

# REVISED RISK ASSESSMENT FOR JANUARY 2021

<b>Location:</b> Birkenhead Sixth Form College, CH43 8SQ	<b>Date assessment undertaken</b> 22/1/21	<b>Assessment undertaken by:</b> Paula Blakemore
<b>Activity or situation:</b> Lockdown in Spring term 2021	<b>Review date:</b> on-going	<b>Signature:</b> <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 since 7 January 2021 :

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](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. All usual College operations will be maintained, including attendance. 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 Device (LFD) testing. Under this assisted testing model, the College provides results to NHS Test & Trace and until 22 January 2021, in the case of a positive result, individuals had been asked to go home and seek a confirmatory PCR test. This confirmatory test was deemed necessary at low levels of virus prevalence to avoid unnecessary self-isolation from false positive results. <https://www.gov.uk/government/publications/daily-contact-testing-in-schools-statement-from-phe-and-nhs-tt-about-next-steps/position-statement-regarding-daily-contact-testing-in-schools-from-phe-and-nhs-test-and-trace>

Following advice from Public Health England (PHE), from **Monday 25 January when individuals test positive for Covid using a LFD, this LFD result will trigger the legal duty to self-isolate and to engage with contact tracing**. This means that from 25 January, students or staff testing positive using a LFD at the College will need to immediately self-isolate as before but will not need to book a PCR test. This is because the predictiveness of LFDs increases as the prevalence of the virus rises and the proportion of false positives decreases. This will mitigate PHE concerns about delays in the start of contact tracing while awaiting a confirmatory PCR test when the prevalence of the virus is so high.

The in-house testing programme will continue operate in accordance with guidance from PHE 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.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/947799/schools\\_and\\_colleges\\_testing\\_handbook.pdf](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 in the Spring Term 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/altere d measures/notes?	Implemented by: Initials
<p><b>System of controls: Preventative</b></p> <p><b>Asymptomatic testing programme</b></p> <p><b>To reduce the risk of transmission of the virus leading to ill health or potential death.</b></p>	<p><b>Testing College staff, students and visitors: General and clinical activities in the testing area</b></p> <ul style="list-style-type: none"> <li>• The College will implement a programme of rapid, coronavirus testing of staff, visitors and vulnerable students attending College during the national Lockdown to identify <b>asymptomatic</b> 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. <a href="https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges</a></li> <li>• The College will follow government guidance on this serial contact testing <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf</a></li> <li>• 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.</li> <li>• Staff and vulnerable students will swab themselves following government guidance on how to do the test. There will be a trained person supervising them. <a href="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">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</a>.</li> <li>• If at any point a member of staff or a student tests positive, they will need to leave College and follow the self-isolation guidelines (currently 10 days). <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></li> <li>• Students are over 16 so can give consent to testing themselves but should discuss their participation with a parent or guardian first.</li> <li>• 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').</li> <li>• Staff and vulnerable students attending College during Lockdown will be entitled to a test every three days so staff are tested twice a week and students who return to College are tested twice weekly.</li> <li>• The College is not, for the time being, expected to test on a daily basis any student or member of staff who has come into contact with a person who has tested positive in their contact group.</li> </ul>		<p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p>

