testing, along with other infection prevention and control measures such as regular hand washing/ sanitation will continue despite the removal of restrictions since the move to Step 4 of the governments road map out of the pandemic (19 July 2021)

The College has developed this risk assessment (which identifies the measures needed to reduce the risks from Coronavirus (COVID-19) so far as is reasonably practicable and make the College COVID-secure) by following the [HSE guidance on working safely](#).

This risk assessment checklist/tool is based on Government guidelines on COVID-19 published on 29th August 2020 and further guidance published on 6th November 2020/ Updated 04/01/2021 following Government guidelines on Covid19/ Updated 23/02/21/ in accordance with Step 4 of the road map updated 19/07/21

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance>

<p>College: St Frances Xavier Sixth Form College</p>	<p>COVID-19 –Risk Assessment for reopening [updated on 4th September 2020] (Updated on 6th November 2020) (Updated 04/01/2021) Updated 18/01/2021 Updated 23/02/2021 Updated 01/08/21</p>	<p><u>Referenced accompanied additional documentation:</u></p> <p>Business Continuity Plan – March 2020/ updated September 2020</p> <p>Covid Outbreak Management Plan – June 2021 (appended to this document)</p> <p>Covid 19 Guidance and Risk Assessment for BAME Staff October 2020</p> <p>Documents from the DFE Coronavirus (COVID-19) asymptomatic testing in schools and colleges Working From Home Guidance https://www.hse.gov.uk/toolbox/workers/home.htm</p> <p>Latest DFE Guidance Updated 22 February 2021 https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision</p> <p><i>Working Safely during Coronavirus</i> https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus</p> <p><i>First Aid Procedure and procedures to put in place should a member of staff or student becomes ill</i></p> <p>CIBSE COVID 19 VENTILATION GUIDANCE (July 2020)</p> <p>Covid-19 Population Risk Assessment</p> <p>GOV UK: Guidance on Shielding and protecting people who are clinically extremely vulnerable from Covid19 Updated 11.08.21 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>COVID-19: Cleaning in non-health settings 16.10.20 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
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ASSESSED BY:	SLT				
	ASSESSED BY: SLT Externally Audited by: Hettle Andrews and Associates Ltd October 2020	ISSUE DATE:	9/08/2021	NEXT REVIEW:	01/10/21
<p>On the 19th July 2021 the government proceeded with Step 4 of its road map out of Covid. On this date, the majority of legal restrictions were removed and individuals are now expected to protect themselves and others through informed choice. The existence of school and college "bubbles" also ceased to exist on this date. Positive cases identified by NHS Test and Trace will still be legally required to self-isolate, to help break the chains of transmission. From 16 August there will be an isolation exemption for contacts of positive cases for under 18s and for double vaccinated adults.</p> <p>Given the updated guidance issued on 19 July 2021, the College will continue to implement the following preventative measures:</p> <p>Should there be an outbreak of Covid or guidelines require it, the College will reinstate and implement the actions outlined in the earlier version of the Covid-19 risk assessment in accordance with the coronavirus outbreak management plan.</p>					

Hazard	Who might be harmed	Risk	List existing risk control measures	Describe the action needed to improve matters where reasonably practicable to do more to control risk	Done	Residual Risk rating		
					Y/N	L	M	H
<p>1. Identified “at risk” groups</p> <p>Vulnerable Staff who may be at a higher risk of suffering major ill health if they contract COVID19</p>	<p>Highly vulnerable groups have been listed by the Government.</p> <p>Full list of those categorised as clinically extremely vulnerable can be found here</p>	<p>Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.</p> <p>HIGH</p>	<p>Guidance has been provided on “Clinically extremely vulnerable people who may include:</p> <ul style="list-style-type: none"> those who have been identified as being at greater risk as identified by the Covid 19 Population Risk Assessment 	<p>HR and the Principal to establish if staff come into this category and impact on staffing levels.</p> <p>HR to provide a risk assessment and update Principal on a case by case basis.</p> <p>Information to be fed back to SLT to establish if judgements need to be made in working arrangements.</p> <p>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend the College or nursery.</p> <ul style="list-style-type: none"> cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach cleaning frequently touched surfaces often using standard products, such as detergents and bleach minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) <p>If rates of disease rise in local areas or there is an outbreak of Covid in the College, young people (or family members) from that area only, may be advised to shield during the period where rates remain high and therefore they may be unable to attend the college setting.</p>	Y			

