

UPDATED RISK ASSESSMENT FOR COLLEGE CONTINGENCY PLAN- AUTUMN TERM 2021/ WINTER TERM 2022

Location: updated Risk Assessment for	Date assessment undertaken/Revised : 29 November 2021/ 17 December 2021 /Revised 2 January 2022 /Revised 6 January 2022 /Revised 14 January 2022	Assessment undertaken by: Jeanne Fairbrother and Paula Blakemore
Activity or situation Omicron Variant Full Opening of College w/e from 29th Nov 2021.	Review date: on-going	Signature: <i>Paula Blakemore</i>

Overview

This update is in response to the DfE update on 29th November 2021 due to the new Omicron variant; **the Prime Minister's announcement on 27 November that the temporary introduction of new measures as a result of the Omicron variant and on 8th December, the announcement that Plan B, set out in the autumn and winter plan 2021, was being enacted. DfE Schools operational guidance as updated. As a result of further changes announced on 2nd January 2022, any new measures are reflected in this RA. This advice remains subject to change as the situation develops.**

DfE guidance for schools during the coronavirus COVID 19 pandemic has been that schools are required to have a full school opening risk assessment which is regularly reviewed and updated, treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

In line with government requirements, the College will implement an in-house programme of Lateral Flow Device (LFD) testing upon return to College in January 2022. The College is required to offer all students 1 on-site LFD test on their return in the Winter term. The process will be in line with the Risk Assessment for Asymptomatic testing in the Autumn term 2021.

Guidance

This risk assessment has regard to all relevant 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'
- **NEW** DfE (2021) 'Schools COVID-19 operational guidance'
- **UPDATED** DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfE (2021) 'Face coverings in education'
- **UPDATED** 'Actions for out of school settings'

Legislation and guidance

Health and Safety at Work Act etc. 1974

Management of H&S at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

DfE Actions for schools plus associated COVID 19 Guidance

Public Health England Guidance

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	Further actions? Altered measures?	Implemented by (initials)
Assessment of the risks of COVID 19 (including Omicron) transmission in College.	<ul style="list-style-type: none"> The College has assessed the reasonably foreseeable risks of transmission of COVID 19. The risk assessment is regularly reviewed as circumstances in College and the public health advice changes. The College monitors whether the controls in place are effective. 		SMT
Ensuring adequate outbreak management/contingency plans to allow for stepping measures up and down.	<ul style="list-style-type: none"> The College has a Coronavirus (COVID-19) Contingency Plan risk assessment if restrictions need to be implemented due to COVID 19 variants outbreak. Remote education plans are in place for students who are self-isolating or shielding. The College will call the DfE helpline on 0800 046 8687 selecting option 1 for advice on the action to take in response to a positive case who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the outbreak management plan. The College will follow measures recommended by the Local Authority, Director of Public Health and local protection teams (HPTs) as part of the outbreak management responsibilities: Wirral LA Covid helpline 0151 666 3600 Email: covidschoolsupport@wirral.gov.uk Public Health and the Local Authority will be informed of any outbreaks via NHS T&T. 		SMT
Positive Cases Updated 2.1.22. Updated 6.2.22 Updated 14.1.22	<ul style="list-style-type: none"> Students, staff and other adults should follow public health stay at home advice Students, staff and other adults should not come into College if they have symptoms, have had a positive test result or are required to quarantine. If anyone develops COVID-19 symptoms, however mild, they will be sent home and advised to follow public health advice. Staff and pupils who test negative on the morning of day 5 and the morning of day 6, can return to their education or childcare setting immediately on day 6. Staff and pupils must take the first test no earlier than day 5 of the self-isolation period, and the second must be taken the following day. Staff and pupils/parents are reminded that all test results should be reported to NHS Test and Trace 		SMT

