

# RISK ASSESSMENT FOR MARCH 2021

<b>Location:</b> Birkenhead Sixth Form College, CH43 8SQ	<b>Date assessment undertaken</b> 2/3/21	<b>Assessment undertaken by:</b> Paula Blakemore
<b>Activity or situation:</b> Full Opening of College on 9 March 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 Assessments dated 4 September 2020 and 22 January 2021. All control measures set out therein will continue. This Risk Assessment reflects all relevant government 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'
- DfE (2021) 'Further Education coronavirus (COVID-19) operational guidance'  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964722/Further\\_education\\_coronavirus\\_COVID-19\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964722/Further_education_coronavirus_COVID-19_operational_guidance.pdf)
- DfE (2021) 'Face coverings in education'  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/965446/Face\\_coverings\\_in\\_education\\_-\\_March\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face_coverings_in_education_-_March_2021.pdf)
- DfE (2021) 'Coronavirus asymptomatic testing in schools and colleges' <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>

## Rapid Testing Programme

The College will operate **testing days** on **Friday 5<sup>th</sup>, Monday 8<sup>th</sup> and Thursday 11<sup>th</sup> March 2021** when all eligible students will be invited in for Lateral Flow Device (LFD) testing. Under this assisted testing model, the College provides results to NHS Test & Trace. Following advice from Public Health England (PHE), **from Friday 5<sup>th</sup> March 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.** The 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.

All staff and students attending College in the Spring Term will continue to abide by all measures set out in this Risk Assessment and those of September 2020 and January 2021 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/alterd measures/notes ?	Implemented by: Initials
<b>Communication -to staff, parents, students, and all parties on site to communicate key messages to reduce risk of transmission</b>	<ul style="list-style-type: none"> <li>The College follows latest DfE, PHE &amp; Gov.uk, Merseyside &amp; Cheshire PH Team and LA guidance</li> <li>Clear communication is sent to parents and students with a link on the school website covering all aspects of how the College will function during following the full re-opening from 8<sup>th</sup> March.</li> <li>The College website is kept up to date with any important information regarding the running of local arrangements.</li> <li>Regular staff briefings are held to cover any changes to arrangements.</li> <li>The College shares with all staff the measures in place and involves staff &amp; the governing body in that process.</li> </ul>		SMT
<b>Staff, students, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)</b>	<ul style="list-style-type: none"> <li>All control measures are adequately resourced and information is circulated to employees.</li> <li>All training needs have been checked to ensure compliance. e.g. First aid, evac chairs, medicines etc</li> <li>There is regular monitoring and review of the risk assessment and measures in place to check they are effective and working as planned.</li> <li>Risk assessments will be reviewed appropriately considering any issues identified and changes in DfE, Gov.uk and public health advice.</li> <li>The College will follow advice from HS advisers.</li> <li>Revised risk assessments will be shared with staff</li> <li>Staff and students will continue to follow the rigorous system of control, including guidance on <u>Hands, Space, Face</u></li> <li>The control measures are further strengthened with the rapid testing programme which is in place whereby all students are offered 3 tests on 5<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> March 2021.</li> </ul>		SMT Premises Manager SMT  SMT  SMT  All  SMT
<b>Opening after reduced occupancy Heating &amp; Ventilation</b>	<p><b>Natural Ventilation</b></p> <ul style="list-style-type: none"> <li>The College is kept well ventilated, &amp; a comfortable teaching environment is maintained by natural ventilation and by opening windows.</li> <li>In cooler weather, windows will be opened sufficiently to provide constant background ventilation and to purge the air in the space.</li> <li>The College will keep classroom doors open to maximise levels of ventilation.</li> <li>The College will open internal doors to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so)</li> <li>Where necessary external opening doors may also be kept open (as long as they are not fire doors and where safe to do so)</li> </ul>		Premises Manager  All staff  All staff  Premises Manager