				<p>Please see: Occasional Working from Home Policy</p> <p>All teachers are able to teach deliver lessons from home according to the Remote Learning Policy</p> <p>Students/ staff who are pregnant should follow the relevant guidance in coronavirus infection and pregnancy https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>				
2. Covid-19 specific BAME Guidance	Employees Students	MEDIUM/ HIGH Greater incidence of Covid-19 amongst BAME students and staff colleagues	<p>While it is not clear why the danger of contracting COVID-19 and subsequent mortality rates are higher for BAME colleagues, a bespoke health and wellbeing offer for BAME staff is considered and an appropriate risk assessment undertaken.</p> <p>The majority of students are BAME and as such are advised to follow safety and hygiene measures meticulously. Where DFE and ESFA guidance permits students will be able to access lessons remotely.</p> <p>Useful guidance can be found here: https://www.bameednetwork.com/wp-content/uploads/2020/05/BAMEed-Network-Schools-and-Covid-19-guidance-for-BAME-staff-and-their-employers-2.pdf</p>	<p>BAME staff informed that HR can complete and action an individual risk assessment, should they wish.</p> <p>HR to provide a risk assessment, if requested, and update Principal on a case by case basis.</p> <p>Appropriate protective measures to be implemented which may include:</p> <ul style="list-style-type: none"> • limiting time on college site; • restricting interactions with other colleagues; • enhanced hygiene measures; • remote teaching/ learning <p>Protective measures will be considered on a case by case basis.</p>	Y		M	H
3. Living with vulnerable person(s)	Employees Students	Staff / students may spread COVID-19 to vulnerable people who live in the	<p>Guidance states that staff who live with vulnerable persons, including pregnant women can attend the College as long as the workplace is Covid-secure,</p> <p>Guidance has been provided to employees who live with a COVID-19 vulnerable person to minimise as much</p>	<p>If requested, HR should complete and action a risk assessment for staff living with clinically extremely vulnerable children & adults.</p> <p>Students/parents will need to advise class teachers if they fall into these categories.</p>	Y			

		<p>same household</p> <p>MEDIUM</p>	<p>time as possible spent in shared spaces at home such as kitchens, bathrooms, sitting areas.</p> <p>Vaccinations completed for JCVI groups 1-4, the most vulnerable, should mitigate risk.</p>	<p>Should there be an outbreak of Covid in the College active consideration will be given for staff to work from home on a case by case basis.</p> <p>If completely working from home or redeployment is not possible, a balance between working from home and College may be a way of reducing COVID-19 risk exposure. This will be carefully and actively considered.</p> <p>Occasional Working from Home Policy and Remote Learning Policy procedures established and implemented where agreed by the principal</p> <p>During national or local lockdown, all teaching staff and students are able to work from home until the wider reopening of college, following the Remote Learning Policy. Remote Learning Policy</p>				
<p>4. Infection Control-</p> <p>Wellness and suitability to attend the College site.</p>	<p>Employees Students</p> <p>Parents Contractors</p>	<p>Staff/ children may spread COVID-19 or contract COVID-19 while undertaking their duties/ learning.</p> <p>HIGH</p> <p>(Risk will be diminished once roll-out of the vaccination programme moves to 16-17 yr olds)</p>	<p>All staff have been advised of the symptoms of Coronavirus (COVID-19). The most common symptoms of COVID-19 are recent onset of:</p> <ul style="list-style-type: none"> • New continuous cough and/or • High temperature • Loss of smell/taste (anosmia) <p>College workforce to undertake bi-weekly testing - this will help identify those who are carrying the virus without displaying symptoms, reducing the risk of transmission</p> <p>In accordance with the guidance issued on 19 July, face coverings are no longer required to be worn by students, staff and visitors. However, they will be encouraged to be worn in enclosed, crowded spaces where people may come into contact with others they don't normally meet. A supply of spare face</p>	<p>Access to social spaces will remain limited. Students will be encouraged to vacate the college site when not in lessons, workshops or not using the LRC.</p> <p>Temperature check (on entry) for all who access the building</p> <p>Visitor and contractor policy and procedure will remain in place</p> <p>Covid specific First Aid procedures in place, should a member of staff or student becomes ill</p> <p>Communicate with parents/ carers the advice on what to do if a member of the household/child displays suspect symptoms.</p> <p>In line with routine infection control practice, close contacts will need to self-isolate in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>	Y			H

