

UPDATED RISK ASSESSMENT FOR COLLEGE CONTINGENCY PLAN- AUTUMN TERM 2021

Location: Birkenhead Sixth Form College, CH43 8SQ	Date assessment undertaken : 29 November 2021	Assessment undertaken by: Jeanne Fairbrother and Paula Blakemore
Activity or situation Omicron Variant Full Opening of school w/e from 29th Nov 2021	Review date: on-going	Signature: <i>Paula Blakemore</i>

Overview

This update is in response to the DfE update on 29th November 2021 due to the new Omicron variant. DfE Schools operational guidance updated 08.59 29th Nov 2021.

DfE guidance for schools during the coronavirus COVID 19 pandemic has been that schools are required to have a full school opening risk assessment which is regularly reviewed and updated, treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

Guidance

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- **NEW** DfE (2021) 'Schools COVID-19 operational guidance'
- **UPDATED** DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfE (2021) 'Face coverings in education'
- **UPDATED** 'Actions for out of school settings'

Legislation and guidance

Health and Safety at Work Act etc. 1974

Management of H&S at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

DfE Actions for schools plus associated COVID 19 Guidance

Public Health England Guidance

The Risk Assessment is a 'living document' that is kept under continual review with a hierarchy of controls to reduce the risk of coronavirus to the lowest reasonably practicable level.

Area of Control	Control measures	Further actions? Altered measures?	Implemented by (initials)
Assessment of the risks of COVID 19 (including <u>Omicron</u>) transmission in College.	<ul style="list-style-type: none"> The College has assessed the reasonably foreseeable risks of transmission of COVID 19. The risk assessment is regularly reviewed as circumstances in College and the public health advice changes. The College monitors whether the controls in place are effective. 		SMT
Ensuring adequate outbreak management/contingency plans to allow for stepping measures up and down.	<ul style="list-style-type: none"> The College has a Coronavirus (COVID-19) Contingency Plan risk assessment if restrictions need to be implemented due to COVID 19 variants outbreak. Remote education plans are in place for students who are self-isolating or shielding. The College will call the DfE helpline on 0800 046 8687 selecting option 1 for advice on the action to take in response to a positive case who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the outbreak management plan. The College will follow measures recommended by the Local Authority, Director of Public Health and local protection teams (HPTs) as part of the outbreak management responsibilities: Wirral LA Covid helpline 0151 666 3600 Email: covidschoolsupport@wirral.gov.uk Public Health and the Local Authority will be informed of any outbreaks via NHS T&T. 		SMT
Communication	<ul style="list-style-type: none"> The College follows latest DfE, PHE & Gov.uk, Merseyside & Cheshire PH Team and LA guidance Latest version of this Risk Assessment is published on the College website & shared with unions, LA & governors. Clear communication is sent to parents and students with a link on the College website covering all aspects of how the College functions. Regular staff briefings held to cover any changes to arrangements. The College has shared with all staff the measures in place and involved staff & the governing body in that process. A record is kept of all visitors and contractors that come to the College site. 		SMT
Face coverings	<ul style="list-style-type: none"> All students, staff and adult visitors should wear a face covering when moving around the College site, outside of classrooms, such as in corridors and communal areas. 		All staff

	<ul style="list-style-type: none"> • Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings and should always be cleaned appropriately. • The College will not prevent individuals from entering or attending College if they are not wearing a face covering, if exempt. • The College has a supply of face coverings available • Clear instructions are provided on how to put on, remove, store, and dispose of face coverings 		
PPE	<ul style="list-style-type: none"> • Most staff will not require PPE in response to COVID-19 beyond what they would normally need for their work. • Additional PPE for COVID-19 is only required in a very limited number of scenarios such as if a student becomes ill with COVID 19 symptoms and only if close contact is necessary • Staff are trained in correct use and disposal of PPE. 		First Aid Team
Ensuring good hygiene & cleaning standards in school to reduce risk of transmission	<p>Hand hygiene -</p> <ul style="list-style-type: none"> • The College will continue to ensure that staff & students maintain high standards of hand hygiene. • Suitable facilities are provided for individuals to wash/sanitise their hands regularly • Students are supervised, where appropriate, to use hand sanitizer safely. • All staff and students are required to sanitize their hands on entry and exit from every classroom. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> • The College emphasises the ‘catch it, bin it, kill it’ approach with bins & tissues available. <p>Cleaning</p> <ul style="list-style-type: none"> • The College maintains appropriate cleaning regimes, using standard products such as detergents with a focus on frequently touched areas. • Appropriate cleaning schedules are in place and include regular cleaning of areas and equipment. • An additional day cleaner is employed to ensure constant cleaning of busy areas including 8SQ and the Conservatory. • All staff and students are required to wipe down any surfaces touched whilst in a classroom or in the Hub or in the LAB. 		SMT Premises Team Cleaning Team All teaching staff