	<ul style="list-style-type: none"> <li>• If fire doors are required to be held open DoorGuards will be installed</li> </ul> <p><b>Mechanical Ventilation</b></p> <ul style="list-style-type: none"> <li>• Any mechanical ventilation has been checked to ensure it conforms to current guidance.</li> <li>• The College can continue using most types of mechanical ventilation as normal and these are set to full fresh air</li> <li>• Ventilation within single rooms can be operated as normal and supplemented by an outdoor air supply.</li> <li>• in the event of loss of heating, the College can use recirculation units for heating that do not draw in a supply of fresh air provided there is a supply of outdoor air e.g. windows and doors left open.</li> <li>• Ventilation to chemical stores remain operational.</li> <li>• All mechanical systems are maintained in line with manufacturers' instructions.</li> </ul> <p><b>Thermal comfort</b></p> <ul style="list-style-type: none"> <li>• To balance the need for increased ventilation while maintaining a comfortable temperature, the College will , if appropriate to the area: <ul style="list-style-type: none"> <li>○ open high level windows in preference to low level to reduce draughts</li> <li>○ increase the ventilation while spaces are unoccupied (for example, when a room is unused)</li> <li>○ provide flexibility to allow additional, suitable indoor clothing.</li> <li>○ rearrange furniture where possible to avoid direct drafts</li> </ul> </li> <li>• The College will continue to use heating as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> <li>• Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a></li> </ul>		Premises Manager  Premises Manager  Premises Manager
<b>Fire safety– failure of systems and fire evacuation plans</b>	<ul style="list-style-type: none"> <li>• The fire alarm and emergency lighting has been serviced in according to guidance.</li> <li>• The Alarm is checked weekly.</li> <li>• The emergency lighting is tested monthly.</li> <li>• The site-specific fire evacuation plan has been reviewed and shared with staff and third parties.</li> <li>• Fire drills will be held regularly.</li> <li>• Social distancing will be followed on evacuation and at assembly points.</li> <li>• The needs of staff/students who require assistance in an emergency and ensure has been considered and the resources are available to carry this out.</li> <li>• All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied.</li> </ul>		Premises Manager

	<ul style="list-style-type: none"> <li>The College fire risk assessment is kept up-to-date to changes in the building.</li> </ul>		
<b>Legionella- failure of systems in place leading to outbreak</b>	<ul style="list-style-type: none"> <li>Before 8th March, the College will ensure every tap, shower, and toilet are fully run or flushed for 2 mins. Records kept in water logbook.</li> <li>All equipment that uses water, e.g. dishwashers and washing machines, will be run through a cycle to flush limescale and bacteria build-up before the start of each term.</li> <li>Monthly water checks take place.</li> </ul>		Premises Manager
<b>Equipment – failure of equipment due to lack of inspection, maintenance, servicing &amp; statutory inspection.</b>	<ul style="list-style-type: none"> <li>The Premises Team will carry out pre-use visual checks of all areas and equipment and daily visual whole site checks.</li> <li>All areas and equipment that have been taken out of use are checked</li> <li>Teachers will checked their own classrooms to ensure all is in good condition.</li> <li>All annual servicing, maintenance and any statutory checks have taken place ensure safety and compliance with legislation. e.g. water checks, fire alarms, gas, boilers, lifts, stair lifts, automatic doors</li> </ul>		Premises Manager
<b>Cleaning - risk of transmission of Coronavirus (COVID 19) – infection control</b>	<ul style="list-style-type: none"> <li>Enhanced cleaning schedules are in place with more frequent cleaning of rooms and shared areas.</li> <li>Contact points and frequently touched surfaces are being cleaned more frequently.</li> <li>All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use</li> <li>Classroom cleaning is enhanced &amp; disinfecting kits in place.</li> <li>Designated Waiting Areas are cleaned between use by different students..</li> <li>Student engagement to wipe down own surfaces and equipment is monitored and enforced.</li> <li>Toilets are cleaned regularly.</li> <li>If suspected case of COVID 19, the College will follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>Adequate amounts of suitable cleaning agents are available.</li> <li>PPE is available to members of staff who require it to carry out cleaning safely.</li> </ul>		Premises Manager
<b>Awareness of steps to take in the event of suspected or confirmed case in school -infection control</b>	<ul style="list-style-type: none"> <li>Students, staff and other adults do not enter the College premises if they: <ul style="list-style-type: none"> <li>display symptoms of coronavirus</li> <li>have tested positive in the last 10 days,</li> <li>are in a household (including in their support bubble) where someone has tested positive in the last 10 days</li> <li>are required to quarantine having recently visited countries outside the <a href="#">Common Travel Area</a>.</li> </ul> </li> <li>Parents and students are informed they should not attend College if they show symptoms of coronavirus and/or believe they have been exposed.</li> <li>If anyone in the College becomes unwell with a new, continuous cough, 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</li> </ul>		SMT