			<p>coverings will be kept for anyone who arrives without one or has one that's unsafe to wear.</p> <p>The College will also reiterate to parents and staff the need to follow the standard national advice on the kind of symptoms to look for that might be due to coronavirus (COVID-19), and where to get further advice.</p> <p>If anyone in the household develops a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell (anosmia), they are advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance (which states that the ill person should self-isolate for at least 10 days and should arrange a PCR test to see if they have coronavirus (Covid 19))</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to break the chains of transmission within the college and wider communities.</p>	<p>Staff will be informed of how they can access PCR testing facilities.</p> <p>Key staff identified and trained in carrying out onsite asymptomatic testing using lateral flow devices (LFDs)</p> <p>Staff will continue to take a bi-weekly lateral flow test. Should they be informed that they have been a close contact of somebody who has tested positive they should self-isolate according to PHE guidance.</p> <p>All students will be offered two LF tests prior to the start of Autumn Term 2021. Students will be strongly advised to take the tests (tests are currently optional).</p> <p>Information provided on social responsibility to increase the uptake of asymptomatic tests by the student body</p> <p>Any staff member or student who return a positive test LFT will be required to take a confirmatory PCR test.</p> <p>All staff and students encouraged to take up the vaccination, if eligible.</p>			
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<p>5. Infection Control-prevention</p>	<p>Employees Parents Students Contractors</p>	<p>Staff or Students may spread COVID-19 or contract COVID-19 while undertaking their duties</p> <p style="text-align: center;">HIGH</p>	<p>All staff and students advised to follow good hygiene practices in controlling the spread of COVID-19:</p> <ul style="list-style-type: none"> • Thoroughly wash your hands with soap and water often – do this for at least 20 seconds, at least at the start and end of session and where opportunities arise during the day • Use hand sanitiser gel if soap and water are not available • Sanitise hands on entry to the college and regularly throughout the day • Cover mouth and nose with a tissue or your sleeve (not your hands) if coughing or sneezing • Used tissues should be binned straight away and hands washed afterwards or apply hand sanitiser (bins collected every morning and afternoon 2 x daily) • Avoid close contact with people who are unwell (people who are unwell will not be allowed on the premises – people who become unwell will be sent home immediately) • Avoid touching eyes, nose and mouth (face coverings/masks will be available to staff and students who fail to bring one with them) <p>Social Distancing</p> <ul style="list-style-type: none"> • Signage reminding all to socially distance, where possible • sneeze screens are in place where staff and students may have to face each other e.g. in offices/ computer rooms etc... 	<p>Staff to continue with the “Catch It, Bin it, Kill it” method and practise good hygiene through regular handwashing.</p> <p>Hand washings/sanitising stations provided (e.g. at front of college and in every classroom), inspected and replenished regularly</p> <p>Infection control signs and control directives to be displayed around the College</p> <p>Students to be reminded frequently of control measures including washing hands on arrival at site, breaks, before and after eating.</p> <p>All staff/ students to be mindful of social distancing, where possible, especially in social and/ or crowded spaces.</p> <p>Sneeze screens in places where staff and students need to face each such as computer rooms and staff offices. This is in addition to social distancing.</p> <p>Access to student social areas will be limited. Social areas to be supervised by a member of staff.</p> <p>Ventilation of classrooms and offices encouraged</p> <p>Staff involved in mass asymptomatic testing to wear appropriate PPE and follow appropriate guidelines for administering tests</p> <p>Students/ staff encouraged to wear face masks on public transport for their commute to college.</p>			<p>H</p>
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<p>6. Infection Control-</p> <p>College members or contractors displaying symptoms of the virus at home</p>	<p>Employees Students Contractors /Visitors</p>	<p>Staff, Students or visitors may spread COVID-19 or contract COVID-19</p> <p>Medium</p>	<p>Staff must advise HR immediately if they are displaying any of the recognised symptoms of Covid-19 or if someone within the College is displaying symptoms. The employee/student will need to remain at home until a test is arranged.</p> <p>Only authorised visitors to be permitted entry to the College beyond the reception area</p> <p>In line with the guidance, any positive cases made known to the College will be reported to the local Health Protection Team. Should there be reasonable evidence that a staff member has been exposed to the virus at work, positive cases will be reported through RIDDOR.</p>	<p>Staff must advise HR immediately if they are displaying symptoms or if someone within their household is displaying symptoms of the virus. A confirmatory PCR test should be sought out as soon as possible.</p> <p>Authorised visitors/ contractors must follow the established Covid protocol.</p> <p>Enhanced cleaning regimen will remain in place.</p> <p>College members of staff displaying symptoms will be sent home immediately (if at College) and advised to arrange a PCR test as soon as possible.</p>			<p>M</p>
<p>7. Test and Trace</p>	<p>Employees Students Contractors</p>	<p>Containing the virus.</p> <p>MED</p>	<p>If staff/students have symptoms symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste). They will be advised to:</p> <ul style="list-style-type: none"> • get a PCR test to check if they have coronavirus as soon as possible • They and anyone they live with must self-isolate until they have been tested and received your result • They and anyone in their support bubble must self-isolate until they have been tested and received their result 	<p>If staff or students are required to self-isolate without any symptoms, they will be required to continue working remotely, as far as possible.</p> <p>Please see:</p> <p>Occasional Working from Home Policy</p> <p>Remote Learning Policy</p> <p>Telling people about the test result</p> <p>At this stage (until the test result is known), those people do not need to self-isolate, but they should take extra care in practising social distancing and good hygiene, like washing their hands regularly. They should also watch out for their own symptoms.</p>			

