

REVISED RISK ASSESSMENT FOR JANUARY 2021

Location: Birkenhead Sixth Form College, CH43 8SQ	Date assessment undertaken 8/1/21	Assessment undertaken by: Paula Blakemore
Activity or situation: Lockdown in Spring term 2021	Review date: on-going	Signature: <i>Paula Blakemore</i>

Overview

This Risk Assessment should be read in conjunction with the Risk Assessment dated 4 September 2020 and all control measures set out therein will continue. It reflects government guidance issued on 7 January 2021 :

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

The College will remain open with normal business hours with a skeleton staff (10-15 maximum) to support the delivery of a full timetable for all students running virtually via Microsoft Teams. Vulnerable students can attend campus to access on-line learning. <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>.

This Risk Assessment reflects the increase in infections in January 2021 and the consequent restrictions on attendance to reduce the overall number of contacts in our community given the intense pressure on the NHS. Limiting attendance does not suggest that College has become significantly less safe given the stringent system of protective measures that remain in place, supported by a new in-house programme of Lateral Flow testing.

All usual College operations will be maintained, including attendance. The College will provide an in-house postal service to facilitate delivery of physical resources to students to support the on-line learning programme. This is necessary to support SEND students as well as to facilitate the use of physical resources to support off-line learning and manage the amount of screen-time that staff and students are required to engage in.

The in-house testing programme will operate in accordance with guidance from Public Health England and the Health and Safety Executive, to ensure that the end to end health, safety and infection control risks for mass lateral flow testing have been identified and pre-assessed by the College. This asymptomatic rapid testing programme will be managed and monitored regularly by the Covid-19 Coordinator, Sarah Crosbie, a member of the Senior Management Team who reports direct to the Principal, Mike Kilbride. Testing will be available for any staff or students attending campus

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf

All staff and students attending College from 4 January 2021 will continue to abide by all measures set out in this Risk Assessment and that of September 2020 as these measures create a safe environment where the risk of transmission of infection is substantially reduced. All staff and students must follow the system of controls which include continuing to observe good hand and respiratory hygiene including wearing face-mask in corridors and communal areas; minimising contact between individuals and maintaining social distancing whenever possible ('Hands, Face, Space')

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	Any further action/alterred measures/notes?	Implemented by: Initials
<p>System of controls: Preventative</p> <p>Asymptomatic testing programme</p> <p>To reduce the risk of transmission of the virus leading to ill health or potential death.</p>	<p>Testing College staff and students: General and clinical activities in the testing area</p> <ul style="list-style-type: none"> The College will implement a programme of rapid, coronavirus testing of staff and vulnerable students attending College during the national Lockdown to identify asymptomatic cases. This testing aims to identify people who have COVID-19 but do not have symptoms so could be spreading the infection to others without knowing. https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges The College will follow government guidance on this serial contact testing https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf The College will recruit a trained, testing workforce who will provide Lateral Flow Device (LFD) rapid tests which will produce a result in around 30 minutes. These are quick, safe and easy to use. Staff and vulnerable students will swab themselves following government guidance on how to do the test. There will be a trained person supervising them. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/946612/How_to_do_your_test_COVID_19_instruction_leaflet_for_schools.pdf. If at any point a member of staff or a student tests positive, they will need to leave College and take a confirmatory Polymerase Chain Reaction (PCR) test and follow the self-isolation guidelines (currently 10 days). https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ Students are over 16 so can give consent to testing themselves but should discuss their participation with a parent or guardian first. This rapid testing programme will further reduce the risk of transmission and it is implemented in addition to the usual control measures such as washing hands regularly, face coverings and social distancing ('Hands, Face, Space'). Staff and vulnerable students attending College during Lockdown will be entitled to a test every three days. All staff and vulnerable students have been advised in advance not to attend College if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days 		<p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p>