Social distancing	<ul style="list-style-type: none"> • The College has planned and risk assessed carefully following the latest DfE/PHE guidance • The College will consult Local Authority COVID helpline for specific advice if required • Assemblies are infrequent and if they take place, will do so in the Sports Hall or the Drama Studio which are well ventilated. • Whole staff meetings are infrequent and if they take place, will do so the Sports Hall or the Drama Studio which are well ventilated. Where appropriate, Principal's and other Briefings will take place virtually. • Staffrooms are well-ventilated. Staff will wear face-masks moving around College. • Meetings, including with governors , parents, will take place in either well ventilated meeting rooms or virtually via Teams or Zoom. • Teaching will take place in well-ventilated classrooms with windows open. 		SMT Premises Team
Events in school	<ul style="list-style-type: none"> • The College will plan and completed a separate risk assessment for any events held in College and will carefully following the latest DfE/PHE guidance • The College will consult Local Authority COVID helpline for specific advice if required on holding events • Parents evenings have been risk assessed and are held virtually on Teams. • Interview evenings will take place in the Sports Hall which is well ventilated. 		SMT
Ventilation - ensuring all occupied spaces are well ventilated.	<ul style="list-style-type: none"> • When College is in operation, it is well ventilated with comfortable teaching environments. • Poorly ventilated spaces have been identified and include the C corridor meeting rooms used for the Academic Skills Programme. Air purifiers have been purchased for use in that area. • The College will source competent ventilation engineers if necessary to help assess the systems in place and how to utilise them correctly. • The College opens external windows, doors & internal doors (if they are not fire doors and where safe to do so) to increase ventilation. • During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced with seating arranged away from draughts. • In cooler weather to reduce thermal discomfort caused by increased ventilation, students can wear additional, suitable items of clothing including coats. • Purging or airing rooms as frequently as possible to improve ventilation usually when the room is unoccupied. 		SMT/All staff Premises Team
NHS Test & Trace	<ul style="list-style-type: none"> • Close contacts in schools are now identified by NHS Test and Trace and the College is not expected to undertake contact tracing 		SMT

	<ul style="list-style-type: none"> • NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. • Contacts from the College will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. • The College may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. • All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. • They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation. • The College may be advised by their local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19. • For everyone else, isolation rules are unchanged. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, or are a close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, and any of the following apply: <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons • Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. • The College will encourage all individuals to take a PCR test if advised to do so. • Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school and have been identified as a close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, should continue to attend school as normal. • 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday. 		
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	<ul style="list-style-type: none"> The College will continue to work with the local director of Public Health & local HP Teams if there is a substantial increase in the number of positive cases in a setting or in the case of a local outbreak and if the area becomes an Enhanced Support Area. Anyone in the College who displays symptoms is encouraged to get a PCR test. 		
Asymptomatic testing	<p>LF Testing</p> <ul style="list-style-type: none"> The College makes it clear that testing is voluntary and it is positively encouraged. Staff are encouraged to test twice weekly at home Testing kits are stored securely in College at the correct temperature. A test kit log is in use and data held is stored in line with the College's Data Protection Policy. <p>Confirmatory PCR tests</p> <ul style="list-style-type: none"> Staff and students with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19 & self-isolate until they get the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to College if they do not have COVID-19 symptoms 		SMT
Ensuring public health advice followed on managing confirmed cases of COVID-19.	<ul style="list-style-type: none"> Parents are informed via communications from the Principal and the College website of how the College responds to confirmed cases of coronavirus The College follows local public health advice and SMT contacts the DFE Helpline/local HP Team advice line, where necessary, in the event that whichever of these thresholds is reached first: <ul style="list-style-type: none"> 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period 10% of students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period 		SMT
Contact with potential or confirmed coronavirus cases in College	<ul style="list-style-type: none"> If anyone in the College develops coronavirus symptoms while at College, this is managed in line with local and national guidance. They are: <ul style="list-style-type: none"> sent home and advised to arrange a PCR test as soon as possible. advised to follow the guidance for households with possible or confirmed coronavirus infection. 		SMT