		<p>What to do when you get your test result</p> <p>If you test negative (the test did not find coronavirus):</p> <p>If you get a negative test result, this means you are at low risk of having coronavirus.</p> <p>Other members of your household can stop self-isolating. If you feel well and no longer have symptoms similar to coronavirus, you can stop self-isolating. You could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until you are better.</p> <p>If you test positive</p> <p>If you get a positive test result, this means that when you took the test, you had coronavirus. You – and other members of your household – must continue to self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.</p> <p>If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 10 days.</p> <p>Contact Tracing</p> <p>From 19.07.21, schools, colleges and nurseries no longer need to carry out routine contact tracing. From this point</p>	<p>You may want to write down your recent close contacts now so that you have them to hand if you test positive. Please inform HR</p> <p>Should a member of staff test positive, they must immediately inform HR</p> <p>Contact tracing in college</p> <p>Seating plans of all taught classes will be made available to the nominated College Covid coordinator which will make it easier to trace close contacts (students and staff).</p> <p>Department staff will be informed of positive cases of students the department teaches.</p> <p>The roll out of asymptomatic testing is linked to the national NHS test and trace database and close contacts of those testing positive will be informed. If this happens then those contacted by NHS test and trace must self-isolate according to PHE guidelines</p> <p>NB: Close contact with an infected person means:</p> <ul style="list-style-type: none"> • Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation within 1 metre • Being within 1 metre for 1 minute or longer without face-to-face contact • Sexual contact • Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) • Travelling in a small vehicle 		
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			<p>onwards, close contacts will be identified and contacted by NHS Test and Trace</p> <p>If you get a positive test, Test and Trace will contact you and ask you to share information about any close contacts you had just before or after you developed symptoms. This is vital if we are to stop the spread of the virus.</p> <p>You'll be contacted by email, text or phone.</p> <p>Text messages will come from NHS Tracing. Calls will come from 0300 0135000.</p> <p>You'll be asked to sign in to the NHS Test and Trace contact tracing website at https://contact-tracing.phe.gov.uk.</p> <p>If you cannot use the contact tracing website, they will call you.</p>				
8. Mass Asymptomatic Testing	Employees Students Parents Contractors	<p>Tests provide "false negative" result</p> <p>Tests provide "false positive" result</p> <p>Testing is not mandatory which means</p>	<p>Lateral flow testing is seen as a helpful additional measure to reduce risk.</p> <p>Students encouraged to take two Lateral Flow Tests on return to the College 3-5 days apart</p> <p>All Staff offered a bi-weekly Lateral Flow test to be undertaken at home in an attempt to identify those who may be asymptomatic.</p> <p>Any Staff or students displaying symptoms or providing a positive LFD test result will</p>	<p>All students encouraged to give their consent to testing.</p> <p>Two tests to be conducted over 3-5 days at the on-site testing centre prior to the start of term on 6th September</p> <p>Staff training given on how to administer tests accurately. The testing workforce will be provided with full PPE.</p> <p>All tests, whether positive or negative will be logged on the NHS test and trace database. website. Anyone who tests positive will be</p>			