	<p>advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'.</p> <ul style="list-style-type: none"> <li>• Staff, parents, students and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms or the date of their positive test if they did not have symptoms.</li> <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 staff or students have any of the wider symptoms below, they are advised to get a test at a symptomatic 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>• Students with some of the common winter symptoms above (eg congestion or runny nose), can wait until the end of the day and then College will advise them to take a symptomatic test</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>• If the situation is not straightforward and the College needs help in making an assessment of close contacts, the College will ring the DfE Helpline on <b>0800 046 8687 option 1</b> <ul style="list-style-type: none"> <li>○ <b>Cheshire &amp; Merseyside PHE contact 0344 225 0562</b></li> <li>○ <b>Wirral schools contact</b> email Alison Simpson or Jane Harvey (who will get in touch with you as soon as possible.)</li> <li>○ <b>Wirral Special schools</b> must contact Alison Simpson or Jane Harvey (above)</li> <li>○ PCR test kits will only be offered in the exceptional circumstance when an individual becomes symptomatic and has barriers to accessing testing elsewhere.</li> </ul> </li> </ul>		Covid Compliance manager
<p><b>Failure to manage a confirmed case in College</b></p>	<ul style="list-style-type: none"> <li>• The College will take swift action when aware of someone who has attended College &amp; tested positive for coronavirus COVID – 19 either a positive LFD or PCR test</li> <li>• The College understands that a close contact is:</li> </ul>		Covid Compliance Officer

	<ul style="list-style-type: none"> <li>○ anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 – a LFD or PCR test</li> <li>○ anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR or LFD test : <ul style="list-style-type: none"> <li>○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>○ been within one metre for one minute or longer without face-to-face contact</li> <li>○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>○ travelled in the same vehicle or a plane</li> </ul> </li> <li>● A seating plan is kept by all staff in each classroom and in Designated Working Areas, including the Hub. This facilitates swift identification of any close contacts between individuals at College.</li> <li>● The College does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.</li> <li>● If the College has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the College will continue to work with the DfE’s dedicated coronavirus advice service (or local HPT if the case is escalated).</li> <li>● The student or staff member who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia.</li> </ul>		<p>All staff</p> <p>Covid Compliance Officer</p>
<p><b>Suspected case in College.</b></p>	<ul style="list-style-type: none"> <li>● Suspected cases will be directed to the First Aid Room on C corridor which is hard floored, ventilated and has a closed door. This will be treated as the medical isolation room.</li> <li>● If a student is awaiting collection, they will be moved, to the medical isolation room.</li> <li>● Contact will be made with student’s parents/guardians in line with College policy</li> <li>● In exceptional circumstances, if a student’s parents cannot arrange to have the student collected, , the student will be directed to walk or cycle home. If this is not possible, the College will make alternative arrangements.</li> <li>● Symptomatic individuals who are sent home are directed to not use public transport/the College bus service to get home.</li> <li>● Emergency assistance is called immediately if the student’s symptoms worsen.</li> <li>● PPE must be worn by staff caring for the student while they await collection if 2 metres cannot be maintained.</li> <li>● A toilet has been identified to be used if required whilst awaiting collection (by Amanda Hoey’s office) . If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>		<p>Covid Compliance Officer.</p> <p>Premises Manager</p>

