

Covid 19 Risk Assessment/Spring Term/March 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 social distancing, when ensure the safety of staff and students upon the return to face-to-face teaching and learning.

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**

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963584/Further_education_coronavirus_COVID-19_operational_guidance.pdf

<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)</p>	<p><u>Referenced accompanied additional documentation:</u></p> <p>Business Continuity Plan – March 2020/ updated September 2020</p> <p>Covid 19 Action Plan – July 2020</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 https://www.hse.gov.uk/toolbox/workers/home.htm Working From Home Guidance</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>Actions for education and childcare settings to prepare for wider opening from June 2020</i></p> <p><i>What parents and carers need to know about schools and other education settings during the coronavirus outbreak</i></p> <p><i>Working Safely during Coronavirus</i></p> <p>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><i>Coronavirus: safer travel guidance for passengers</i></p> <p><u>Current advice on shielding:</u> https://www.gov.uk/government/publications/guidanceonshielding https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers</p> <p>CIBSE COVID 19 VENTILATION GUIDANCE (July 2020)</p> <p>GOV UK: Guidance on Shielding and protecting people who are clinically extremely vulnerable from Covid19 23.02.21</p>
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ASSESSED BY:		SLT						
		ASSESSED BY: SLT Externally Audited by: Hettle Andrews and Associates Ltd October 2020		ISSUE DATE:	23/02/2021	NEXT REVIEW:	21/03/21	
Risk Rating								
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	
1. Identified “at risk” groups Vulnerable Staff who may be at a higher risk of suffering major ill health if they contract COVID19	Highly vulnerable groups have been listed by the Government, these include staff with: Chronic long-term respiratory diseases; Chronic heart disease; Chronic liver disease; Over 70 years of age; Full list of those categorise	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties. HIGH	Guidance has been provided on “Clinically extremely vulnerable people who may include: <ul style="list-style-type: none">solid organ transplant recipientspeople with specific cancers:<ul style="list-style-type: none">people with cancer who are undergoing active chemotherapypeople with lung cancer who are undergoing radical radiotherapypeople with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatmentpeople having immunotherapy or other continuing antibody treatments for cancerpeople having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors	HR and the Principal to establish if staff come into this category and impact on staffing levels. HR to provide a risk assessment and update Principal on a case by case basis. Information to be fed back to SLT to establish if judgements need to be made in working arrangements. Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend childcare settings, schools or colleges <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 coveredensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approachcleaning frequently touched surfaces often using standard products, such as detergents and bleachminimising contact and mixing by altering, as much as possible, the environment (such as	Y			

	<p>d as clinically extremely vulnerable can be found here</p>	<ul style="list-style-type: none"> • people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs • people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD) • people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell) • people on immunosuppression therapies sufficient to significantly increase risk of infection • women who are pregnant with significant heart disease, congenital or acquired • other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions • those who have been identified as being at greater risk as identified by the Covid-19 Population Risk Assessment • Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. <p>Updated guidance from 16th February 2021 states that clinically extremely</p>	<p>classroom layout) and timetables (such as staggered break times)</p> <p>If rates of disease rise in local areas 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> <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>All Clinically Extremely Vulnerable staff told that they must work from home until 31 March 2021.</p> <p>Students/ staff who are pregnant should follow the relevant guidance in coronavirus infection and pregnancy https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid19-virus-infection-and-pregnancy</p>				
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			vulnerable staff must continue to work from home					
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	<p>Staff / students may spread COVID-19 to vulnerable people who live in the same household</p> <p>MEDIUM/ HIGH</p>	<p>Guidance states that you can attend work as long as the workplace is Covid-secure,</p> <p>Guidance states that a child or adult living with someone who is a clinically vulnerable individual including pregnant women can attend the workplace.</p> <p>Guidance has been provided to employees who live with a COVID-19 vulnerable person to minimise as much time as possible spent in shared spaces at home such as kitchens, bathrooms, sitting areas.</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> <p>Occasional Working from home Policy and Remote Learning Policy procedures established and implemented</p> <p>Please see: Occasional Working from Home Policy</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>	Y			

