

RISK ASSESSMENT RECORDING FORM

Location: Birkenhead Sixth Form College, CH43 8SQ	Date assessment undertaken 4/9/20	Assessment undertaken by: Alan Smith
Activity or situation: Opening the College in September 2020 for the Autumn term	Review date: on-going	Signature: <i>Alan Smith</i>

Overview

The College Opening Plan ('the Plan') incorporates government guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>. The Plan recognises that the risk to young people of becoming severely ill from coronavirus is very low; with NHS Test and Trace in conjunction with other public health risk reduction measures in place, the balance of risk is overwhelmingly in favour of young people returning to College as this is in the best interests of their education and well-being.

The Plan envisages the College returning to a full high-quality education programme operating a hybrid timetable model that combines onsite learning complemented by high quality on-line learning delivered via Microsoft Teams. This will be the plan for the Autumn term 2020 and will be subject to on-going review.

During Welcome Days on 1st-4th September 2020, new students will be equipped with a range of skills to enable them to access learning in both the physical and on-line College. The framework is in place to enable all students to embed the requisite skill-set that will allow them to return and thrive in the 'new normal' in education. Under our hybrid model, contingency planning is facilitated as the College can switch seamlessly between physical and virtual teaching in the event of a further lockdown and has full capacity to deliver an outstanding remote education programme

The physical College classes have a robust system of controls in place to reduce the risk of transmission and maintain high quality education. The virtual College classes have a robust quality control system in place to ensure cognitive and academic progress in conjunction with the development of high quality IT skills.

Our hybrid timetable model (Appendix 1) facilitates staggered start times and condenses the College day to minimise 'trapped' time (time where students are not taught in classes). Students will attend physically at College for morning lessons and will attend virtually from home for afternoon lessons. Lunchtime is extended to 1 hour 20 minutes to enable all students to travel home for afternoon on-line lessons. During this Autumn term, social contact will be minimised and the enrichment programme will run on-line.

Mike Kilbride (Principal) and Jane Green (Executive Assistant to the Principal) will oversee the implementation of the Plan with Alan Smith (Faculties Manager). Michelle Suckley, (Compliance Officer) will oversee monitoring of the arrangements in place in College and will ensure controls are effective, working as planned and updated appropriately in line with changes in public health advice. Rob Myatt (Deputy Principal) will oversee the delivery of the curriculum, including virtual lessons. Paula Blakemore (Vice Principal) will oversee College transport arrangements. The Tutor and Attendance teams will monitor active engagement and full attendance of all students to all physical and virtual classes.

Area of Control	Control Measures	Any further action/alterred measures/notes?	Implemented by: Initials
<p>System of controls: Preventative</p> <p>Contact with someone suffering from coronavirus</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 student who needs to be supervised before being picked up: <ul style="list-style-type: none"> ○ 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. ● If there are home testing kits available in College, these will be given to parents/carers collecting symptomatic students, and to staff who have developed symptoms at College, if providing one will increase the likelihood of them getting tested. ● 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 ● Further Guidance for First Aiders is set at Appendix 3. ● If the College becomes aware that a 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 (seating plans) will be kept of: <ul style="list-style-type: none"> ○ The students and staff in each group ○ Any close contact that takes place between students and staff in different groups 		<p>SMT</p> <p>First Aiders</p> <p>First Aiders</p> <p>First Aiders</p> <p>First-Aiders</p> <p>Premises Team</p> <p>Compliance Officer</p>

	<ul style="list-style-type: none"> • 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 • If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the College will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed. 		
<p>System of controls: Preventative</p> <p>Contact with coronavirus when getting to and from College</p>	<ul style="list-style-type: none"> • Everyone will be encouraged to walk or cycle into College, and asked to avoid taking public transport during peak times if possible. • Anyone who needs to take public transport will be referred to government guidance: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport • For dedicated College transport, the number of bus routes has been increased and discussions have been held with Happy Als who will make sure their staff: <ul style="list-style-type: none"> ○ Follow hygiene rules ○ Try to keep their distance from passengers where possible ○ Do not work if they or a member of their household are displaying coronavirus symptoms • In addition, the College will work with Happy Als, students and parents/carers as appropriate to ensure that, wherever possible: <ul style="list-style-type: none"> ○ Hand sanitiser is available upon boarding and/or disembarking ○ There is additional cleaning of vehicles ○ Queuing and boarding is well organised ○ Students practise distancing within vehicles ○ Students use face coverings on College buses • All staff, students and visitors must wear face coverings (unless exemptions apply) upon entry to the College campus and when moving around the College. 		<p>SMT</p> <p>SMT</p> <p>SMT</p> <p>Premises Team</p>