	<ul style="list-style-type: none"> <li>• Staff who have helped someone with symptoms and any students who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they are requested to do so by NHS Test and Trace or Wirral PHE.</li> <li>• Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds.</li> <li>• The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> </ul>		
<b>Rapid-result testing - LFT</b>	<ul style="list-style-type: none"> <li>• <a href="#">Mass asymptomatic testing for schools &amp; colleges</a> - rapid mass testing of staff &amp; pupils.</li> <li>• See Risk Assessment dated 22<sup>nd</sup> January 2021</li> <li>• Initial testing to support full opening involves three tests offered to students, three- to- five days apart.</li> <li>• To support the full opening of the school, students are offered testing at the College's on-site Asymptomatic Testing Site (ATS) on 5<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> March.</li> <li>• Students will return to College on the hybrid timetable model on Tuesday 9<sup>th</sup> March, Wednesday 10<sup>th</sup> March and Friday 12<sup>th</sup> March and for the following two weeks.</li> <li>• Students return to face-to-face education following their first negative test result.</li> <li>• Testing is voluntary. Students not undergoing testing attend College in line with the College's return arrangements.</li> <li>• Students who consent to testing are asked to self-swab at the school's on-site ATS.</li> <li>• Individuals with a positive LFD self-isolate in line with national guidance.</li> <li>• Individuals with a negative LFD continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home.</li> <li>• Vulnerable students continue to attend College.</li> <li>• Home testing following initial testing</li> <li>• Students and staff are supplied with LFD test kits to self-swab and test themselves twice a week at home.</li> <li>• Staff, students and parents are fully informed of the testing programme.</li> <li>• Staff and students report their result to NHS Test and Trace as soon as the test is completed either online or by telephone – they are also required to share their results with the College.</li> <li>• Students aged 18 and over self-test and report the result, with assistance if needed. Students aged 16 to 17 self-test and report their results with adult supervision.</li> <li>• The College retains a small on-site ATS so testing can be offered to students who are unable or unwilling to test themselves at home.</li> </ul>		SMT

	<ul style="list-style-type: none"> <li>• Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days.</li> <li>• Staff members who start displaying symptoms of coronavirus do not take part in rapid-resulting testing and go home straight away to self-isolate and book a polymerase chain reaction (PCR) test.</li> </ul>		
<b>Test &amp; Trace staff &amp; students unaware of College procedures in place</b>	<ul style="list-style-type: none"> <li>• Staff members and students are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>- Book a PCR test if they display symptoms.</li> <li>- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>- Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> </ul> </li> <li>• Anyone in College who displays symptoms is encouraged to get a PCR test.</li> <li>• If the College believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the College can provide them with a home testing kit if available.</li> <li>• Test kits stored on the College site are stored securely at ambient room temperature (5 to 22°C).</li> <li>• Testing kits are delivered safely to staff and with due regard for transmission risk, e.g. the kit is posted to the individual's address.</li> <li>• Students and staff are asked to inform the school immediately of test results.</li> <li>• If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> <li>- Everyone they live with who has symptoms tests negative.</li> <li>- Everyone in their support bubble who has symptoms tests negative.</li> <li>- They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.</li> <li>- They feel well.</li> </ul> </li> <li>• If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to College only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period.</li> <li>• Staff and students are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately.</li> <li>• If a student receives notification that they are a close contact of a Covid positive individual, the College will ensure appropriate arrangements are in place for the student to self-isolate and begin remote learning.</li> </ul>		SMT
<b>Hand &amp; Respiratory hygiene - infection control – risk of</b>	<ul style="list-style-type: none"> <li>• Sufficient handwashing facilities are available and hand sanitiser is available across College.</li> <li>• College will use hand driers or paper towels.</li> <li>• Following the <a href="#">guidance on hand cleaning</a> students &amp; staff clean and sanitise their hands:</li> </ul>		Premises Manager