			Vaccinations completed for JCVI groups 1-4 – the most vulnerable should mitigate risk	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				
4. Infection Control- Wellness and suitability to attend the College site.	Employees Nominated students Parents Contractors	Staff/ children may spread COVID-19 or contract COVID-19 while undertaking their duties/ learning. HIGH	<p>SFX will take temperatures each day upon admission. This is not required by UK Government guidance but will be an extra line of prevention.</p> <p>Staff and visitors will wear face coverings in areas of the college where social distancing isn't possible, such as in work rooms. They will be asked to keep on or put on a face covering when arriving at college and moving to classrooms or offices, unless they're exempt from wearing one. A supply of spare face 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</p>	<p>Numbers of students attending site will be moderated by the inception of a Covid timetable.</p> <p>Students required to go home immediately following lessons.</p> <p>Social areas will be closed to everyone other than those required to attend both morning and afternoon lessons.</p> <p>Temperature check for all who access the building</p> <p>Staggered return of students from 8 March 2021</p> <p>Limit members of the public who need to enter the College site by using remote communications where possible, e.g. with parents, contractors etc....</p> <p>Visitor and contractor policy and procedure implemented</p> <p>First Aid procedures put in place should a member of staff or student becomes ill</p> <p>Delivery bay designated in the College car park</p> <p>No volunteers will be allowed on site.</p> <p>Communicate with parents/ carers the advice on what to do if a member of the household/child displays suspect symptoms.</p>	Y			H

		<p>and should arrange a 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. 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>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>Anyone who is showing symptoms of coronavirus (COVID-19) who has a negative result from a rapid lateral flow test will be required to self-isolate for a period of 10 days (or 10 days from the onset of symptoms if they arise subsequently)</p>	<p>Staff must advise the Associate Principal (Curriculum) and HR if any of the points alongside apply.</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> <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 required to be on-site during the partial closure of the college will be able 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. Home testing kits will become available from 8th March</p> <p>All students will be offered a test on their return and a further two tests over the space of two weeks. Students will be strongly advised to take the tests (tests are currently optional). Beyond this, students will be issued with two test kits per week to be undertaken at home.</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 will be required to self-isolate according to PHE guidelines</p>				
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5. Infection Control-prevention	Employees Parents Students Contractors	Staff or Students may spread COVID-19 or contract COVID-19 while undertaking their duties HIGH	<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>Safe wearing and removal of face coverings</p>	<p>Staff reminded to implement the "Catch It, Bin it, Kill it" method and wash hands regularly for 20 seconds</p> <p>Hand washings/sanitising provisions provided, inspected and replenished regularly</p> <p>Infection control signs and control directives to be displayed around the College</p> <p>Hand sanitisers stationed on entry, in and around College (and designated classrooms if possible)</p> <p>Use of paper towels instead of hand dryers</p> <p>Students to be reminded frequently of control measures including washing hands on arrival at site, breaks, before and after eating.</p> <p>Teachers/line managers should be alerted in first instance if measures are not followed and matter referred for intervention.</p> <p>Students and staff reminded to close toilet lid before flushing</p> <p>Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Bins are provided to dispose of temporary face coverings</p> <p>All staff/ students to socially distance by at least 2M, where possible, in all areas of the college</p>				H

			<ul style="list-style-type: none"> • Cleaning of hands before and after touching, including to remove or put them on. • Safe storage of them in individual sealable bags plastic bags between use <p>Social Distancing</p> <ul style="list-style-type: none"> • Signage reminding all to socially distance by at least 2M • Measures in addition to social distancing such as sneeze screens are in place where staff and students may have to face each other e.g. in offices/ computer rooms etc... 	<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>Timetable adapted to limit the numbers of students and the amount of time they are required on site at any one time</p> <p>Access to student social areas will be limited to those who have both morning and afternoon lessons. All other preventative measures must be adhered to. Social areas to be supervised by a member of staff.</p> <p>Ventilation of classrooms and offices</p> <p>Face coverings to be worn in all areas of the college, including classrooms. From 15 March College will have a stock of 'Type IIR' face masks to distribute to staff and students if required. Please note the change in guidance related to face shields – these should not be used as a substitute, but rather as an addition to a face mask</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 avoid public transport for their commute to college. Where this cannot happen <u>government guidance</u> should be followed.</p> <p>Later start and earlier finish times should ensure that those required to travel on public transport can avoid the busiest times.</p>				
6. Infection Control-	Employees Students Contractors /Visitors	Staff, Students or visitors may spread	Staff must advise the Senior Business Manager/ Principal/HR immediately if they are displaying any of the recognised symptoms of Covid-19 or if	Staff must advise the Senior Business Manager/ Principal/HR immediately if they are displaying suspect symptoms remotely or if someone within their household is displaying symptoms of the				H