		that some asymptomatic students may continue to spread infection	<p>be sent home and advised to self-isolate and take a confirmatory PCR test</p> <p>Reminder that all other safety measures must continue:</p> <ul style="list-style-type: none"> • Temperature check on entry to the site • Hand sanitation • Social distancing • Deep cleaning 	<p>required to self-isolate and take a confirmatory PCR test</p> <p>Letter sent home to parents / carers asking for support in encouraging students to give their consent to be tested on their return</p>				
<p>9.Social Distancing</p> <p>Inability to maintain the social/physical distancing in crowded spaces</p>	<p>Employees Parents/visitors Students Contractors</p>	<p>Staff / Students may spread COVID-19 or contract COVID-19</p> <p>MEDIUM</p>	<p>The College will follow the DFE's operational guidance outlined here</p> <p>Where possible, staff and students to maintain a degree of social distancing with others, particularly in confined or crowded areas.</p> <p>PPE is provided to staff who may need to attend a sick person. (plastic apron, face mask/coverings /disposable gloves available to staff or if forgotten by students)</p> <p>Staff who teach at more than one establishment should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Physical barriers such as sneeze screens in place to further augment impact of social distancing in enclosed spaces such as the reception area, offices and computing rooms</p>	<p>Assess current set-up at the College. Ensure the College entrance/turnstiles has enough circulation space for students, staff and visitors to safely distance themselves and control numbers accessing.</p> <p>Deploy signage reminding people to practise social distancing to be displayed throughout the College building and at the main entrances.</p> <p>Set up classrooms and other spaces using single desks to reinforce distancing. Students should be encouraged not to share resources including books and stationery.</p> <p>Doors to classrooms can be kept open to minimise the risks of continually touching the door handles and to allow for greater ventilation</p> <p>Keep windows/doors open/ ventilation.</p> <p>Small adaptations to the classroom to support distancing where possible including seating students side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>Signage in place to remind students and teachers to be mindful of social distancing in common areas and corridors. One-way systems</p>				

				<p>in operation and directional signage on stairwells and corridors.</p> <p>During national/ local lockdowns/ school closures, the numbers of staff and students having access to the site will be kept to the bare minimum. Limited only to those vulnerable learners and ALS staff that teach them, the nursery staff and their children and a skeletal staff operating support functions.</p> <p>Full staff meetings to only be held where social distancing is possible. Staff briefing on Monday mornings to remain online for the time being.</p>			
<p>10. Cleaning:</p> <p>General /Daily Deep Personal areas Isolation areas</p>	<p>Employees Parents Students Contractors</p>	<p>Staff may spread COVID-19 or contract COVID-19 while undertaking their duties and/or at home</p> <p>MEDIUM</p> <p>Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established</p> <p>LOW</p>	<p>Enhanced Cleaning to take place at the end of each day</p> <p>In line with DFE guidance, we have put in place and will maintain an appropriate cleaning schedule. This includes enhanced cleaning of areas and equipment, with a particular focus on frequently touched surfaces. All contact surfaces in the College including door handles, soap dispensers, rails, banisters, light switches, equipment etc. to be cleaned more frequently than normal.</p> <p>Current daily cleaning practices will be maintained.</p> <p>Appropriate chemicals that are effective at killing the virus will be used. (See COSHH Guidance)</p> <p>All teaching areas will have cleaning and sanitising equipment available to students and staff</p>	<p>Timetable of classroom usage displayed on all teaching area doors</p> <p>Estates Manager/Deputy to ensure provisions are available, suitable for use and appropriate information and instruction in the safe use, storage and disposal.</p> <p>Estates Manager to monitor and review use of chemicals where possible. For staff cleaning tasks, ensure there is a suitable COSHH Risk Assessment in place</p> <p>Any concerns with cleaning practices must be dealt with immediately and brought to the attention of the Estates Manager or his deputy</p> <p>Isolation areas where an individual has become unwell must be cleaned after the individual has left- cleaning and disposal guidance must be followed. Estates Manager must make appropriate arrangements for the cleaning of contaminated areas and storage and disposal of contaminated items</p>			