	<ul style="list-style-type: none"> • If a student is awaiting collection, they will be left in a well-ventilated room on their own if possible and, if safe to do so. • Appropriate PPE will be used if close contact is necessary. • Anyone with symptoms is advised not to use public transport and, wherever possible, be collected by a member of their family or household. • Any rooms used are cleaned thoroughly after they have left. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and warm running water or hand sanitiser. • Staff members or students who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms. • The College can take the decision if a parent or carer insists on a student attending, to refuse the student, if in its reasonable judgement, the student poses a risk of infection to the College community. 		
Pregnant staff	<ul style="list-style-type: none"> • An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE & RCOG. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are in the below categories should take a more precautionary approach: <ul style="list-style-type: none"> ○ partially vaccinated or unvaccinated ○ >28 weeks pregnant and beyond, or ○ are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation • The College will undertake a workplace risk assessment for the above staff and where appropriate consider both how to redeploy them and how to maximise the potential for homeworking, wherever possible. • The above principles on protecting pregnant staff also apply to pregnant students. • Pregnant staff are encouraged to get vaccinated if possible. 		SMT & HR
Previously shielding staff	<ul style="list-style-type: none"> • The shielding programme has now come to an end and adults previously considered CEV should, as a minimum, continue to follow the same guidance as everyone else. • Staff previously considered CEV may wish to consider taking extra precautions and school will explain the measures they have in place to keep staff safe at work. 		SMT
Transport	<ul style="list-style-type: none"> • Drivers will not normally require personal protective equipment (PPE) on home to school transport. 		SMT in liaison with Als Coaches

	<ul style="list-style-type: none"> • Students do not board home to College transport if they, or a member of their household, has a positive test result or symptoms of coronavirus. • Face coverings are expected to be worn in enclosed and crowded places - this includes public and dedicated school transport. • Fresh air through ventilation is maximised by opening windows and ceiling vents. 		
Educational visits	<ul style="list-style-type: none"> • The College will seek advice from Evolve and consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. • A full and thorough risk assessments in relation to all educational visits is carried out to ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. 		SMT
Staff & students returning to the UK from abroad.	<ul style="list-style-type: none"> • Any staff or students arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. • If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. • Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. • All Red list arrivals will enter quarantine. 		SMT
Curriculum - Drama, science and sporting activities	<ul style="list-style-type: none"> • The College recognises that some activities can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising, or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. • In situations where there is a higher risk of catching or passing on COVID-19, the College is particularly careful to follow the general guidance on keeping safe. <p>Dance & Drama</p> <ul style="list-style-type: none"> • The College risk assesses activities for Drama & Dance and ensures the relevant protective measures are in place. <p>Sports</p> <ul style="list-style-type: none"> • Sports equipment is thoroughly cleaned between each use. • Outdoor sports are prioritised where possible. 		SMT Curriculum teachers

	<ul style="list-style-type: none"> • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Staff overseeing indoor sports follow the system of controls in this risk assessment e.g. cleaning and hygiene. • Staff are made aware that social distancing in sports is not required unless directed. • Competitions between different sixth forms, whether indoor or outdoor, can take place in line with government guidance. <p>Science Follows latest guidance from CLEAPSS in addition to system of controls in school. GL343 - Guide to doing practical work during the COVID-19 Pandemic – Science (New version)</p>		
Regular review of Risk Assessments	<ul style="list-style-type: none"> • The College has assessed the reasonably foreseeable risks of transmission of COVID 19. • The risk assessment is regularly reviewed as circumstances in College and the public health advice changes. • The College monitors whether the controls in place are effective and working as intended. 		SMT
Wellbeing - staff & students	<ul style="list-style-type: none"> • Staff are vigilant in supporting student mental health and reporting any concerns to the Student Development Team and/or safeguarding team, as appropriate. • The College provides opportunities for students to talk about their mental health, their experiences during the pandemic and any concerns they have with their Tutors and with the Learning Support Team. • Students have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. • Parents have a direct link to their child’s Tutor to raise any concerns they may have. 		Director of Student Development & Director of Learning Support.