

This risk assessment covers key Covid operational guidance from August 31<sup>st</sup> 2021 : **updated January 2022**

**This assessment is not exhaustive and will be updated regularly when guidance and systems change.**

	Who does this affect?	Risk and Planning.	High/Low Probability / Severity	Timelines	Resource, mitigation and Action.	Verification and residual risk.
1.1	Staff and Students	<p><b>LFD testing</b></p> <p><i>The DfE has asked all settings to offer a Covid test to all students before they begin classes in September.</i></p>	M/H	From 31 <sup>st</sup> August 2021	<ol style="list-style-type: none"> <li>1. The College will maintain the test centre capacity and offer two tests 3 to 5 days apart at the start of term. Positive cases will be isolated and returned home.</li> <li>2. Whilst not compulsory the College will promote testing to all students attending in September 2021.</li> <li>3. The College will inform parents/ carers of the testing regime.</li> <li>4. The College will ask all staff to continue regular home testing.</li> <li>5. The College will prepare for the likelihood of very busy days during the testing, paying particular attention to the likelihood of a lot of cars wanting to wait whilst students are tested. Estates staff to plan car parking.</li> <li>6. Anyone receiving a positive LFD test should self-isolate and get a confirmatory free PCR test. They will need to isolate whilst waiting for the test result.</li> <li>7. A negative PCR test overrides the LFD test and the person can return to College.</li> <li>8. Twice weekly home testing will be encouraged throughout the term. Students will receive regular reminders by text and email.</li> <li>9. The College will promote and encourage all students and staff to become vaccinated</li> </ol>	<b>Monitor testing and encourage participation</b>

				From Jan 2022	<p>10. The College, working with local Public Health colleagues will offer vaccinations for 16-18 year olds on site.</p> <p>11. <b>Students and staff will be asked to take a lateral flow test and upload the results before they return in January 2022 and a second during the first week. Students and staff will be encouraged to test twice weekly throughout the term.</b></p> <p><b>**Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. If both these test results are negative, and students/staff do not have a high temperature, they may end their self-isolation after the second negative test result and return to college from day 7.</b></p> <p><b>12. Lateral Flow Devices will be provided in all classrooms and from Reception to ensure easy access.</b></p>	
<b>1.2</b>		<p><b>Social Distancing</b></p> <p><i>Some College locations can become very busy at certain times of the day such as break and lunch</i></p>	<b>H/H</b>	<b>31<sup>st</sup> Aug</b>	<ol style="list-style-type: none"> <li>1. Social distancing signage will be maintained for the start of term and vaccination encouraged.</li> <li>2. College will maintain physical barriers such as screens on service desks</li> <li>3. A canopy will be constructed to provide additional covered outdoor social space.</li> <li>4. College will maintain additional student supervisor staff</li> </ol>	<b>M/M</b>

				<p>From October 2021</p> <p>November 2021</p>	<p>5. The 2 metre markings (teacher position) will remain in classrooms as guidance</p> <p>6. Staff reminded to maintain social distance where possible in work rooms/staff rooms and to don masks when not.</p> <p>7. The staff room will be open with good ventilation.</p> <p>Seating layouts no longer need to remain side by side. This will be kept under review and altered if necessary. Seating plans are no longer required for Track and Trace.</p> <p>The Outbreak mitigation plan may require a change in student seating and the resumption of seating plans. This will be kept under close review.</p>	
<b>1.3</b>		<p><b>Test and Trace</b></p> <p><i>From August 16<sup>th</sup> Young people under the age of 18 will no longer be required to self- isolate if they are contacted by NHS Test and Trace.</i></p>	<b>M/M</b>	<b>19<sup>th</sup> July</b>	<ol style="list-style-type: none"> <li>1. Young people will be contacted by NHS Test and Trace and given appropriate testing advice.</li> <li>2. College will update this guidance as we receive it and disseminate it through weekly briefings.</li> <li>3. The regime will exist until 4 months after their 18<sup>th</sup> birthday. College will advise those affected.</li> <li>4. College staff will no longer be required to operate a test and trace system. We will however be prepared to assist Test and Trace where necessary. College will identify staff to assist Test and Trace when required.</li> <li>5. Seating plans are no longer required.</li> <li>6. College will isolate anyone presenting with symptoms and request a confirmation PCR test. A well ventilated separate room will be used for isolating the person whilst waiting for transport.</li> </ol>	<b>Monitor at leadership team.</b>

				30 <sup>th</sup> November 2021	<p>7. A separate toilet will be used for anyone isolating and awaiting transport, and it will be cleaned after use.</p> <p>8. <u>OMICRON variant</u> :All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self- isolate immediately and book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</p> <p>9. The student or staff member will need to inform the College as soon as they are aware. Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a confirmed or suspected case of the Omicron variant of COVID-19.</p>	
				January 2022	<b>**See above under LFD for revised isolation rules. Staff and students will be made aware and reminded regularly.</b>	
<b>1.4</b>		<b>Face Coverings</b> <i>Face coverings reduce transmission.</i>	<b>H/H</b>	Reintroduced 1 <sup>st</sup> November 2021	<ol style="list-style-type: none"> <li>1. Staff and students will be required to wear a face covering in communal areas. This requirement will be reviewed regularly and removed when not considered necessary.</li> <li>2. If a significant outbreak occurs College may require face coverings to be worn in all settings including classrooms alongside other mitigations. College will have an additional outbreak management plan.</li> <li>3. College will provide a backup stock of face coverings at reception and in classrooms.</li> </ol>	<b>Monitor cases and guidance weekly.</b>