			<p>Covered bins have been placed in all classrooms.</p> <p>Repeated cleaning down of personal work areas with the use of general antibacterial sprays/wipes is encouraged</p> <p>Computer stations/key boards to be wiped down after each session</p> <p>Regular hand washing and use of hand sanitisers is encouraged and provisions provided for staff and students to access and use throughout the day</p> <p>The Estates team will take action and provide additional cleaning where a situation requires it (E.g. where a student may have been working who is feeling ill or who has tested positive or been identified as a close contact)</p> <p>Employees using cleaning chemicals will be informed of potential skin irritation, respiratory issues which may be caused by the product and to ensure they are using in accordance with the manufacturers and workplace instructions. Any issues must be reported to the Manager for action. Disposable gloves will be issued.</p>	<p>Estates Manager to identify surfaces that are frequently touched and by many people (often common areas), for example handrails, door handles, (inside and outside), shared equipment and resources and specify the frequency and level of cleaning and by whom.</p> <p>Daily washing of IT hardware, desks, chairs will be completed once the students leave their session</p> <p>Estates Manager to put in place monitoring and supervision to make sure cleaners are following controls, and are implementing the cleaning regimes implemented</p> <p>Deputy Estates Manager to provide information by telling cleaning team who needs to clean and when - Provide instruction and training to cleaners, including information on:</p> <ul style="list-style-type: none"> • The products they need to use, • precautions they need to follow and the areas they need to clean • Identifying how and when they will be replenishing cleaning products. • Increased hours of cleaning team <p>Estates Manager to Identify other areas that will need cleaning to prevent the spread of coronavirus, for example canteen, multi-purpose hall, LRC and rest areas and specify the frequency and level of cleaning and who will do it. Additional deep clean required of asymptomatic testing areas</p> <p>Produce a rota and Identify what cleaning products are needed (eg surface wipes, detergents and water) and where they should be used, for example wipes, water and detergent on work surfaces</p>		
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11. Employee Wellbeing and Support	<p>Employees</p> <p>BAME staff</p> <p>CEVs</p> <p>Those with underlying health conditions</p>	<p>Employees may feel anxious or stressed about health and wellbeing of themselves, their families and livelihood.</p> <p>MEDIUM</p> <p>Managing difficult feelings</p>	<p>Staff are encouraged and supported to undertake their duties safely by following and implementing the required safety controls implemented within the workplace</p> <p>All staff must inform HR if there are any concerns or issues with which they may need support and assistance.</p> <p>The College has a Stress Management Policy in place</p> <p>Staff will be supported in managing their physical and mental wellbeing. Wellbeing support and information will be provided by HR. E.g: Every Mind Matters Sleep Page provides practical advice on how to improve your sleep.</p> <p>If you care for other people. You may be worried about how to ensure care for those who rely on you – either your dependants at home or others that you regularly visit. Let your local authority know if you provide care, or support someone you don't live with. Further advice on creating a contingency plan</p>	<p>Staff Wellbeing Forum has been established. Staff Wellbeing Forum operates throughout partial closure of the College. 15 additional staff have been trained in Mental Health First Aid, bringing the total numbers of staff (both teaching and support) trained in Mental Health First Aid to 30. Rota of MHFA trained staff to be established</p> <p>Wellbeing activities made available to staff, highlighted in staff briefing:</p> <ul style="list-style-type: none"> • Mindfulness • Book Club • Weekly staff bulletin • Social activities • Physical activities • Subsidised massages <p>The College has signed up to the DFE's Education Staff Wellbeing Charter</p> <p>Staff signposted to websites and resources Every Mind Matters page on anxiety and NHS mental wellbeing audio guides provide further information on how to manage anxiety.</p> <p>Occupational Health support is available should there be any particular concerns regarding an employee's wellbeing during this time.</p>			