College members or contractors displaying symptoms of the virus at home		COVID-19 or contract COVID-19 HIGH	<p>someone within the College is displaying symptoms. The employee/student will need to remain at home until a virus test is arranged.</p> <p>Any visitors to the site must be authorised by the Principal/ Associate Principal/ Senior Business Manager</p> <p>All positive test results will need to be reported to The Local Health Protection Team in line with the guidance on reporting positive cases RIDDOR.</p>	<p>virus. A test should be sought out as soon as possible.</p> <p>Authorised visitors/ contractors must follow the established Covid protocol.</p> <p>All positive test results will need to be reported to The Local Health Protection Team and in line with the guidance on reporting positive cases and a RIDDOR.</p> <p>Enclosed areas which may have been used by College member will need to be deep cleaned before re-occupation.</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>				
7. Test and Trace	Employees Students Contractors	Containing the virus. HIGH	<p>If you get symptoms of coronavirus</p> <p>If you get any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste):</p> <ul style="list-style-type: none"> • get a PCR test to check if you have coronavirus as soon as possible • You and anyone you live with must self-isolate until you've been tested and received your result • You and anyone in your support bubble must self-isolate until you've been tested and received your result • <p>What to do when you get your test result</p>	<p>During such isolation (as a contact without symptoms) staff will be required to continue working remotely as far as possible.</p> <p>Please see: Occasional Working from Home Policy Remote Learning Policy</p> <p>Telling people about the test result</p> <p>If you develop symptoms, you may wish to alert the people with whom you have had close contact over the last 48 hours. You should tell them that you might have coronavirus but are waiting for a 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>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>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 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) of any person who has tested positive. 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>When they contact to advise to self-isolate, they do not tell contacts your identity. But if you have alerted them when you first develop symptoms or when you get your test result, they will be better prepared for the advice we give them.</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	Tests provide "false negative" result Tests provide "false positive" result Testing is not mandatory which means that some asymptomatic	<p>Lateral flow testing is seen as a helpful additional measure to reduce risk.</p> <p>Students encouraged to take three Lateral Flow Tests 3-5 days apart on return to the College</p> <p>All Staff offered a bi-weekly Lateral Flow test to identify those who may be asymptomatic. From 8th March these can be undertaken from home.</p>	<p>All students encouraged to give their consent to the test.</p> <p>Three tests to be conducted within two weeks' of a student's return (3-5 days between tests) Staff training given on how to administer tests accurately.</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 required to self-isolate according to PHE guidelines.</p>			

		c students may continue to spread infection	<p>Any Staff or students displaying symptoms will be sent home and advised to self-isolate according to PHE rules</p> <p>Where a positive case or cases are picked up through the weekly testing process for staff, all contacts of these positive cases should self-isolate.</p> <p>Due to reduced accuracy those identified as close contacts should self-isolate in accordance with Government guidelines.</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>Reminder that all other safety measures must continue:</p> <ul style="list-style-type: none"> • Temperature check on entry to the site • Hand sanitation • Wearing of face masks • 2M social distancing • Deep cleaning 				
<p>9.Social Distancing</p> <p>Inability to maintain the 2m social/physical distancing</p>	Employees Parents/visitors Students Contractors	<p>Staff / Students may spread COVID-19 or contract COVID-19</p> <p>HIGH</p>	<p>The government has advised schools/colleges to implement the following.</p> <ul style="list-style-type: none"> • Avoid contact with anyone with symptoms • Keep distance in common areas and wherever possible • Adopt frequent hand washing • Adopt good respiratory hygiene practices • Regular cleaning of school • Minimising contact and mixing <p>Staff and students to maintain a 2 metre distancing rule from each other when in communal areas.</p> <p>Staff should stay 2 metres away from students in classrooms. It is strong public health advice that staff maintain distance from their students, staying at the front of the class, and away from their colleagues where possible..</p>	<p>See return to College plan:</p> <p>Assess current set-up at the College. Ensure the College entrance/turnstiles has enough circulation space for visitors, students and staff to safely distance themselves and control numbers accessing. Floor markings to enforce this.</p> <p>Disable control gates access cards of students who are ineligible to be on site.</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 tables to reinforce distancing. Students are 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 allow greater ventilation</p> <p>Keep windows/doors open/ ventilation.</p> <p>Training for staff who need to wear PPE</p>				H

