

RISK ASSESSMENT FOR JUNE 2021

Location: Birkenhead Sixth Form College, CH43 8SQ	Date assessment undertaken 25/06/21	Assessment undertaken by: Paula Blakemore
Activity or situation: Return to regular timetable on 7 June 2021 and Registration Days on 28-30 June 2021	Review date: on-going	Signature: <i>Paula Blakemore</i>

Overview

This Risk Assessment has been produced in response to guidance published as part of the Step 3 roadmap:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984846/FINAL_Face_coverings_in_education_guidance.pdf

It should be read in conjunction with the Risk Assessments dated 4 September 2020 and 22 January 2021 and 2 March 2021. All control measures set out therein will continue.

All staff and students will continue to follow the system of controls which include continuing to observe good hand and respiratory hygiene including wearing face-mask in corridors, communal areas and classrooms; minimising contact between individuals and maintaining social distancing whenever possible ('Hands, Face, Space'), Anyone with symptoms (even if they recently had a negative LFD test result) should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus.

Coronavirus Asymptomatic Testing Programme

The College has distributed LFDs to all staff and students who administer these tests at home twice weekly in line with government guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges> The College will continue to maintain an in-house testing programme for any visitors on site or to support staff or students who need an on-site test for any reason.

All staff and students attending College in the Summer Term will continue to abide by all measures set out in this Risk Assessment and those of September 2020, January 2021 and March 2021

The College has cancelled the proposed Open House Event on 24 June 2021 in line with Government Guidance.

The College will run the Registration Days on 28th, 29th and 30th June 2021 under carefully controlled and fully Covid-compliant restrictions.

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
Infection control	<ul style="list-style-type: none"> • All staff, students and any new students invited to Registration Days site must not attend the College site if they are displaying any symptoms of Coronavirus or who have someone in their household who does. They are advised not to attend College and to follow Government guidance regarding self-isolating. • All new students are encouraged to take a Lateral Flow test before attending Registration Days. • New students attending Registration days will be monitored entering/leaving the College to assist with social distancing. • New students will be required to sanitise hands on arrival. • All staff and students are 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') • 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 • There will be anti-bacterial gel and cleaning products in all areas accessed by new students. • Toilets will be cleaned and maintained throughout the day. • The principle of 'If you use it-Wipe it 'will be promoted via signage. 		<p>SMT</p> <p>Premises Team</p> <p>Premises Team</p> <p>Cleaning Team</p>
Registration Days	<ul style="list-style-type: none"> • New students will attend the College for Registration Sessions over 3 days, 28th, 29th and 30th June 2021. • All students will sanitise their hands on arrival at campus and will wear face -masks. Disposable face-masks will be available if required. • New students will be segregated from the existing College students who are undertaking exams this week. • No more than 100 new students will attend each Session and each cohort will be divided into groups of 10. 		<p>SMT</p> <p>Premise Team</p>

	<ul style="list-style-type: none"> • There will be 3 Sessions a day at staggered times that will not over-lap. • New students will pass through the Conference Space to collect Welcome Packs. This area has been set out to accommodate social distancing measures. • New students will enter the Conservatory which has been set out to accommodate a socially distanced queuing system of 10 students per line. • Once a line of 10 is complete, the students will be called off by their teachers and taken to either a Hub session or a classroom session. • Numbers in any classroom will be limited to 10 students sat at socially distanced desks. • All classrooms will be thoroughly cleaned after each session. • Numbers in the Hub will be limited. Students will maintain social distancing in this area whilst they log on to College IT systems. • The keyboard, desk and chair will be thoroughly cleaned after each student has logged-on. • All staff supervising the Hub and the classroom sessions will maintain social distancing. • A limited number of existing student ambassadors will be supporting new students in Registration Sessions and they will maintain social distancing at all times. 		<p>Welcome Team SMT Hub Team</p>
<p>Cleaning</p>	<ul style="list-style-type: none"> • The College will follow the COVID-19: cleaning of non-healthcare settings guidance • All cleaners will wear disposable gloves and aprons and will change these after cleaning each separate area. • All staff will have sanitiser sprays, cloths and anti-viral wipes to clean surfaces that they or their students may touch, applying the principle ‘If you use it-wipe it’ • All areas and surfaces will be cleaned and disinfected prior to reopening. • All PHE guidance on cleaning will be followed which will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day. • Cleaning of desks in classrooms where students have sat for review appointments will be cleaned by each student as they leave their appointment. • Sanitizer stations are located across the College site and will be cleaned and maintained throughout the day. • There will be regular cleaning of toilets and supply of hand soap • There will be regular cleaning and disinfecting of regularly touched objects and hard surfaces more often than usual using standard cleaning products 		<p>Cleaning Team</p>

	<ul style="list-style-type: none"> The Hub Team will thoroughly clean Hubs 1 and 2 during the logging-on Sessions with each new student 		
Social Distancing	<p>Social distancing will be facilitated by reducing mixing within the College by:</p> <p>Corridors</p> <ul style="list-style-type: none"> Corridor traffic will operate on a way one system wherever possible. Signage will remind staff and students about 2m social distancing. Signage will direct that toilets do not become crowded by limiting the number of students who use the toilet facilities at one time. Classrooms for Registration Days will be re-arranged so that desks are laid out to allow at least a 2m distance between each student (measured from where they are seated) and the location of staff desk. Chairs/desks surplus to requirements to be removed where possible to assist social distancing and reduce physical touch points. 		All staff