	<ul style="list-style-type: none"> Year groups 1 and 2 will enter and exit the campus via different routes (See Appendix 2) with College bus students using the rear exit. 		Premises Team
<p>System of controls: Preventative</p> <p>Spreading infection through contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: <ul style="list-style-type: none"> Banisters Classroom desks and tables Designated Student Areas Bathroom facilities (including taps and flush buttons) Door and window handles Furniture Light switches Reception desks Teaching and learning aids Books and other classroom-based resources Computer equipment (including keyboards and mouse) Telephones Items that need laundering (e.g. lab coats) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between students between washes. Students and parents/carers will be asked to limit the amount of equipment they bring into College each day to essentials like bags, coats, books, stationery and mobile phones. Areas of the College that are used by students will be cleaned thoroughly during the day and at the end of the day. Support staff have been re-deployed to the cleaning team to maximise capacity for an enhanced cleaning service using standard products such as detergents and bleach. Any resources shared between groups, such as sports, art and science equipment, will be cleaned frequently and meticulously, and always between groups using them. The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it does not contribute to student education and development. Individual and very frequently used equipment, like pens and pencils, will not be shared. Shared rooms will be cleaned between different groups using them. If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. 		<p>Facilities Manager</p> <p>Lab Technician Team</p> <p>SMT</p> <p>Facilities Manager</p> <p>SMT</p> <p>Facilities Manager</p> <p>All staff</p> <p>All staff</p> <p>Facilities Manager</p>

	<ul style="list-style-type: none"> • Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. • Teachers will wash their hands and surfaces before and after handling students' books/work. 		<p>Facilities Manager Facilities Manager</p> <p>All staff</p>
<p>System of controls: Preventative:</p> <p>College timetable</p>	<ul style="list-style-type: none"> • A hybrid timetable model (Appendix 1) is in place which condenses the College day to minimise 'trapped' time (time where students are not taught in class). • In the event of a further lock-down, the College will switch seamlessly to a full-time virtual time-table with all classes delivered on-line via Microsoft Teams. • Under the hybrid model, students attend College physically for morning lessons (subject to system of controls outlined herein) and attend virtually from home for afternoon lessons. • Under the hybrid model, there is only a 5 minute change-over when students will either go direct to their next class or will leave College via their designated exit on the basis that their physical lessons for that day are complete. • Under the hybrid model, students who are free first lesson (9-10 30am) should not come into College until the start of second lesson (10 35-12 05) unless they have come in on one of the College buses. These students have the option of waiting for second lesson in a designated area between 9-10 30am. • Under the hybrid model, students who have first lesson (9-10 30 am) and third lesson (12 10-1 40 pm) in College but are free in second lesson (10 35- 12 05 pm) can leave campus during that lesson provided they return by 12 10pm. Alternatively, they can wait in a designated area during second lesson. • All students must leave the College campus at lunch time and must not return unless by arrangement with a staff member. • The College lunchtime is extended to 1 hour 20 minutes to enable all students to travel home in good time. • There are limited catering facilities available on-site and students are encouraged to bring water bottles and snacks to sustain them during morning lessons. • Students can use the wide range of food outlets in Cloughton Village and should maintain social distancing and wearing of face-masks whilst using these retailers. • During this Autumn term, social contact will be minimised and the enrichment programme will run on-line. 		<p>SMT</p> <p>All staff</p> <p>SMT</p>