	<ul style="list-style-type: none"> • If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest. • Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10-day period of self-isolation. • See information on self-isolation for those with COVID-19 is available. • A contact of someone who has had a positive test result for COVID-19 who is aged over 18 years and 6 months and not fully vaccinated, is legally required to self-isolate for 10 days . 		
<p>NHS Test & Trace Updated 17 December 2021</p>	<ul style="list-style-type: none"> • Close contacts in Colleges are now identified by NHS Test and Trace and the College is no longer expected to undertake contact tracing. • NHS Test and Trace will work with the positive case and/or their parents to identify close contacts. • Contacts from a College setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. <p>From 14 December 2021,</p> <ul style="list-style-type: none"> • Adults who are fully vaccinated and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend College as normal, unless they have a positive test result. • Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> ○ fully vaccinated adults – people who have had 2 doses of an approved vaccine ○ all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status ○ people who are not able to get vaccinated for medical reasons ○ people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine ○ The College will continue to have a role in working with health protection teams in the in the case of a local outbreak. 		<p>SMT</p>

<p>Fully vaccinated Contacts who have not tested positive in College who refuse to take a daily LFD Updated 17 December 2021</p>	<ul style="list-style-type: none"> • College strongly advises those identified as contacts with a negative PCR test to take an LFD each day (7 days) and report the results to College or take the LFD test in College. • College will seek legal advice about any employee who refuses to take an LFD daily in line with government guidelines • College will carry out a personal risk assessment for any employee who refuses to take a daily LFD. 		<p>SMT</p>
<p>Communication</p>	<ul style="list-style-type: none"> • The College follows latest DfE, PHE & Gov.uk, Merseyside & Cheshire PH Team and LA guidance • Latest version of this Risk Assessment is published on the College website & shared with unions, LA & governors. • Clear communication is sent to parents and students with a link on the College website covering all aspects of how the College functions. • Regular staff briefings held to cover any changes to arrangements. • The College has shared with all staff the measures in place and involved staff & the governing body in that process. • A record is kept of all visitors and contractors that come to the College site. 		<p>SMT</p>
<p>Face coverings. Updated 2.1.22</p>	<ul style="list-style-type: none"> • All students, staff and adult visitors should wear a face covering when moving around the College site, outside of classrooms, such as in corridors and communal areas. • From 4 January 2022 (temporary measure to be reviewed on 26 January 2022), all students should wear a face covering in classrooms and teaching spaces. • All staff who wish to wear a face covering in College will be supported to do so. • All students should also wear a face covering when travelling on public transport and on the College bus service. • Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings and should always be cleaned appropriately. • The College will not prevent individuals from entering or attending College if they are not wearing a face covering, if exempt. • The College has a supply of face coverings available • Clear instructions are provided on how to put on, remove, store, and dispose of face coverings 		<p>All staff</p>

PPE	<ul style="list-style-type: none"> • Most staff will not require PPE in response to COVID-19 beyond what they would normally need for their work. • Additional PPE for COVID-19 is only required in a very limited number of scenarios such as if a student becomes ill with COVID 19 symptoms and only if close contact is necessary • Staff are trained in correct use and disposal of PPE. 		First Aid Team
Ensuring good hygiene & cleaning standards in school to reduce risk of transmission	<p>Hand hygiene -</p> <ul style="list-style-type: none"> • The College will continue to ensure that staff & students maintain high standards of hand hygiene. • Suitable facilities are provided for individuals to wash/sanitise their hands regularly • Students are supervised, on entry to the College, to use hand sanitizer. • All staff and students are required to sanitize their hands on entry and exit from every classroom. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> • The College emphasises the ‘catch it, bin it, kill it’ approach with bins & tissues available. <p>Cleaning</p> <ul style="list-style-type: none"> • The College maintains appropriate cleaning regimes, using standard products such as detergents with a focus on frequently touched areas. • Appropriate cleaning schedules are in place and include regular cleaning of areas and equipment. • An additional day cleaner is employed to ensure constant cleaning of busy areas including 8SQ and the Conservatory. • All staff and students are required to wipe down any surfaces touched whilst in a classroom or in the Hub or in the LAB. 		SMT Premises Team Cleaning Team All teaching staff
Social distancing Updated 2.1.22	<ul style="list-style-type: none"> • The College has planned and risk assessed carefully following the latest DfE/PHE guidance • The College will consult Local Authority COVID helpline for specific advice if required • Assemblies are infrequent and if they take place, will do so in the Sports Hall or the Drama Studio which are well ventilated. The Friday Event Programme is suspended pending the government review on 26 January 2022. • Whole staff meetings are infrequent and if they take place, will do so the Sports Hall or the Drama Studio which are well ventilated. Where appropriate, Principal’s and other 		SMT Premises Team