	<p>from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</p> <ul style="list-style-type: none"> • Prominent signage reminding all staff and students not to attend if they have symptoms of coronavirus is displayed at the entrance to the College. • Face coverings/masks are to be worn by staff and vulnerable students at all times during the testing process except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of testing. • Compliance with wearing of face covering/mask of all staff and students who are tested will be visually checked on arrival by the Covid Testing Team. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by all other staff. • Hand hygiene: All staff/students to use hand sanitiser provided on arrival & adherence to this enforced by Covid Testing team. • Social distancing: Two metre social distancing to be maintained between Staff and students who are tested. • A one-way flow of subjects through the Covid Testing site will be initiated and maintained at all times. Compliance with this is to be ensured by the Covid Testing Team. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to Staff and students except barcodes and LFD test kits. 		<p>SMT</p> <p>Covid Testing Team</p> <p>Covid Testing Team</p> <p>Covid Testing Team</p> <p>Covid Testing Team</p> <p>Covid Testing Team</p> <p>Cleaning Team</p> <p>Cleaning Team</p>
<p>System of controls: Preventative</p> <p>Asymptomatic rapid testing programme</p>	<ul style="list-style-type: none"> • The Covid Testing Team have completed the relevant on-line training modules for their specified role and are familiar with the 'Schools and Colleges Handbook' and the 'How To Guide'. • The testing site has non-porous flooring and is well lit with good air flow. • Staff and students will maintain a 2m distance with staff on the registration desk • All staff and students who are being tested will maintain one-way direction of travel. • Each swabbing/sample collection bay is a minimum of 2m apart. • Each swabbing/sample collection bay has a processing desk close by-no more than 1m. All processing desks are more than 2m apart. The recording desk is at least 2m away from the processing desks. 		<p>Covid Supervisor</p> <p>Premises Team</p> <p>Covid Testing Team</p> <p>Premises Team</p>

<p>To reduce the risk of transmission of the virus leading to ill health or potential death among the Covid Testing Team</p>	<ul style="list-style-type: none"> • There is a clear division between the swabbing and processing areas which is clearly demarcated and test subjects must not enter the processing area. • Each swabbing/sample collection bay is cleaned by the test subject following the test using disinfectant wipes/disposable cloth and spray provided. • All surfaces that the test subject has come into contact with must be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as a chair or mirror. • Disposable wipes/cloths or paper roll/disposable mop heads with disinfectant spray will be used to clean all hard surfaces, floors, chairs, door handles and cleaners will work on the principle of one site, one wipe, in one direction. • Any wipes, cloths, roll and disposable mop heads used for cleaning must be disposed of and should be placed in the clinical waste bins. • If there is a spillage on a testing site, which could include vomit or bodily fluids, the surrounding area must be evacuated and cleaned immediately and cleaning staff must change their gloves and apron after cleaning a spillage. • The lab test kit contains chemical components which do not have any hazard labels associated with them and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. • When handling the lab test kit, appropriate PPE will be supplied which includes nitrile gloves which meet the Regulation (EU) 2016/425 and these are to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • From an environmental protection perspective, the Covid Testing Team will not let product from the lab testing kit enter drains. • Any spillages of lab test kit solution will be wiped from surfaces and the cleaning materials disposed of in line with the lab's waste disposal procedures • The lab testing kits will not be used if the solution has expired • Training will be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures will be monitored to prevent improper handling. • The Covid Testing Team will be provided with the appropriate PPE for their role. • The Team Leader will be supplied with a fluid resistant surgical mask. 		<p>Covid Testing Team</p> <p>Covid Testing Cleaner</p> <p>Covid Testing Cleaner</p> <p>Covid Testing Cleaner</p> <p>Covid Testing Cleaner</p> <p>Covid Testing Team</p> <p>Covid Testing Supervisor</p> <p>Covid Testing Team</p> <p>Covid Testing Team</p> <p>Covid Testing Supervisor</p> <p>Covid Testing Supervisor</p>
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	<ul style="list-style-type: none"> • The Processor will be provided with a fluid resistant surgical mask; disposable gloves (changed after each sample); disposable plastic apron and eye protection. • The Testing Assistant will be provided with a fluid resistant surgical mask. If only supervising, they will not need to wear apron, gloves and visor but will be provided with immediate access to disposable gloves if they are required to touch any component of the test kit. • The Covid 19 Coordinator will be provided with a fluid resistant surgical mask. • The Results Recorder will be provided with a fluid resistant surgical mask and disposable gloves. • The Registration Assistant will be supplied with a fluid resistant surgical mask. • The Cleaner with a fluid resistant surgical mask; disposable gloves; disposable plastic apron and eye protection. • PPE will be changed whenever staff members leave and re-enter the test site area or if protective properties are compromised or contaminated. • In terms of ensuring correct result communication, 2 identical barcodes are provided to each test subject at check in and that test subject registers their details to a unique ID barcode before conducting the test. • Barcodes are attached by trained staff at the sample collection bay and are checked for congruence at the Processing desk. • If a barcode is damaged or an LFD lost or there is a failed scan of a barcode or if results are not received within one hour of registration, test subjects will be recalled for a retest. • From delivery of PPE and test kits from 8am on Monday 4 January 2021, equipment will be received and stored securely by a designated member of staff. • Equipment and test materials will be handled by the Premises Team who will move large stocks as required following basic manual handling training. 		<p>Covid Testing Supervisor</p> <p>Covid Testing Supervisor</p> <p>Covid Testing Supervisor</p> <p>Covid Testing Supervisor</p> <p>Covid Testing Supervisor</p> <p>Covid Testing Supervisor</p> <p>Premises Team</p>
<p>System of controls:</p> <p>Response to any infection</p>	<ul style="list-style-type: none"> • All staff, students and any persons likely to come onto the College site will be informed that they must not come into College if they are displaying any symptoms of Coronavirus but should arrange to be tested immediately at a local test centre: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance • If a symptomatic person comes into College, they will be sent home immediately or isolated in the First Aid Room until they can be picked up. 999 will be called if they are seriously ill. • In the case of a symptomatic vulnerable student who needs to be supervised before being picked up: <ul style="list-style-type: none"> ○ They will be isolated behind a closed door with an open window for ventilation 		<p>SMT</p> <p>First Aiders</p> <p>First Aiders</p>