<p>System of controls: Preventative</p> <p>Spreading infection due to excessive contact and mixing between students and staff in lessons</p>	<ul style="list-style-type: none"> • All staff and students must wear face-coverings when moving around the College. Once in class or in one of the supervised study or breakout areas (see Appendix 2 for details of designated areas for each Year Group), the face covering can be removed. • If a student does not have a face covering, the College will supply a disposable face-mask free of charge on 7th and 8th September to allow this process to 'bed in' but thereafter, the cost price will be applied. • All students will be reminded to maintain their distance and not touch staff or peers. • Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. • Staff will work across different year groups in order to deliver the College timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. • Supply teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the College will be kept to a minimum. • Specialists, therapists, clinicians and other support staff for students with SEND will provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. 		<p>All staff</p> <p>Premises team</p> <p>All staff</p> <p>HR</p> <p>Learning Support Manager</p>
<p>System of controls: Preventative</p> <p>Spreading infection due to excessive contact and mixing between students and staff around and outside of the College</p>	<ul style="list-style-type: none"> • Students will be supervised to minimise mixing between groups and they will be reminded about the rules throughout the day. • Contact will be minimised college-wide with staff/students directed to keep to the left and to allow as much room as possible. • Face coverings are mandatory when moving around the College. • Common areas, such as the Sport Hall, Drama Studio, Hub and 8SQ, will be Designated Areas and have been re-appointed at 1m plus to allow students to keep apart when using them. They will be cleaned regularly. Year groups 1 and 2 will be separated (Appendix 2). • Toilet use will be managed to avoid crowding. Students will be allowed to use toilets during class time to minimise congestion during change-over times. • Staff should not meet inside the College in large groups and should maintain 2m social distance from each other and from students where possible. 		<p>All staff</p> <p>Premises Team</p> <p>All staff</p> <p>Premises Team</p> <p>Teaching staff</p> <p>All staff</p> <p>All staff</p>

	<ul style="list-style-type: none"> The kitchen in the staff room will be open for staff to make drinks/heat food and staff should bring in their own cutlery and plates/cups for these purposes. Crockery, cutlery and all utensils should be taken home and washed every day. Only one person is allowed in the kitchen at any time and social distancing measures must be stringently applied in the staffroom. All surfaces touched must be wiped down using materials supplied. Staff and students are asked to bring in own drinks/flasks/food. A very limited selection of self-service pre-packaged sandwiches, drinks, confectionary will be available from the canteen but payment must be made via card not cash. The kitchen staff serving at the till will be protected by a screen and social distancing must be maintained. Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of College hours wherever possible. A record will be kept of all visitors 		<p>All staff</p> <p>All staff</p> <p>Facilities Manager</p> <p>Facilities Manager</p>
<p>System of controls: Preventative</p> <p>Communication-to staff, parents, pupils and all parties on site</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 attend if they are displaying any symptoms of Coronavirus but should arrange to be tested: Regular reminders will be given about this :https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance PHE guidance for schools will be monitored and followed in all communications with staff, students, parents/carers, visitors and contractors. Clear communication will be sent regularly to parents and students with a link on the College website. Students will be advised of recommendations on transport to and from College (including avoiding peak times) and directed to Guidance on safe travel Staff will be advised about the Plan and will be advised of all safety measures and timetable changes (as appropriate). There will be advance communication with any contractors and suppliers that will need to prepare to support the Plan. There will be constant communication with cleaning staff about the additional cleaning requirements and significant extra staffing will be assigned to the cleaning team. 		<p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>Premises Team</p> <p>Facilities manager</p>
<p>System of controls: Preventative</p>	<ul style="list-style-type: none"> Year 1 and Foundation students will enter and exit the College via Reception through the front car park on Park Road West. Year 2, Art Foundation and Year Zero students will enter and exit the College via the entrance adjacent to the Sports Department through the rear car park on Forest Road. 		<p>Premises Team</p> <p>Premises Team</p> <p>Premises Team</p>

<p>Access to College</p>	<ul style="list-style-type: none"> • The front car park on Park Road West will be the main entry point for any other visitors coming into college. • The entry and exit points for students are clearly marked on the map at Appendix 2. • Students will be monitored entering/leaving the College to assist with social distancing and hand sanitising. • All visitors must agree the following statement upon signing-in to College: <ul style="list-style-type: none"> ✓ I am not exhibiting any common flu symptoms i.e fever or cough ✓ I have not had any person-to-person contact with someone has exhibited coronavirus symptoms in the last 7 days. ✓ I have not visited an area where there has been a significant outbreak, such as coronavirus or influenza, in the last 7 days • The Reception desk area will be taped to give the requisite distance from visitors and 2 screens will be put up on reception desk. • The waiting area will be monitored closely and cleaned thoroughly after every visitor • All visitors/staff/students will be required to sanitise hands on arrival. 		<p>Premises Team</p> <p>Premises Team</p> <p>Reception Team</p> <p>Premises Team</p> <p>Cleaning Team Premises Team</p>
<p>System of controls: Preventative:</p> <p>Spreading infection due to the school environment</p>	<ul style="list-style-type: none"> • Checks to the premises will be done to make sure the College is up to health and safety standards before opening in September. https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak • Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. • Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. • The use of lifts will be avoided unless essential. • Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. • Staff and students will be encouraged to use outdoor space, including Birkenhead Park, for exercise during free periods 		<p>Facilities Manager</p> <p>Facilities Manager</p> <p>Facilities Manager</p> <p>Facilities Manager</p>
<p>System of controls: Preventative:</p>	<ul style="list-style-type: none"> • Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with parents/carers, visitors and governors. • Where this isn't possible, essential meetings will be conducted in a room large enough to allow for social distancing. 		<p>SMT</p>

