

# RISK ASSESSMENT FOR COLLEGE: AUTUMN TERM 2021

<b>Location:</b> Birkenhead Sixth Form College, CH43 8SQ	<b>Date assessment undertaken</b> 16/08/21	<b>Assessment undertaken by:</b> Paula Blakemore
<b>Activity or situation:</b> College re-opening on 23 August 2021 and new Autumn term starting 1 Sept 2021.	<b>Review date:</b> on-going	<b>Signature:</b> <i>Paula Blakemore</i>

## Overview

The following time-table is established for the start of the Autumn term 2021:

- New Staff Ethos Day on 23<sup>rd</sup> August 2021.
- All staff return on 24<sup>th</sup> August 2021 and Enrolment runs until 27<sup>th</sup> August 2021.
- Staff Training Day on 31<sup>st</sup> August 2021
- Welcome Day for new students on 1<sup>st</sup> September 2021
- All students return for Welcome Week and asymptomatic testing between 2<sup>nd</sup> -7<sup>th</sup> September 2021

This Risk Assessment has been produced in response to guidance published as part of the **School Opening Step 4 Road Map 19<sup>th</sup> July 2021**: The DfE guidance explains the actions educational leaders should take to reduce the risk of transmission of coronavirus (COVID-19) in their institution. It includes advice from Department of Health and Social Care (DHSC) and Public Health England (PHE). As from 16<sup>th</sup> July 2021, when the College officially closed for summer, all MDS submissions stopped. From that point, Public Health and the Local Authority will be informed of any outbreaks via NHS T&T

**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' July 2021
- DfE (2021) 'Face coverings in education'

## 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

Area of Control	Control measures	Further actions? Altered measures?	Implemented by: (initials)
<b>Vaccination Programme</b>	<ul style="list-style-type: none"> <li>• The College encourages and promotes all staff and students to be vaccinated.</li> <li>• The College encourages and promotes all 16 and 17 year olds to be vaccinated: <a href="#">JCVI statement on COVID-19 vaccination of children and young people aged 12 to 17 years: 4 August 2021 - GOV.UK (www.gov.uk)</a></li> <li>• Staff and students can access vaccinations via the NHS Vaccination Programme in a range of ways: <ul style="list-style-type: none"> <li>○ NHS Covid Vaccination Bus</li> <li>○ Covid vaccination walk-in clinics: <a href="#">COVID-19 vaccination walk-in clinics - Wirral CCG</a></li> <li>○ Call 119 or visit <a href="https://www.nhs.uk/CovidVaccination">https://www.nhs.uk/CovidVaccination</a> to book an appointment at Clatterbridge Vaccination Centre or one of the region's mass vaccination centres</li> <li>○ Wait to be invited by their GP practice for an appointment at a local GP-led vaccination centre.</li> </ul> </li> <li>• The College will facilitate student vaccinations in conjunction with Wirral Public Health on campus on Friday 10<sup>th</sup> September 2021</li> </ul>		SMT
<b>Statutory compliance</b>	<ul style="list-style-type: none"> <li>• The College has appointed a member of SMT to have responsibility for Covid Compliance and a training programme is in place to ensure full compliance with government guidance, including the asymptomatic testing programme.</li> </ul> <p><b>Risk Assessment</b></p> <ul style="list-style-type: none"> <li>• The College has assessed the reasonably foreseeable risks of transmission of COVID 19</li> <li>• The risk assessment is regularly reviewed as circumstances in College and the public health advice changes to ensure an appropriate hierarchy of controls is in place to reduce the risk of coronavirus to the lowest reasonably practicable level</li> <li>• The College monitors whether the controls in place are effective and working as intended.</li> <li>• The College has developed distinct risk assessments for (1) the Autumn term re-opening and (2) a contingency plan for reverting to control measures in place prior to Step 4 if required to by Public Health.</li> </ul> <p><b>Outbreak Management Plans</b></p> <ul style="list-style-type: none"> <li>• The College has outbreak management plans in place to reintroduce control measures as set out in the Risk Assessment of 4 September 2020 temporarily, if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams.</li> </ul>		SCR