	<ul style="list-style-type: none"> <li>• Staff and students who have been in ‘close contact’ with a Covid positive case will be required to self-isolate.</li> <li>• All staff and vulnerable students have been advised in advance <b>not</b> 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 from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</li> <li>• Prominent signage reminding all staff and students not to attend if they have symptoms of coronavirus is displayed at the entrance to the College.</li> <li>• 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.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of testing.</li> <li>• 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.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by all other staff.</li> <li>• <b>Hand hygiene:</b> All staff/students to use hand sanitiser provided on arrival &amp; adherence to this enforced by Covid Testing team.</li> <li>• Social distancing: Two metre social distancing to be maintained between Staff and students who are tested.</li> <li>• 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.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Limited clutter-chairs only on request; no physical handing of documents to Staff and students except barcodes and LFD test kits.</li> </ul>		<p>SMT</p> <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>Covid Testing Team</p> <p>Cleaning Team</p>
<p><b>System of controls: Preventative</b></p>	<ul style="list-style-type: none"> <li>• 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’.</li> <li>• The testing site has non-porous flooring and is well lit with good air flow.</li> <li>• Staff and students will maintain a 2m distance with staff on the registration desk</li> <li>• All staff and students who are being tested will maintain one-way direction of travel.</li> </ul>		<p>Covid Supervisor</p> <p>Premises Team</p> <p>Covid Testing Team</p>

<b>Asymptomatic rapid testing programme</b>	<ul style="list-style-type: none"> <li>• Each swabbing/sample collection bay is a minimum of 2m apart.</li> <li>• 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.</li> <li>• There is a clear division between the swabbing and processing areas which is clearly demarcated and test subjects must not enter the processing area.</li> <li>• Each swabbing/sample collection bay is cleaned by the test subject following the test using disinfectant wipes/disposable cloth and spray provided.</li> <li>• 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.</li> <li>• 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.</li> <li>• Any wipes, cloths, roll and disposable mop heads used for cleaning must be disposed of and should be placed in the clinical waste bins.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• From an environmental protection perspective, the Covid Testing Team will not let product from the lab testing kit enter drains.</li> <li>• 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</li> <li>• The lab testing kits will not be used if the solution has expired</li> <li>• 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.</li> </ul>		<p>Premises Team</p> <p>Premises Team</p> <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>
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<p><b>System of controls:</b></p> <p><b>Response to any infection</b></p>	<ul style="list-style-type: none"> <li>• The College will ensure understanding of management of a confirmed case and follow latest PHE guidance and the <a href="#">NHS test and trace process</a></li> <li>• If anyone in the College becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</li> </ul>		<p>SMT</p>

<p><b>Contact with someone suffering from coronavirus</b></p>	<ul style="list-style-type: none"> <li>• If staff or students have any of the symptoms below, they are advised to get a test at a testing site and then self-isolate if the result is positive: <ul style="list-style-type: none"> <li>○ Diarrhoea</li> <li>○ A persistent headache</li> <li>○ Fever and chills</li> <li>○ Shortness of breath or difficulty breathing</li> <li>○ Fatigue</li> <li>○ Muscle or body aches</li> <li>○ Sore throat</li> <li>○ Congestion or runny nose</li> <li>○ Nausea or vomiting</li> </ul> </li> <li>• Other members of their household (including any siblings) should self-isolate starting from the day the individual’s symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.</li> <li>• College has ensured staff and students understand that they must be ready &amp; willing to: <ul style="list-style-type: none"> <li>○ Book a PCR test if they are displaying symptoms.</li> <li>○ Provide details of close contacts if they test positive for coronavirus COVID 19 or asked by NHS test &amp; Trace.</li> <li>○ Self-isolate if they have been in close contact with anyone who tests positive, or of someone in their household has symptoms, or if they or someone in their household has travelled from abroad.</li> </ul> </li> <li>• If the situation is not straightforward and College needs help in making an assessment of close contacts College will ring the DfE Helpline on <b>0800 046 8687 option 1</b> or email Alison Simpson or Jane Harvey.</li> <li>• All staff, students and any persons likely to come onto the College site will be informed that they <b>must not</b> come into College if they are displaying any symptoms of Coronavirus but should arrange to be tested immediately at a local test centre: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>• 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.</li> <li>• In the case of a symptomatic vulnerable student who needs to be supervised before being picked up:</li> <li>• They will be isolated behind a closed door with an open window for ventilation</li> </ul>		<p>SMT</p> <p>Covid Compliance Officer</p> <p>First Aiders</p> <p>First Aiders</p>
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