				<p>Reintroduced December 2021 –</p> <p>January 2022</p>	<p>These will be provided free of charge if required.</p> <p><b>4. Outbreak mitigation - Face coverings will be required temporarily for the last two weeks of term (and the first week back )in communal areas.</b></p> <p><b>5. Students are now required to wear Face coverings (unless exempt) in ALL indoor settings including classrooms. Teachers will not be required to wear masks in classrooms unless social distancing cannot be maintained. This will be reviewed January 26th 2022.</b></p> <p><b>6. Staff and students should continue to wear facemasks in all communal areas.</b></p>	
<b>1.5</b>		<p><b>Hygiene</b></p> <p><i>Good hand hygiene reduces the risk of transmission.</i></p>	<b>M/M</b>	<b>Sept 2021</b>	<ol style="list-style-type: none"> <li>1. College will promote good hand hygiene until further notice.</li> <li>2. College will maintain improved daytime cleaning regimes.</li> <li>3. Sanitiser will be provided outside rooms.</li> <li>4. Sanitising wipes will be provided wherever shared equipment is in use.</li> <li>5. Additional handwashing stations will remain in position.</li> <li>6. Additional toilets will be retained.</li> <li>7. Tissues/wipes will be provided in classrooms.</li> <li>8. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>9. We will ensure an adequate supply of PPE is available where necessary.</li> </ol>	<b>Monitor</b>

1.6		<b>Ventilation.</b>  <i>Improved ventilation reduces the risk of airborne transmission.</i>	H/H	<b>July 19<sup>th</sup> 2021</b>  <b>From November 2021</b>  <b>January 2022</b>	<ol style="list-style-type: none"> <li>1. Classroom windows should be opened as often and as wide as possible to allow good air flow.</li> <li>2. Classroom doors should be held open to improve air flow during use and closed when out of use.</li> <li>3. Food Centre and other communal areas should have windows open during occupancy</li> <li>4. Ventilation via high level window openers will be able in all classrooms.</li> <li>5. Use CO2 monitors to audit ventilation quality. Initially target small rooms and rooms serving large classes.</li> <li>6. Clarify the purpose ( and limits) of the CO2 monitors with students and staff</li> <li>7. Analyse results of the audit and consider further actions required using the guidance below</li> </ol> <p><a href="https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19</a></p> <p><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/how-you-can-improve-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/how-you-can-improve-ventilation.htm</a></p> <ol style="list-style-type: none"> <li>8. <b>Colleagues reminded to maintain good ventilation with open doors and windows.</b></li> </ol>	<b>Communicate in staff and student briefings.</b>  <b>Share with Health and Safety Group and LT</b>
1.7		<b>Transport.</b>  <i>Possible transmission on public or private transport.</i>	H/H	<b>September 2021</b>	<ol style="list-style-type: none"> <li>1. We liaise regularly with the College bus service provider and will ensure timely communication of requirements is passed to students and parents/carers.</li> <li>2. Face coverings will be required on public and College transport. <b>This has now been made mandatory following the PM's announcement 27.11.21</b></li> </ol>	<b>Communicate to students and parents/carers.</b>  <b>M/M</b>



		<i>Performing arts and Physical activity.</i>			<ol style="list-style-type: none"> <li>2. New Senior Technician role created to support the Health and Safety lead and technicians in their roles.</li> <li>3. New technician roles created with additional focus on health and safety</li> <li>4. We will follow updated guidance from individual sport governing bodies.</li> </ol>	
<b>1.11</b>	<b>All including visitors.</b>	<b>Increased risk from events where large numbers of people or individuals attend.</b>	<b>H/H</b>	<b>November 2021</b>	<ol style="list-style-type: none"> <li>1. All events will be risk assessed and take account of the newOMICRON variant</li> <li>2. For the Autumn and Spring term , large staff meetings will be online, as will parent consultation meetings.</li> <li>3. The risk of running events such as open evenings and parents' evenings will be monitored in line with Covid case numbers and vaccination rates. Events will be cancelled if the risk is considered too great.</li> <li>4. Online methods or smaller ticketed events will be considered to replace mass gatherings</li> <li>5. Visitors to site will continue to be minimised and visitors will be required to wear a mask</li> </ol>	<b>LT to discuss weekly and take early decisions.</b>
<b>1.12</b>	<b>Staff and Students</b>	<b>External trips and visits.</b>	<b>M/M</b>	<b>August 2021</b>  <b>November 2021</b>	<ol style="list-style-type: none"> <li>1. Every trip and visit will be risk assessed as usual with additional assessment of the Covid risk weighed against the benefit of the trip.</li> <li>2. Trips abroad will be subject to rigorous scrutiny and the Covid situation considered with care to consider both the risk of infection and of lockdown abroad.</li> <li>3. Omicron Variant – all overseas trips booked will be reviewed to assessed whether they may continue given changes to the Red list and additional restrictions in place destination side.</li> </ol>	<b>LT to review monthly.</b>
<b>1.13</b>	<b>All</b>	<b>Guidance on First Aid</b>	<b>M/M</b>	<b>August 2021</b>	<ol style="list-style-type: none"> <li>1. First aiders should treat staff or students at a distance unless it cannot be avoided.</li> </ol>	<b>First Aid coordinator to</b>



					<ol style="list-style-type: none"><li>2. First Aiders will aim to minimise the time shared in a breathing zone and direct the casualty to complete what they can to minimise contact.</li><li>3. First aiders should wear the PPE provided including gloves, apron and surgical Type 2 R mask at all times.</li><li>4. The first aid room should be cleaned after use.</li><li>5. Specific guidance is here:</li><li>6. <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></li></ol>	<b>brief F A staff regularly.</b>
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