Spreading infection due to excessive contact and mixing in meetings			
System of controls: Preventative: Compliance with NHS Test and Trace.	<ul style="list-style-type: none"> The NHS Test and Trace service provides testing for anyone who has symptoms of coronavirus to find if they have the virus. Staff and students who are symptomatic should seek an immediate test at a local test centre. All staff and students must comply with guidance on NHS Test and Trace: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works Staff and students who are told to self-isolate should share the evidence provided by NHS Test and Trace and staff can obtain an isolation note through NHS111 online. 		All staff and students
System of controls: Preventative: Accommodation strategy	<ul style="list-style-type: none"> All areas of the College have been thoroughly cleared, de-cluttered and deep-cleaned. A space audit has been undertaken and all classrooms where possible, have been re-appointed to accommodate socially-distanced, forward-facing desks. The usual designated social spaces for students have been re-appointed into working areas for those students with a free lesson in their morning time-table. If Year 1 or Foundation students have any ‘free’ lessons during morning sessions, they will be directed either to Hub 1 , Study Hall, Sports Hall, 8SQ to work independently. If Year 2 or Year 3 students have any ‘free’ lessons during morning sessions, they will be directed either to Hub 2, Drama Studio, Conservatory to work independently. A new 9 classroom block is currently under construction and due to be completed at the end of 2020 which will support social distancing measures. 		Facilities Manager Facilities Manager Premises Team SMT SMT SMT
System of controls: Preventative: Practical work and 1:1 support	<ul style="list-style-type: none"> The Science department will comply with CLEAPSS guidance in terms of completing any practical work necessary with the support of the Lab technician team with practical work limited where possible. The Learning Support Team will comply with government guidance to support high-needs students with 1:1 in-class and virtual support. 		SMT SMT
System of controls: Preventative:	<ul style="list-style-type: none"> There will be a programme of on-going cleaning of frequently touched surfaces using standard products, such as detergents and bleach. Cleaning staff will be on duty throughout the College day for ongoing cleaning for all areas paying particular attention to door handles etc. 		Cleaning Team Cleaning Team

<p>General Infection control</p>	<ul style="list-style-type: none"> • Gel sanitiser, spray, wipes and tissues will be provided in all classrooms, offices and non-teaching work areas and staff and students will be encouraged by signage to follow the ‘If you use it-wipe it’ principle with anti-viral wipes available in all areas. • Sufficient handwashing facilities are available with sinks in all restrooms in all buildings and these will be cleaned and maintained throughout the day. • Hand sanitiser dispensers will be constantly re-filled across the College and will be available at all water stations. Anti-viral wipes will be provided at all water stations • All staff and students will be directed via signage to: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Guidance on hand cleaning will be regularly reviewed. ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) • Bins for tissues will be emptied throughout the day • All spaces will be well ventilated with doors and windows propped open where possible and safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Suppliers will be contacted to ensure purchase of proportionate supplies of soap, anti-bacterial gel and cleaning products. • Toilets will be cleaned and maintained throughout the day. • The principle of ‘If you use it-Wipe it ’will be promoted via signage. • Staff and students will be directed to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe, supplies of which will be maintained in toilet cubicles. Bins will be provided for the disposal of these wipes. • It is noted that there is no need for anything other than normal personal hygiene and washing of clothes following a day in College. 		<p>Premises Team</p> <p>Premises Team</p> <p>Premises Team</p> <p>SMT</p> <p>Premises team</p> <p>Premises Team</p> <p>Facilities Manager</p> <p>Cleaning Team Marketing</p> <p>Premises/ Marketing teams</p>
<p>Shielded/extremely clinically vulnerable students and clinically vulnerable students</p>	<ul style="list-style-type: none"> • Shielding will be paused from 1 August 2020 so students who are extremely clinically vulnerable can return to College. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Students should follow the staying alert and safe (social distancing) guidance: 		<p>HR</p> <p>All staff</p>