			<p>PPE is provided to staff who request it or 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>Items which are difficult to clean or are deemed non-essential should be removed and stored away from operational work areas to allow for more sufficient cleaning</p> <p>Personal belongings should be limited and kept stored or remain on individuals' work areas/desks.</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>Supervise corridors and control toilet access.</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>Students are only to be on site if they have a lesson –there will be no free social time- once students have finished their lesson they will need to leave the site</p> <p>NON-ESSENTIAL visits: Visitors entering the College building will be kept to a minimum.</p> <p>MOVEMENT AROUND THE COLLEGE Signage in place to ensure 2 metre distancing is followed in common areas and corridors. One-way systems 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>				
10. Cleaning: General /Daily Deep Personal areas Isolation areas	Employees Parents Students Contractors	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties and/or at home	<p>Guidance COVID 19: Cleaning in non-healthcare settings and COVID 19: implementing protective measures in education setting must be followed.</p> <p>Current daily cleaning practices will be maintained.</p> <p>Current guidance and practices are to use appropriate chemicals that are</p>	<p>Deep cleaning in place between lessons and at the end of the day.</p> <p>Timetable of classroom usage displayed on all teaching area doors</p> <p>Teaching staff who use alternative teaching venues must inform the estates team</p> <p>Estates Manager/Deputy to ensure provisions are available, suitable for use and appropriate</p>				H

		<p>instructions. Any issues must be reported to the Manager for action. Disposable gloves will be issued.</p> <p>Enhanced Cleaning:</p> <p>Daily washing of IT hardware, desks, chairs will be completed once the students leave their session and between sessions.</p> <p>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>Ensuring all classrooms have lidded bins, hand sanitisers and tissues</p>	<ul style="list-style-type: none"> 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.</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> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Provide more bins and empty them more often</p> <p>Provide areas for people to store personal belongings and keep personal items out of work areas</p> <p>An audit of handwashing facilities and sanitiser dispensers is undertaken and additional supplies are purchased if necessary.</p> <p>Additional deep clean required of asymptomatic testing areas</p> <p>Specialist Clinical waste removal company engaged for safe removal of clinical waste arising from used testing kits.</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>HIGH</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>Many people find the news about COVID-19 concerning. However, some people may experience such intense anxiety that it becomes a problem. Try to focus on the things you can control, such as managing your media and information intake – 24-hour news and constant social media updates can make you more worried. If it is affecting you, try to limit the time you spend watching, reading, or listening to media coverage of the outbreak. It may help to only check the news at set times or limiting yourself to checking a couple of times a day.</p> <p>The Every Mind Matters sleep page provides practical advice on how to improve your sleep. Every Mind Matters Sleep Page</p> <p>Look after your sleep. Feeling anxious or worried can make it harder to get a good night's sleep. Good-quality sleep makes a big difference to how you feel mentally and physically, so it's important to get enough.</p> <p>Try to maintain regular sleeping patterns and keep good sleep hygiene practices,</p>	<p>Employees can be referred to Occupational Health if there are particular concerns regarding an employee's wellbeing during this time.</p> <p>Staff briefings and training have included content on wellbeing.</p> <p>Staff wellbeing forum established</p> <p>Staff briefings/training on wellbeing are provided.</p> <p>Wellbeing activities made available to staff:</p> <ul style="list-style-type: none"> • Mindfulness • Book Club • Weekly staff bulletin • Social activities • Physical activities <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>See guidance for work and support or advice from Citizens Advice or the National Debtline.</p> <p>Further advice on creating a contingency plan and sources of support are available from Carers UK.</p> <p>The College has a Stress Management Policy in place</p> <p>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload</p> <p>Staff Wellbeing Forum operates throughout partial closure of the College. 15 additional staff</p>			H
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12. Working Remotely	Employees	Lone working without supervision HIGH	<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>Remote working hazards extend beyond the physical work environment. Working arrangements are also important. For example, some employees may find it</p>	<p>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> <p>Regular one-to-one meetings between remote workers and their line managers,</p> <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>			m	H