	<ul style="list-style-type: none"> <li>The outbreak management plans in place include the re-introduction of the virtual timetable model and/or the hybrid timetable model implemented in 2020-21.</li> </ul> <p><b>Response to outbreaks</b></p> <ul style="list-style-type: none"> <li>The College will call the DfE helpline on 0800 046 8687 and select 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.</li> <li>The College will consult local Public Health Teams to contain any outbreak by following local health protection team advice below: <ul style="list-style-type: none"> <li>Wirral LA Covid helpline 0151 666 3600 email: <a href="mailto:covidschoolsupport@wirral.gov.uk">covidschoolsupport@wirral.gov.uk</a></li> </ul> </li> <li>The College will follow measures recommended by the Local Authority, Director of Public Health and local PHE health protection teams (HPTs) as part of our outbreak management responsibilities.</li> </ul>		
<b>Infection control</b>	<p><b>Symptomatic Individuals</b></p> <ul style="list-style-type: none"> <li>Visitors and contractors <b>must not</b> attend the College site if they are displaying any symptoms of Coronavirus.</li> <li>Students and staff follow public health advice on <a href="#">when to self-isolate and what to do</a> &amp; do not come into College if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</li> <li>If the PCR test is positive, they must follow Government guidance regarding self-isolating at home.</li> <li>If a parent or carer insists on a student attending, the College can refuse entry to the student if it is necessary to protect other students and staff from possible infection with COVID-19.</li> <li>If anyone at the College develops <a href="#">COVID-19 symptoms</a>, they will be sent home and told to follow public health advice. <a href="#">PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</a></li> <li>Symptomatic students should be collected from College and should not use public transport.</li> <li>Symptomatic students awaiting collection should wait in a well-ventilated room on their own if possible and safe to do so. The First Aid room can be used for this purpose.</li> <li>If close contact is required appropriate PPE is available &amp; used &amp; the room is cleaned afterwards.</li> </ul>		<p>SMT</p> <p>All staff</p>

	<p><b>Asymptomatic Individuals</b></p> <ul style="list-style-type: none"> <li>• Staff and students with a positive LFD test result should self-isolate in line with the stay-at-home guidance.</li> <li>• They will also need to get a PCR test to check if they have COVID19.</li> <li>• Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>• If the PCR test is taken within 2 days of the positive rapid LFT, and is negative, it overrides the LFT and they can return to the setting, as long as the individual does not have COVID-19 symptoms</li> </ul> <p><b>Close Contacts and isolation</b></p> <ul style="list-style-type: none"> <li>• The College ceased contact tracing from 19<sup>th</sup> July 2021 under Step 4.</li> <li>• Close contacts will be identified via NHS Test and Trace.</li> <li>• Staff and students that are double vaccinated will no longer be required to self-isolate if they are identified as a close contact of a positive case but will be advised by NHS Test &amp; Trace to take a PCR test.</li> <li>• Students under the age of 18 years 4 months will no longer be required to self-isolate if they are identified as a close contact of a positive case but will be advised by NHS Test &amp; Trace to take a PCR test.</li> <li>• Students over 18 years, 4 months and staff who have <b>NOT</b> been double vaccinated will be required to isolate for 10 days if they are identified by NHS as a close contact.</li> <li>• The College will continue to work with the local director of Public Health &amp; local health protection teams in the case of a local outbreak and if the areas becomes an Enhanced Support Area.</li> </ul> <p><b>Hygiene measures</b></p> <ul style="list-style-type: none"> <li>• All staff, students, visitors and contractors are required to sanitise hands on arrival.</li> <li>• All staff and students are directed via signage to: <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Guidance on hand cleaning will be regularly reviewed.</li> <li>○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>○ are encouraged not to touch their mouth, eyes and nose</li> <li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> </ul>		Premises Team (AS)
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<b>Cleaning regimes</b>	<ul style="list-style-type: none"> <li>• The College will follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• The College will maintain appropriate cleaning regimes, using standard products such as detergents.</li> <li>• Appropriate cleaning schedules are in place and include regular cleaning of all areas and equipment.</li> <li>• All staff will have sanitiser sprays, cloths and anti-viral wipes to clean surfaces that they or their students may touch, applying the principle 'If you use it-wipe it'</li> <li>• All areas and surfaces will be cleaned and disinfected prior to reopening.</li> <li>• All PHE guidance on cleaning will be followed which will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day.</li> <li>• Sanitizer stations are located across the College site and will be cleaned and maintained throughout the day.</li> <li>• There will be regular cleaning of toilets and supply of hand soap</li> <li>• There will be regular cleaning and disinfecting of regularly touched objects and hard surfaces more often than usual using standard cleaning products.</li> <li>• Staff and students will wipe down all desks after use.</li> </ul>		Cleaning Team (AS)
<b>Managing mixing in College</b>	<ul style="list-style-type: none"> <li>• The College has planned carefully following the latest DfE/PHE guidance and will follow all measures at a steady pace.</li> <li>• Assemblies will be reintroduced again with Year 1 and Year 2 students separated.</li> <li>• Staggered starts dependent on student time-tables will remain in place. A 45 minute lunch-break and 15 minute breaks between sessions will be reintroduced.</li> <li>• Whole-College staff meetings will be reintroduced in large, well ventilated spaces.</li> <li>• The use of the staffroom by staff will be re-introduced.</li> <li>• Meetings, including with parents using Teams, will continue. Face-to-face meetings can also be held in well ventilated rooms in College, where necessary.</li> <li>• Teaching in well-ventilated classrooms with windows open will continue.</li> </ul>		SMT  All staff
<b>Face coverings</b>	<ul style="list-style-type: none"> <li>• It is not necessary for staff and students to wear face-coverings on campus.</li> <li>• The College will support any staff members or students that wish to continue to wear a face covering in communal areas even though they will no longer be advised for students, staff and visitors either in classrooms or in communal areas.</li> <li>• Students no longer need to wear face coverings on the College buses or on public transport but it is recommended that face coverings are worn.</li> </ul>		SMT