<b>transmission of Coronavirus (COVID 19)</b>	<ul style="list-style-type: none"> <li>○ on arrival at the College</li> <li>○ return from breaks</li> <li>○ when they change rooms</li> <li>○ before and after eating,</li> <li>○ and after sneezing or coughing</li> <li>○ are encouraged not to touch their mouth, eyes, and nose</li> </ul> <ul style="list-style-type: none"> <li>• College promotes the 'catch it, bin it, kill it' approach.</li> <li>• Students are directed to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• Each class is provided with disinfectant and paper towels in case someone coughs or sneezes onto surfaces.</li> <li>• Bins are emptied throughout the day.</li> <li>• Adequate sanitiser 'stations' are located across the site so that all students and staff can clean their hands regularly.</li> </ul>		
<b>Social distancing across College – risk of transmission of Coronavirus (COVID 19)</b> <b>Minimise contact between individuals</b>	<ul style="list-style-type: none"> <li>• Students are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</li> <li>• College will keep a record of students and staff with Seating Plans in all classes, Designated Waiting Areas and the Hub to enable potential tracking if needed.</li> <li>• The hybrid timetable facilitates limiting interaction as much as possible.</li> <li>• Students are told to maintain 2m distance from each other where possible.</li> <li>• Staff maintain a two-metre distance from each other and from students, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.</li> <li>• College will use available space to maximise distance between pupils and between staff &amp; other adults on site.</li> </ul> <p><b>General Measures in the classroom:</b></p> <ul style="list-style-type: none"> <li>• Staff &amp; students maintain 2 m social distancing</li> <li>• Minimise time spent within 1 m of anyone.</li> <li>• Avoid face to face contact with students, stand up above and behind them. Teachers to try and maintain social distancing keep out of students' sneeze/breathe/cough zone. i.e avoid bending or stooping.</li> <li>• Keep 2 m from colleagues.</li> <li>• Students sit side by side facing forward.</li> <li>• Classrooms have been adapted and furniture removed to make space.</li> </ul>		<p>SMT</p> <p>All staff</p>

	<ul style="list-style-type: none"> <li>Teachers stay at the front of the class where possible.</li> </ul> <p><b>Measures elsewhere:</b></p> <ul style="list-style-type: none"> <li>No large assemblies or gatherings.</li> <li>Hybrid time-table means there are no breaks.</li> <li>Hybrid timetable means there is no lunchtime break. Students leave campus and return home for afternoon lessons.</li> </ul>		
<b>Resources – increased risk of transmission</b>	<ul style="list-style-type: none"> <li>Staff &amp; students have individual pens and equipment where possible and these are not shared.</li> <li>Equipment is not shared with other cohorts without cleaning.</li> <li>Items used for lessons in all subjects will have to be subject to wiping down. Eg, laptops, mice, workstations.</li> <li>Frequently touched surfaces will be cleaned and disinfected more frequently.</li> <li>No unnecessary sharing.</li> </ul>		All staff
<b>Face coverings</b>	<ul style="list-style-type: none"> <li>Face coverings are required to be worn by staff, students and visitors in areas where it is particularly difficult to maintain social distancing when moving around the premises, e.g. corridors and staircases unless they are exempt.</li> <li>Face coverings are required to be worn by staff, students and visitors in classrooms where social distancing cannot be maintained unless that are exempt.</li> <li>The College has a contingency supply of face coverings for any staff, students or visitors who require them.</li> <li>The College abides by the government guidance on the wearing of face-masks: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face_coverings_in_education_-_March_2021.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face_coverings_in_education_-_March_2021.pdf</a></li> </ul>		All
<b>PPE - risk of transmission of Coronavirus (COVID 19)</b>	<ul style="list-style-type: none"> <li>College has identified that most staff in College will not require PPE beyond what they would normally need for their work.</li> <li>PPE is distributed to staff if necessary in cases where a student becomes unwell with symptoms of coronavirus whilst in College and a distance of two metres cannot be maintained.</li> <li>Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>Risk assessments in place for pupils with complex needs.</li> <li>Used PPE is disposed of properly using bins provided around the school. Staff and students are told not to use recycling bins for the disposing of PPE.</li> </ul>		SMT

	<ul style="list-style-type: none"> <li>All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.</li> <li>All staff completed 'PPE putting on &amp; taking off' training.</li> </ul>		
<b>Clinically extremely vulnerable students at increased risk of contracting COVID 19</b>	<ul style="list-style-type: none"> <li>Shielding guidance remains in place for clinically extremely vulnerable individuals.</li> <li>Clinically extremely vulnerable students do not attend on site provision. These students are provided with remote education.</li> <li>Students who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend College.</li> <li>Relevant staff will liaise with the parents of students who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> </ul>		SMT
<b>Clinically extremely vulnerable Staff at increased risk of contracting Covid 19</b>  <b>Employees who have been identified as clinically extremely vulnerable.</b>	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable staff are advised not to attend work until 31st March 2021 &amp; should follow shielding guidance</li> <li>College has carried out a risk assessment for these staff.</li> <li>College will complete risk assessments for staff who are working from home shielding.</li> <li>Staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible.</li> <li>HR will hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place where possible.</li> </ul>		SMT
<b>Clinically vulnerable staff and students at increased risk of contracting COVID 19</b>	<ul style="list-style-type: none"> <li>College has completed a risk assessment on each member of staff identified as clinically vulnerable.</li> <li>Staff should stringently follow all measures in place in school for their safety.</li> <li>Staff are reminded to continue to take care to socially distance from other adults and students.</li> <li>Staff who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</li> </ul>		HR
<b>Pregnant employees at increased risk of contracting COVID 19</b>	<ul style="list-style-type: none"> <li>College will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW).</li> <li>As part of their risk assessment school will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</li> </ul>		SMT