		Working with display screen equipment Medium	<p>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 is no increased risk from DSE work for those working at home temporarily. So in this situation employees need to carry out home workstation assessments.</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 • Avoid eye fatigue by changing focus or blinking from time to time <p>Jan 2021 – 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 • Staff reminded of safeguarding protocols where staff are interacting online with students while working from home. 					
13. Emergencies: First Aid	Employees	<p>First aiders may be exposed to COVID-19 while administering first aid.</p> <p>HIGH</p>	<p>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.</p> <p>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 and are wearing the</p>	<p>Report all work related incidents to SPU/GWH</p> <p>Please see: First Aid Procedures and procedures to put in place should a member of staff or student become ill</p> <p>First Aid staff must wear appropriate PPE and follow social distancing and other safety measure when treating casualties</p>					H

			following PPE: disposable glove, surgical face mask and safety glasses or face visor.					
14. Managing unwell site users: • Isolation • PPE • Contact • Reporting • Communication	Employees	Site users may become unwell and require assistance HIGH	<p>The Principal must ensure 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.</p> <p>Advice from NHS will be taken in event of possible contagion passed on to other members of the teaching cohort: advice will be issued as soon as possible to other members of teaching cohort, staff and students. Isolation of other members of the cohort may not be necessary but expert advice will be sought.</p> <p>An isolation area should be identified on each site A room within the setting should be identified where the site user can go to isolate away from the rest of the site users until able to leave or be picked up (Broad Oak Room 001)</p> <p>Where possible the room should be away from the other occupied areas and where possible have easy access/exit which does not involve passing through occupied areas</p> <p>In addition to the isolation room there is a dedicated WC for those requiring to isolate to use if required.</p> <p>Both the isolation room and WC should be away from other frequently occupied areas where possible and clearly marked</p>	<p>GWH/SPU must ensure all arrangements and necessary guidance have been communicated and are all those responsible happy with and understand the requirements</p> <p>Assess and allocate isolation room and toilet close to exits and away from occupied areas Ensure room is well ventilated, room for 2m distancing and stocked with the required equipment wipe furniture, use disposal bags, wipes, sanitisers and PPE etc.</p> <p>Clearly sign both the isolation room and toilet with appropriate warning and/forbid unauthorised access</p> <p>GWH/SPU must maintain clear communication of arrangements, roles and responsibilities and updates must be given to all relevant parties.</p> <p>Training on how to put on and remove PPE must be given and update on dealing with individual with suspect symptoms.</p> <p>Senior Team will have available to them contact numbers for relevant external agencies in event of requiring advice on partial or whole College closure.</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>				H

			<p>and identifiable to prevent any unauthorised access.</p> <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.</p> <p>Items of PPE required are as per the government guidelines including masks, Gloves, apron and eye protection.</p> <p>Items must be put on by those assisting prior to contact and entering the isolation room.</p> <p>Where possible 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>Please see: First Aid Procedures and procedures to put in place should a member of staff or student become ill</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>Any faulty equipment is immediately taken out of service until repaired or safely disposed of.</p> <p>Gas Boiler Systems and fire alarm panel annual inspections will continue to be arranged throughout this period.</p> <p>Legionella flushing and monthly water temperature checks and annual inspection to continue as planned.</p> <p>Fire Risk Assessment is updated</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 marshals 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. GWH •Staff appropriately trained in fire marshal duties as required. GWH <p>Fire risk assessment externally audited</p>			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"> College Continuity Plan has been updated Proposed resourcing model is in place should lockdown and partial or full closure be required Key staff have been fully briefed on the action planning for local/bubble lockdown or outbreak. Preparation for learning continuity in the event of local or bubble lockdown <ul style="list-style-type: none"> Blended learning offer to support continued delivery. Remote learning packages ready to offer where there is an outbreak within a bubble or wider as part of business continuity. Consideration of remote learning for young pupils or those with SEND. Resources have been prepared that take account of online education resources for home learning (published by DfE 24 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>The College has a digital innovation strategy to support teaching and learning within and outside of college.</p> <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> <p>Where students do not have access to a computer at home, the College provisions 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/bubble lockdown/ Website <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. 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>			H
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			coronavirus outbreak published on 22 May 2020				
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	<p>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.</p> <p>Mutations or combinations of mutations may provide the virus with a selective advantage, such as increased transmissibility or the ability to evade the host immune response. In such cases, these variants could increase the risk to human health and are considered to be variants of concern.</p>	<ul style="list-style-type: none"> • Reinforce adherence to the infection control guidance • Bi-weekly testing of staff to pick up on asymptomatic individuals and to break the chain of transmission • Encourage continuation of bi-weekly testing amongst students 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 in place: <ul style="list-style-type: none"> ▪ Face masks to be worn in all areas of the college including classrooms. ▪ Further 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. 			