	<p>Briefings will take place virtually. Non-core/none-essential staff meetings are postponed pending the review on 26 January 2022. Necessary meetings can be held remotely. If necessary meetings are held in person, the usual mitigations should be in place.</p> <ul style="list-style-type: none"> • Staffrooms are well-ventilated. Staff will wear face-masks moving around College. • Meetings, including with governors , parents, will take place in either well ventilated meeting rooms or virtually via Teams or Zoom. • Teaching will take place in well-ventilated classrooms with windows open. 		
Events in College	<ul style="list-style-type: none"> • The College will plan and completed a separate risk assessment for any events held in College and will carefully following the latest DfE/PHE guidance • The College will consult Local Authority COVID helpline for specific advice if required on holding events • Parents evenings have been risk assessed and are held virtually on Teams. • Interview evenings will take place in the Sports Hall which is well ventilated. 		SMT
Ventilation - ensuring all occupied spaces are well ventilated.	<ul style="list-style-type: none"> • When College is in operation, it is well ventilated with comfortable teaching environments. • Poorly ventilated spaces have been identified and include the C corridor meeting rooms used for the Academic Skills Programme. Air purifiers have been purchased for use in that area. • The College will source competent ventilation engineers if necessary to help assess the systems in place and how to utilise them correctly. • The College opens external windows, doors & internal doors (if they are not fire doors and where safe to do so) to increase ventilation. • During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced with seating arranged away from draughts. • In cooler weather to reduce thermal discomfort caused by increased ventilation, students can wear additional, suitable items of clothing including coats. • Purging or airing rooms as frequently as possible to improve ventilation usually when the room is unoccupied. 		SMT/All staff Premises Team
<p>Asymptomatic testing Updated 2 January 2022</p> <p>From 11 January - This is a temporary measure while coronavirus rates remain high</p>	<p>LF Testing</p> <ul style="list-style-type: none"> • All students will be scheduled an LFT on 4th /5th January 2022. • The College makes it clear that testing is voluntary and it is positively encouraged. • Staff and students are encouraged to test twice weekly at home • Testing kits are stored securely in College at the correct temperature. 		SMT

<p>across the UK. Whilst levels of coronavirus are high, the government has said that the vast majority of people with positive LFD test results can be confident that they have coronavirus</p>	<ul style="list-style-type: none"> • A test kit log is in use and data held is stored in line with the College’s Data Protection Policy. • Asymptomatic staff and pupils who test positive for coronavirus (COVID-19) on a lateral flow device (LFD) test no longer need to get a confirmatory PCR test. • Anyone who receives a positive LFD test result should report their result on GOV.UK and must self-isolate immediately but will not need to take a follow-up PCR test. • Their isolation period can start immediately following their positive LFD test result. • After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced and must continue to self-isolate. 		
<p>Ensuring public health advice followed on managing confirmed cases of COVID-19.</p>	<ul style="list-style-type: none"> • Parents are informed via communications from the Principal and the College website of how the College responds to confirmed cases of coronavirus • The College follows local public health advice and SMT contacts the DFE Helpline/local HP Team advice line, where necessary, in the event that whichever of these thresholds is reached first: <ul style="list-style-type: none"> ○ 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period ○ 10% of students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period 		<p>SMT</p>
<p>Contact with potential or confirmed coronavirus cases in College</p>	<ul style="list-style-type: none"> • If anyone in the College develops coronavirus symptoms while at College, this is managed in line with local and national guidance. They are: <ul style="list-style-type: none"> ○ sent home and advised to arrange a PCR test as soon as possible. ○ advised to follow the guidance for households with possible or confirmed coronavirus infection. • If a student is awaiting collection, they will be left in a well-ventilated room on their own if possible and, if safe to do so. • Appropriate PPE will used if close contact is necessary. • Anyone with symptoms is advised not to use public transport and, wherever possible, be collected by a member of their family or household. • Any rooms used are cleaned thoroughly after they have left. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and warm running water or hand sanitiser. 		<p>SMT</p>