			<p>and sources of support are available from Carers UK.</p> <p>All staff can access therapeutic support through the employee assistance programme/mental health first aiders</p> <p>Staff are encouraged to focus on their wellbeing and discuss concerns with their line managers.</p> <p>Time has been set aside for staff members to focus on their physical and emotional wellbeing.</p>	<p>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload</p> <p>Line managers to “check-in” individually with staff members should further closures of the College be necessary.</p>			
12. Working Remotely	Employees	<p>Lone working without supervision MEDIUM</p> <p>Working with display screen equipment Medium</p>	<p>The Occasional Working from Home Policy is in place and staff are expected to follow the guidelines for remote working outline in it.</p> <p>Remote working hazards extend beyond the physical work environment. Working arrangements are also important. For example, some employees may find it difficult to adapt to working in an environment with limited social contact, while others may find it harder to manage their time or to separate work from home life.</p> <p>There will always be greater risks for lone workers with no direct supervision or anyone to help them if things go wrong.</p> <p>If contact is poor, workers may feel disconnected, isolated or abandoned. This can affect stress levels and mental health.</p>	<p>Should staff be required to work remotely, the following measures will be offered to safeguard the wellbeing of staff who are required to work from home:</p> <ul style="list-style-type: none"> • Opportunities to access mental health and wellbeing activities • Assessment of home working station • Provision/loan of appropriate furniture and equipment to facilitate home working • Option to work from college should it be difficult to work from home <p>Staff reminded of safeguarding protocols where staff are interacting online with students while working from home.</p> <p>All staff working from home should carry out a work station assessment and discuss with HR any statements have been answered “no”.</p> <p>Employees advised to:</p> <ul style="list-style-type: none"> • Break up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • Avoid awkward, static postures by regularly changing position • Get up and moving or doing stretching exercises 			M

				<ul style="list-style-type: none"> Avoid eye fatigue by changing focus or blinking from time to time Line Managers keep in touch with lone workers, including those working from home, and ensure regular contact to make sure they are healthy and safe. <p>The NHS Volunteers Service provides a telephone 'check in and chat' for staff who are feeling isolated. Call 0808 196 3646 (8am to 8pm) or visit the website.</p>				
13. Emergencies: First Aid	Employees	First aiders may be exposed to COVID-19 while administering first aid. HIGH	Please see: First Aid Procedures and procedures to put in place should a member of staff or student become ill First Aid staff must wear appropriate PPE and follow social distancing and other safety measures when treating casualties. Appropriate PPE includes: apron, disposable glove, surgical face covering and safety glasses or face visor.	Report all work related incidents to GWH Should an incident occur involving someone who is displaying symptoms of COVID-19 (high temperature / persistent cough / shortness of breath), responder to contact NHS 111 or 999 prior to attending and follow the advice provided. Should an incident occur involving an unconscious or incoherent casualty where CPR (Administering Chest Compressions) or Automated External Defibrillator (AED) is required, responder to ask someone to contact 999. Should only attend to the casualty if you are trained to do so.				H
14. Managing unwell site users: <ul style="list-style-type: none"> Isolation PPE Contact Reporting Communication 	Employees	Site users may become unwell and require assistance HIGH	There are appropriately appointed persons/First Aiders who will take responsibility in the event of an unwell person and ensure there is sufficient cover and contingency arrangements when those are not available. Broad Oak Room 001 has been identified as an isolation area. This meets the criteria specified by PHE. Advice will be sought from PHE and NHS	GWH to ensure all arrangements and necessary guidance have been communicated to staff and students. Ensure room 001 is well ventilated, room for 2m distancing and stocked with the required equipment and cleaned thoroughly after each use. Clearly sign both the isolation room and toilet with appropriate warning and/forbid unauthorised access				H