<p><b>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</b></p> <p><b>NB this would apply for pregnant students</b></p>	<ul style="list-style-type: none"> <li>• Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</li> <li>• Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach.</li> <li>• College will ensure pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.</li> <li>• Pregnant women are not advised to be vaccinated against COVID-19.</li> </ul>		
<p><b>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including BAME staff &amp; pupils</b></p> <p><b>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Work continues to build our understanding of what these baseline factors are and the</b></p>	<ul style="list-style-type: none"> <li>• Those at particularly high risk from a range of underlying health conditions should be included in the CEV group.</li> <li>• For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as they follow all measures in place in College.</li> <li>• College will continue with an equitable approach to risk management recognising that staff may have a variety of baseline risks.</li> <li>• Risk assessment have been carried out for staff and students in this category including BAME staff and students in College.</li> <li>• College will try as far as practically possible to accommodate additional measures where appropriate.</li> <li>• Staff or students who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.</li> <li>• O.H. advice will be sought where appropriate.</li> <li>• EAP &amp; counselling will be offered where appropriate</li> </ul>		SMT

increased risks they pose.			
<b>Staff mental health - Anxiety and stress Employee's with potential stress / anxiety caused by COVID-19 lockdown</b>	<ul style="list-style-type: none"> <li>• HR support available for staff as required.</li> <li>• Review individual staff /student risk assessments and monitor.</li> <li>• Regular one-to ones with staff</li> <li>• Reasonable adjustments if required.</li> </ul>		SMT
<b>Student mental health &amp; wellbeing- student with potential stress / anxiety caused by COVID-19 lockdown</b>	<ul style="list-style-type: none"> <li>• The tutor team monitor and support student mental health and resilience.</li> <li>• The Designated Mental Health Lead and the Fitness for Study Team will monitor and support student well-being.</li> </ul>		SMT
<b>First aid – increased risk of transmission of COVID 19</b>	<p><b>First aid</b></p> <ul style="list-style-type: none"> <li>• Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance.</li> <li>• First aid certificates which expired during lockdown have been renewed.</li> <li>• No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</li> <li>• If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> <li>○ a fluid-repellent surgical mask</li> <li>○ disposable gloves</li> <li>○ apron or other suitable covering</li> <li>○ Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available</li> </ul> </li> <li>• All staff completed 'PPE putting on &amp; taking off' training.</li> </ul> <p><b>After delivering any first aid</b></p> <ul style="list-style-type: none"> <li>• Ensure staff safely discard disposable items and clean reusable ones thoroughly</li> <li>• Wash their hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.</li> </ul> <p><b>First aid provision with suspected symptoms of coronavirus:</b></p>		Premises manager