	<ul style="list-style-type: none"> • Staff members or students who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms. • The College can take the decision if a parent or carer insists on a student attending, to refuse the student, if in its reasonable judgement, the student poses a risk of infection to the College community. 		
Pregnant staff	<ul style="list-style-type: none"> • An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE & RCOG. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are in the below categories should take a more precautionary approach: <ul style="list-style-type: none"> ○ partially vaccinated or unvaccinated ○ >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 coronavirus at any gestation • The College will undertake a workplace risk assessment for the above staff and where appropriate consider both how to redeploy them and how to maximise the potential for homeworking, wherever possible. • The above principles on protecting pregnant staff also apply to pregnant students. • Pregnant staff are encouraged to get vaccinated if possible. 		SMT & HR
Previously shielding staff	<ul style="list-style-type: none"> • The shielding programme has now come to an end and adults previously considered CEV should, as a minimum, continue to follow the same guidance as everyone else. • Staff previously considered CEV may wish to consider taking extra precautions and school will explain the measures they have in place to keep staff safe at work. 		SMT
Transport	<ul style="list-style-type: none"> • Drivers will not normally require personal protective equipment (PPE) on the College bus service. • Students do not board home to College bus service if they, or a member of their household, has a positive test result or symptoms of coronavirus. • Face coverings are expected to be worn in enclosed and crowded places - this includes public transport and the College bus service. • Fresh air through ventilation is maximised by opening windows and ceiling vents. 		SMT in liaison with Als Coaches
Educational visits	<ul style="list-style-type: none"> • The College will seek advice from Evolve and consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. 		SMT

	<ul style="list-style-type: none"> • A full and thorough risk assessments in relation to all educational visits is carried out to ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. 		
Staff & students returning to the UK from abroad.	<p>From 4am on Sunday 9 January 2022 ,</p> <ul style="list-style-type: none"> • Eligible fully vaccinated travellers and over 5s will be able to take a lateral flow test instead of a PCR on or before day 2 of their arrival in England. • Eligible fully vaccinated passengers and under 18s will no longer need to take a pre-departure test or self-isolate on arrival in England but must continue to take their post-arrival tests 		SMT
Curriculum - Drama, science and sporting activities	<ul style="list-style-type: none"> • The College recognises that some activities can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising, or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. • In situations where there is a higher risk of catching or passing on COVID-19, the College is particularly careful to follow the general guidance on keeping safe. <p>Dance & Drama</p> <ul style="list-style-type: none"> • The College risk assesses activities for Drama & Dance and ensures the relevant protective measures are in place. <p>Sports</p> <ul style="list-style-type: none"> • Sports equipment is thoroughly cleaned between each use. • Outdoor sports are prioritised where possible. • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Staff overseeing indoor sports follow the system of controls in this risk assessment e.g. cleaning and hygiene. • Staff are made aware that social distancing in sports is not required unless directed. • Competitions between different sixth forms, whether indoor or outdoor, can take place in line with government guidance. <p>Science</p>		SMT Curriculum teachers

	<p>Follows latest guidance from CLEAPSS in addition to system of controls in school.</p> <p>GL343 - Guide to doing practical work during the COVID-19 Pandemic – Science (New version)</p>		
Regular review of Risk Assessments	<ul style="list-style-type: none"> • The College has assessed the reasonably foreseeable risks of transmission of COVID 19. • The risk assessment is regularly reviewed as circumstances in College and the public health advice changes. • The College monitors whether the controls in place are effective and working as intended. 		SMT
Wellbeing - students	<ul style="list-style-type: none"> • Staff are vigilant in supporting student mental health and reporting any concerns to the Student Development Team and/or safeguarding team, as appropriate. • The College provides opportunities for students to talk about their mental health, their experiences during the pandemic and any concerns they have with their Tutors and with the Learning Support Team. • Students have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. • Parents have a direct link to their child’s Tutor to raise any concerns they may have. 		Director of Student Development & Director of Learning Support.
Staff & students returning to the UK from abroad. Updated 17 December 2021	<ul style="list-style-type: none"> • All students and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19). • Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return. • Students aged 16 to 17 must take a COVID-19 test in the 2 days before travel to England. • Students aged 16 to 17 have to follow the testing and quarantine rules for people who qualify as fully vaccinated on arrival in England. • This means that they have to quarantine on arrival and take a PCR test on or before day 2. • Any staff arriving at the UK will need to isolate and get a PCR test by ‘day two’ after arrival. • They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. • Unvaccinated arrivals aged over 18 must follow current guidelines • Follow Red list countries list guidance. 		SMT