	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july		
Shielded/clinically extremely vulnerable staff and clinically vulnerable staff	<ul style="list-style-type: none"> Shielding will be paused from 1 August 2020 so staff who are extremely clinically vulnerable can return to College as the workplace is COVID-secure. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable Staff who are clinically vulnerable or clinically extremely vulnerable and coming into College will be placed in the safest possible on-site roles where it's possible to maintain social distancing Staff should follow the staying alert and safe (social distancing) guidance: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july Staff living with someone who is clinically vulnerable or clinically extremely vulnerable including those who are pregnant, can attend the College. Staff with specific concerns should raise these with SMT and all concerns will be reviewed on an individual basis. 		HR SMT Staff All staff SMT
New and/or expectant mothers	<ul style="list-style-type: none"> Pregnant women are classed as clinically vulnerable and can return to work. All pregnant staff should follow the staying alert and safe (social distancing) guidance: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july Individual risk assessments will be carried out for pregnant staff taking into account RCOG occupational health advice for employers and pregnant women. Guidance from GP and mid-wife will be followed. High standards of hygiene must be maintained. Pregnant staff must inform HR if circumstances change 		HR Staff
Contractors on site including New Build project	<ul style="list-style-type: none"> The College will communicate any concerns to contractors and will come up with workable solutions Risk assessments will be required from contractors which include their social distancing protocols. Zero tolerance will be applied to contractors found to be not following PHE social distancing guidelines. 	All contractors to use their own entrance into their compound	Facilities Manager Facilities Manager
PPE requirements	<ul style="list-style-type: none"> There is no need for staff or students to wear face masks as a matter of course when in the classroom but face-masks must be worn in all corridors. 		All staff

	<ul style="list-style-type: none"> • All staff will be provided with disposable face masks if they request them and these should be discarded in the bin at the end of the day. • Designated First Aiders will be supplied with full PPE including a full visor-See Appendix 3 for further guidance 		Facilities Manager Facilities manager
Anxiety and stress returning to College post lockdown	<ul style="list-style-type: none"> • A Cognitive Behavioural Therapist will available for virtual appointments for staff /students with Covid related anxiety concerns by appointment via HR. 		HR

Appendix 1: College Revised Timetable for Re-Opening Plan

Monday

09:00	09:45	09:45	10:30	10:35	11:20	11:20	12:05	12:10	12:55	12:55	13:40	Lunch	Virtual Lessons			
Box A				Box B				Box E					Box D			

Tuesday

09:00	09:45	09:45	10:30	10:35	11:20	11:20	12:05	Lunch	Virtual Lessons							
Box C				Box F					Box B				Box A			

Wednesday

09:00	09:45	09:45	10:30	10:35	11:20	11:20	12:05	Lunch	Virtual Lessons			
Box E				Box D					Box F			

Thursday

09:00	09:45	09:45	10:30	10:35	11:20	11:20	12:05	12:10	12:55	12:55	13:40	Lunch	Virtual Lessons			
Box B				Box A				Box C					Box E			

Friday

09:00	09:45	09:45	10:30	10:35	11:20	11:20	12:05	Lunch	Virtual Lessons			
Box D				Box F					Box C			

Appendix 2: Map showing Year Group Information

year group information.

Year 1 and Foundation Students

Entrance

Enter College via reception, using the front car park.

Study Areas

- A 8SQ
- B Study Hall
- C HUB 1
- D Sports Hall

Year 2, Art Foundation and Year Zero

Entrance

Enter College via the doors adjacent to the sports department, using the Forest Road car park.

Study Areas

- E Conservatory / Conference Space
- F Drama Studio
- G HUB 2

For the College's latest COVID-19 Risk Assessment, please head to: www.bsfc.ac.uk/risk-assessment-for-reopening

Appendix 3: Guidance for First Aiders for Covid-19

Contact with individuals who are unwell will be minimised as all staff and students who have coronavirus symptoms, or who have someone in their household who does, will be advised not to attend College and to follow Government guidance regarding self-isolating.