	<ul style="list-style-type: none"> <li>Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster.</li> </ul> <p><b>CPR guidance:</b></p> <ul style="list-style-type: none"> <li>Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation.</li> <li>Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths see: <a href="#">guidance from the Resuscitation Council UK</a></li> </ul>		
<b>Dedicated College transport, including statutory provision – risk of transmission of Coronavirus (COVID 19)</b>	<ul style="list-style-type: none"> <li>Students do not board home to school transport if they, or a member of their household, has a positive test result or symptoms of coronavirus.</li> <li>Students on dedicated school services do not mix with the public on those journeys and groups tend to be consistent. However social distancing should be maximised within vehicles wherever it is possible.</li> <li>Organised queuing and boarding where possible.</li> <li>Students must wear a face covering when travelling on public &amp; dedicated transport to College.</li> <li>This does not apply to people who are exempt from wearing a face covering on public transport.</li> </ul>		SMT
<b>Visitors to College-working across multiple sites e.g, Social Workers</b>	<ul style="list-style-type: none"> <li>Visitors are warned not to enter College if they are displaying any symptoms of coronavirus and to follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection</a></li> <li>Visitors must have an LFT on site and cannot access the campus unless the test is negative.</li> <li>Visitors made aware of all measures in place in College to reduce risk of spread of virus.</li> <li>Visitors told wash hands on arriving or use hand sanitiser located at entrance.</li> <li>2m social distancing rules in place</li> <li>PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask</li> <li>Room has ventilation – windows and door open whilst the room is occupied.</li> <li>Sanitiser in room</li> <li>Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes</li> <li>All hard surfaces wiped down before and after each separate appointment /meeting with students.</li> </ul>		SMT
<b>Safeguarding – risk of breach</b>	<ul style="list-style-type: none"> <li>Ahead of full opening, the College's Safeguarding Policy has been reviewed to reflect the return of more students.</li> <li>The College ensures safeguarding training is up to date.</li> <li>The College follows statutory safeguarding guidance, <a href="#">keeping children safe in education</a> and the <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</a>.</li> </ul>		SMT
<b>Recruitment – risk of transmission of</b>	<ul style="list-style-type: none"> <li>The College continues its recruitment processes, but offers alternatives to face-to-face interviews where possible such as using video conferencing.</li> </ul>		SMT

<b>Coronavirus (COVID 19))</b>	<ul style="list-style-type: none"> <li>Where face-to-face meetings are arranged, College will make clear to candidates that they must adhere to the <a href="#">‘system of controls’</a> that are in place.</li> <li>College will send out details in advance of the controls that will be in place and the requirement face coverings for candidates where social distancing cannot be safely managed</li> </ul>		
<b>Educational visits</b>	<ul style="list-style-type: none"> <li>No educational visits are planned or take place at this time</li> </ul>		SMT
<b>Curriculum – Music, Drama, performing arts &amp; PE</b>	<ul style="list-style-type: none"> <li>SMT will ensure staff and students are aware that there is evidence to suggest that singing increases the risk of coronavirus transmission due to the cumulative aerosol transmission.</li> <li>A Drama lesson Risk Assessment has been undertaken to ensure the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. by limiting the sizes of groups.</li> <li>A Dance lesson Risk Assessment has been undertaken to ensure that relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. not allowing contact dancing.</li> <li>The College does not permits team sports on site.</li> <li>Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups.</li> <li>Students are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups.</li> </ul>		SMT
<b>Contractors on site - risk of transmission of Coronavirus (COVID 19)</b>	<ul style="list-style-type: none"> <li>Contractors must have an LFT on site and cannot access the campus unless the test is negative.</li> <li>Where visits can happen outside of College hours, this will be arranged.</li> <li>A record is kept of all visitors.</li> <li>Risk assessments from contractors are requested which include their social distancing protocols.</li> <li>Zero tolerance with contractors found to be not following PHE social distancing guidelines.</li> <li>The risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups are under constant review and monitoring.</li> </ul>		SMT
<b>Remote Learning</b>	<ul style="list-style-type: none"> <li>The College follows <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a>, , as well as statutory guidance on online safety in Annex C of <a href="#">keeping children safe in education</a>.</li> <li>While attendance is mandatory, remote learning is only provided for students who are following clinical or government guidance to stay at home because they are self-isolating. All such students who are not physically unwell are given access to remote education.</li> </ul>		SMT
<b>Emergency plan</b>	<ul style="list-style-type: none"> <li>The College’s emergency plan has been revised to cover COVID 19 issues.</li> <li>Contingency plans for an outbreak are in place.</li> <li>The College’s hybrid timetable facilitates a swift transition to full-time on-line learning if restrictions need to be implemented due to coronavirus.</li> <li>Shared with staff and relevant parties e.g. Governors</li> </ul>		SMT

	<ul style="list-style-type: none"><li>• Remote education plans are in place for individuals or groups of self-isolating pupils. See <a href="#">remote education support</a>.</li></ul>		
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