	<ul style="list-style-type: none"> <li>• Face coverings will be reintroduced if there is an outbreak in College or if the Director of Public Health advises that face coverings should temporarily be worn in communal areas or classrooms (by students staff and visitors, unless exempt).</li> <li>• The College outbreak management plans cover this possibility.</li> </ul>		
<b>Good hygiene standards.</b>	<ul style="list-style-type: none"> <li>• <b>Hand hygiene</b> – The College will continue to ensure that staff &amp; students clean their hands regularly with soap and water or hand sanitiser.</li> <li>• <b>Respiratory hygiene</b> - The ‘catch it, bin it, kill it’ approach continues to emphasised in College.</li> <li>• <b>Use of personal protective equipment (PPE)</b> Most staff in school do not require PPE beyond what they would normally need for their work: See <a href="#">the use of PPE in education, childcare and children’s social care settings</a></li> <li>• The Covid Testing team will wear appropriate PPE.</li> </ul>		SMT
<b>Ventilation</b>	<ul style="list-style-type: none"> <li>• When the College is in operation, it will be well ventilated with comfortable teaching environments.</li> <li>• Poorly ventilated spaces have been identified and will not be used for teaching purposes (C11).</li> <li>• When holding events where visitors are on site, for example College Open Evenings, ventilation will be increased.</li> <li>• The College will ensure external windows, doors &amp; internal doors (if they are not fire doors and where safe to do so) are opened to increase ventilation.</li> <li>• During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced.</li> <li>• Outside space will be used, where practical.</li> </ul>		Premises Team
<b>Asymptomatic testing programme</b>	<ul style="list-style-type: none"> <li>• in September, all students will be required to take 2 onsite LFTs, 3-5 days apart.</li> <li>• The College will stagger the return of students with Year 1 and Foundation students only attending College on Wednesday 1<sup>st</sup> September 2021.</li> <li>• Year 1 and Foundation students will be offered a test on Thursday 2<sup>nd</sup> and Monday 6<sup>th</sup> September. Year 2 students will be offered a test on Friday 3<sup>rd</sup> September and Tuesday 7<sup>th</sup> September.</li> <li>• Staff and students should then continue to test twice weekly at home until the end of September 2021, when this will be reviewed.</li> <li>• Students and staff members that test positive should self-isolate and take a PCR test. If they are PCR positive, they will be contacted by NHS test and Trace.</li> </ul>		Staff and students

	<ul style="list-style-type: none"> <li>The College will retain a small Asymptomatic Testing Site (ATS) on-site until further notice to offer LF testing to students who are unable to test themselves at home and/or staff/visitors who require support with testing.</li> <li><a href="#">PCR test kits for schools and further education providers</a> is available.</li> </ul>		
<b>Educational Trips</b>	<ul style="list-style-type: none"> <li>College trips, drama, music and sporting activity will resume in line with the relaxation of restrictions from Step 4.</li> <li>Sports provision: All sports provision, including competition between settings, is planned and delivered in line with <a href="#">guidance on grassroot sports for public and sport providers</a>, safe provision and facilities, and guidance from <a href="#">Sport England</a></li> <li>From the start of the new term, the College can organise international visits.</li> <li>In any activities where there is an increased risk of catching or passing on COVID-19; for example, activities which generate more droplets if people breathe heavily, such as singing, dancing or exercising, the relevant staff will be careful to follow the general guidance on keeping safe: <a href="https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread">https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread</a></li> <li>In any activities where the risk is greater because of over-lapping factors, for example in crowded indoor spaces where people are raising their voices, the relevant staff will be careful to follow the general guidance on keeping safe: <a href="https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread">https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread</a></li> </ul>		All staff
<b>Pregnant staff</b>	<ul style="list-style-type: none"> <li>An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE &amp; RCOG</li> </ul>		HR
<b>CEV staff</b>	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable (CEV) staff are no longer advised to shield but are encouraged to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</li> <li>CEV currently attend their place of work if they cannot work from home.</li> <li>An individual risk assessment must be in place for all CEV staff.</li> </ul>		HR
<b>CEV students</b>	<ul style="list-style-type: none"> <li>All CEV pupils and students attend College unless they are one of the very small number of students under paediatric or other specialist care and their GP or clinician has advised them not to attend.</li> <li>Students who live with someone who is CEV continue to attend school as normal.</li> <li>See: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999741/SEND_update_guidance_Step_4.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999741/SEND_update_guidance_Step_4.pdf</a></li> </ul>		SMT