Upon re-opening in September 2020, designated first aiders will be in place however any first aider may be called upon. It is the responsibility of all First Aiders to read and follow the advice and information below and that set out by the government.

Guidance for first responders with symptoms of Coronavirus

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Putting on/removing PPE

As per Gov.uk: COVID-19 personal protective equipment use for non-aerosol generating procedures see:

https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be

College specific

See full college Risk Assessment

What	Action/guidance
PPE	<p>Packs kept in First Aid Room and include:</p> <ul style="list-style-type: none"> Visor Fluid resistant Face mask Apron Gloves <p>Clinical waste bin is situated in the First Aid Room</p>
Persons developing Coronavirus symptoms whilst on site:	<p><u>First Aider will be called and person advised to go home</u></p> <p>WHERE IT IS NOT POSSIBLE TO MAINTAIN A 2 METRE OR MORE DISTANCE AWAY FROM AN INDIVIDUAL, PPE SHOULD BE WORN.</p> <p>All staff or students who develop Coronavirus symptoms, however mild, will be sent home as soon as possible and they should then follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All staff and students attending the College will have access to a test if they display symptoms of coronavirus.</p> <p>Link to getting tested: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>

	<p><u>Should person need to wait to be picked up</u></p> <p>Isolate in the First Aid room and provide with a face-mask. The single toilet on the main corridor is available if required. They leave via Reception.</p> <p><u>Actions to take afterwards</u></p> <p>This area and any other rooms used by staff or students who display symptoms of Coronavirus will be left for 72 hours if possible and then a deep clean of those areas will be undertaken. See https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>If a member of staff, likely to be a First Aider, has helped someone who was unwell with coronavirus symptoms, they do not need to go home unless they develop symptoms themselves or the student or staff member subsequently tests positive. First Aiders must ensure that hand washing with soap and hot water for 20 secs minimum INCLUDES washing forearms if exposed.</p> <p>Core areas where the staff or student has been in will be cleaned with standard cleaners/disinfectants.</p>
<p>Non-coronavirus related first aid</p>	<p>Use First Aid room</p> <p>Where possible, First Aiders must maintain 2m distance and assess ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e can the casualty help themselves, run wound under water, apply plaster?</p> <p>WHERE IT IS NOT POSSIBLE TO MAINTAIN A 2 METRE OR MORE DISTANCE AWAY FROM AN INDIVIDUAL, PPE SHOULD BE WORN.</p> <p>Eye protection should be worn if there is risk of exposure to blood and bodily fluids or if available visor.</p> <p>First Aiders must ensure that hand washing with soap and hot water for 20 secs minimum INCLUDES washing forearms if exposed.</p> <p>CPR guidance:</p> <ul style="list-style-type: none"> • Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. • If in any doubt about confirming cardiac arrest start chest compressions until help arrives. • Call ambulance. If COVID 19 is suspected, tell them when you call 999. • If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives <p>See: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>



Public Health
England

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.





- 1 Put on your plastic apron, making sure it is tied securely at the back. 
- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin. 
- 3 Put on your eye protection if there is a risk of splashing. 
- 4 Put on non-sterile nitrile gloves. 
- 5 You are now ready to enter the patient area. 

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove. 
- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
- 3 Snap or unfasten apron ties the neck and allow to fall forward. 

Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

- 4 Once outside the patient room. Remove eye protection. 
- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
- 6 Remove surgical mask. 
- 7 Now wash your hands with soap and water. 

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

Appendix 4

The College has reviewed government guidance on tiers of national restriction for education and childcare as part of our contingency planning process.

Tier 1: The College has already incorporated a requirement for students to wear a face covering when moving around the college.

Tier 2: The College will move to a rota system incorporating the current hybrid timetable for week 1 and a fully virtual timetable for week 2 . Year groups 1 and 2 would alternate in this rota arrangement.

Tier 3: Subject to government directives about retaining on-site provision for selected year groups, the College will switch to a fully virtual timetable for all students. Vulnerable students could attend full-time on-site to access the virtual learning programme if necessary.

Tier 4: The College will switch to a fully virtual timetable for all students. Vulnerable students could attend full-time on-site to access the virtual learning programme if necessary.