<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> ○ If they need to use a bathroom whilst awaiting collection, they will use the unisex toilet on the main corridor which will be cleaned and disinfected before being used by anyone else. ○ If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask ○ If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron ○ If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection ● Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up. ● A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ● If the College becomes aware that a vulnerable student or a staff member has tested positive for coronavirus, the College will follow the guidance in relation to early outbreak management: https://www.gov.uk/health-protection-team ● To help with this, records (including seating plans) will be kept of: <ul style="list-style-type: none"> ○ The students and staff ○ Any close contact that takes place between students and staff in different groups ● Close contact means: <ul style="list-style-type: none"> ○ Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ▪ Being coughed on, ▪ A face-to-face conversation, or ▪ Unprotected physical contact (skin-to-skin) ○ Proximity contacts – extended close contact (within 2 metres for more than 15 minutes) with an infected person ○ Travelling in a small car with an infected person. ● It is anticipated however, that the number of vulnerable students attending College is sufficiently small that they can be seated at more than 2m distance from each other in the LAB and so will not be in 'close contact'. 		<p>First-Aiders</p> <p>Cleaning Team</p> <p>Compliance Officer</p> <p>LAB team on rota</p>
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	<ul style="list-style-type: none"> Any areas where vulnerable students are based in College, generally the LAB, will be well ventilated with all windows open. 		
<p>System of controls: Preventative</p> <p>In-house College postal service</p> <p>To reduce the risk of transmission of the virus leading to ill health or potential death among the Covid Testing Team</p>	<ul style="list-style-type: none"> To support the remote education provision, and to effect a balance in terms of working exclusively on-line, which can be draining, the College will provide a postal service whereby teachers and tutors can arrange for physical resources to be delivered to students every fortnight. The Printroom will operate with one member of staff at any time. The printed material will be collated by a small team of support staff who will maintain rigorous adherence to hand and respiratory hygiene, wearing of facemasks and social distancing. The printed material will be distributed to students via the College mini-buses, each with a driver and delivery assistant who will travel in separate parts of the minibus which are fitted with screens/barriers. Windows will remain open for maximum ventilation and face-masks will be worn. 		<p>SMT</p> <p>Premises Team</p>