			<p>Suitable enhanced PPE is available for those needing to supervise or assist unwell individuals either directly outside of the room or somewhere close to the area but not in direct contact with the unwell individual. Where possible staff should maintain the 2m whilst supervising</p> <p>In the event of a total College closure being required (as directed by NHS and GOV UK) the College will issue immediate guidance to all College members and updated advice on re-launching remote teaching delivery.</p> <p>First Aid Procedures and procedures have been put in place should a member of staff or student become ill</p>	<p>GWH must maintain clear communication of arrangements, roles and responsibilities and updates must be given to all relevant parties.</p> <p>Training given and updated on dealing with individual with suspect symptoms.</p> <p>In the event of a total College closure being required (as directed by NHS and GOV UK) the College will issue immediate guidance to all College members and updated advice on re-launching remote teaching delivery.</p> <p>Any student who displays symptoms of Covid-19 will be taken to the isolation room where they will remain until collected by a family member/guardian</p>				
15. Statutory Maintenance	Staff/ Students/Visitors	MEDIUM	<p>Legionella flushing and monthly water temperature checks and annual inspection to continue as planned.</p> <p>Fire Risk Assessment has been updated Gas Boiler Systems and fire alarm panel annual inspections will continue to be arranged throughout this period</p> <p>Any faulty equipment is immediately taken out of service until repaired or safely disposed of.</p> <p>.</p>	<p>A weekly flushing regime of little used outlets (taps and toilets in parts of building that are not used must be flushed for several minutes) this is to be undertaken by the Site Manager</p> <p>Fire risk assessment externally audited by Hettle Andrews Should fire marshals be absent due to self-isolation</p> <ul style="list-style-type: none"> •An additional staff rota is to be put in place for fire marshals to cover any absences and staff to be briefed accordingly. •Staff appropriately trained in fire marshal duties as required. 			M	
16. Proposed plan in place if an outbreak or local or national lockdown should occur	Staff/ Students/Visitors	HIGH	<ul style="list-style-type: none"> • Outbreak management plan in place • College Continuity Plan has been updated • Proposed resourcing model is in place should lockdown and partial or full closure be required 	<p>Teaching and learning platforms are online and are accessible via the internet. Students are able to continue with their studies remotely in situations of self-isolation, and are able to continue to receive support and engage in the learning process with their teachers.</p>				H

<p>necessitating the closure of the College</p>			<ul style="list-style-type: none"> • Key staff have been fully briefed on the action planning for local lockdown or college outbreak. • Preparation for learning continuity in the event of College closure or local lockdown <ul style="list-style-type: none"> ◦ Blended learning offer to support continued delivery. <p>Remote learning packages ready to offer where there is an outbreak as part of business continuity.</p> <ul style="list-style-type: none"> • Remote Learning Policy in place • The College has a digital innovation strategy to support teaching and learning within and outside of college. • Resources have been prepared that take account of online education resources for home learning (published by DfE24 June 2020) https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19 • Information and guidance shared to support parents and carers of children who are learning at home Updated 15/02/2021 following Government guidelines on Covid19 https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19 • Resumption of original Risk Assessment to consider phased opening as appropriate • Response has taken account of the information, guidance and support for teachers and leaders on educating children during the 	<p>Where students do not have access to a computer at home, the College will provision a laptop or an iPad on loan. The College also provides Wi-Fi dongles to students who do not have access to the internet, in order for them to continue with their studies so are not disadvantaged.</p> <ul style="list-style-type: none"> • Arrangement for communications to be available in readiness for release to staff and families to incorporate any advice from Public Health England/ website • Parents to be informed of the Colleges procedures for local lockdown/ College closure <p>Numbers of staff and students coming onto college site is kept to a minimum to minimise risk of transmission. Government and PHE guidelines will be followed.</p> <p>During partial closure, the College will remain open only for vulnerable learners and those ALS students with an EHCP.</p> <p>Reporting of Covid symptoms / positive test results to the College to continue</p>			
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			coronavirus outbreak updated on 19 July 2021					
17. New Variants of Covid emerge	Staff/ Students/ Visitors	Increased numbers of staff and students testing positive and not able to engage in teaching or learning High	Viruses constantly change through mutation, and so the emergence of new variants is an expected occurrence. SARS-CoV-2 is no exception. A diversification of SARS-CoV-2 due to evolution and adaptation processes has been observed globally. The College will follow advice and guidance given by PHE, DFE or local Public Health Agency Bi-weekly testing of staff to pick up on asymptomatic individuals and to break the chain of transmission	<ul style="list-style-type: none"> • Reinforce adherence to the infection control guidance • Encourage continuation of bi-weekly testing amongst students and staff either at home or college to identify any asymptomatic individuals who will be required to self-isolate in accordance with guidelines (currently 10 days or if symptoms develop during the isolation period, an additional 10 days from the on-set of symptoms) • Additional measures to be put in place: <ul style="list-style-type: none"> ○ Face masks to be worn in all areas of the college including classrooms. ○ Timetable restrictions in place if transmission rates remain high • Liaise with PHE and local health protection teams to determine if additional action is required if there is a distinct rise in absence or positive tests being reported. Such action may include temporary closure of the College • Staff and students in infected areas (identified by postcode) to work/ study from home and required to follow surge testing expectations. 				