

CORONAVIRUS/COVID 19 RISK ASSESSMENT FOR PERIOD FROM 17 MAY 2021

Date: 13 May 2021 for **SUMMER TERM**

Version 1

Review date: Weekly or sooner if government advice or experience on site changes

Department: AHED

Those at risk: College staff, students, contractors and visitors

Assessors: Senior Management Team (SMT) with Health & Safety Officer. Working with Safety Committee, JNCC, SLQ. Shared with Governors and in consultation and communication with student representatives.

The key source of information is the government guidance issued on 12 May 2021 'Further education COVID-19 operational guidance' <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-fe-operational-guidance> At the time of writing, additional guidance and regulations are being issued very frequently and therefore these sources are likely to be altered or supplemented at any time. The risk assessment should also be read in conjunction with other internal College documents such as risk assessments for specific events and curriculum/support risk assessments for their particular activities. In particular, we anticipate new guidance for implementation on 21 June 2021 when we anticipate the next stage of the relaxation of restrictions to be implemented. The guidance above (dated May) indicates that events such as open evenings will be permitted from 21 June and so we can plan accordingly, while being ready to cancel should the situation change. Similarly, we can now run residential (domestic) trips in accordance with Covid guidance, EVOLVE requirements and College rules. Every trip risk assessment should incorporate precautions in relation to Covid.

Students and most staff have now been back on site for some months apart from the common test period and are being asked to conduct twice weekly home LFD testing. We continue to respond to any positive cases and carry out tracing and isolation of close contacts. Although there is a general relaxation of the rules in society and some relaxation in education, most measures remain in place and we remain vigilant. The main change from 17 May relates to the wearing of face coverings which are no longer required for students in most settings unless for a temporary period in response to a particular localised outbreak. Please see more detail in sections below.

Lateral Flow Devices (LFD testing) at home

All staff and students are expected to do two tests a week, recording their results on the NHS and College systems. If someone has a positive result, they must immediately isolate and cooperate with the NHS and College tracing systems. They should then obtain a PCR test (within two days of the positive

LFD result) and, if it is positive, continue to isolate in accordance with NHS instructions. If it is negative, they can come out of isolation and must notify the College so we can release their close contacts from isolation.

We retain the ability to do small scale testing on site as required.

Testing is optional and, as long as one is asymptomatic, it is not necessary to have a negative result before returning to work or study. Note that **anyone with symptoms** must follow the existing government guidance, isolate and obtain a PCR test through the government's testing provision. Testing will help us to identify those who may be at risk of spreading the virus and will therefore reduce the risk to all. Note that LFD testing does not replace other measures in place to reduce transmission of Covid and we need to ensure that a negative result does not engender a false sense of security such that people relax compliance. Importance of compliance to be reinforced as students and staff return to site at the start of the summer term. Similarly, while staff will increasingly have received vaccination, we must all still follow the rules and be alert.

The 'vulnerable', 'extremely vulnerable' and those who 'may otherwise be at increased risk'

It is not possible entirely to eliminate risk. This document sets out a range of measures which, if followed in combination, will significantly reduce that risk. Those categorised as 'extremely vulnerable' and notified by the NHS/their GP had to isolate until 31 March but can now join the 'vulnerable' and attend College to study/work unless advised otherwise by a medical practitioner. If they can work from home, they should be supported to do so. PHE has advised us that, should there be a positive case, vulnerable people should be treated the same as others and notified only if they are identified as 'close contacts' by the government or College track and trace process/NHS app.

Government guidance states that those who have clinically vulnerable or clinically extremely vulnerable people **in their household** should attend work <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>. Staff with concerns in this respect should contact Personnel to discuss their situation on an individual basis. The government guidance also says that some people with particular characteristics may be at comparatively increased risk of severe outcomes but that they can return to the workplace.

Measures to reduce risk

Our measures are based on the government's System of Controls which are grouped into 'Prevention' and 'Response to any infection'. They are outlined in the documents above and are summarised below with the government's commentary in italics:

Prevention:

1. Minimise contact with the unwell by ensuring those with symptoms do not attend. *Must be in place all the time.*
2. Frequent hand washing. *Must be in place all the time.*
3. Good respiratory hygiene: 'catch it, kill it, bin it'. *Must be in place all the time.*

4. Enhanced cleaning. *Must be in place all the time.*
5. Minimise contact between individuals and maintain social distance. *This must be 'properly considered', with 'measures that suit your particular circumstances'.*
6. PPE where necessary.

Response to any infection: carry out internal tracing and isolation; engage with PHE and NHS Test and Trace process.

Successful management of risk depends on all members of the College community working together. Different groups have the following responsibilities:

All staff	Read and follow the requirements in this and related documents such as local risk assessments, raising queries or concerns in the first instance with their line manager. Ensure that their students, visitors, contractors etc do the same.
Students	Follow the College instructions given to them at all times and obey national regulations.
Parents/carers	Ensure that they impress upon their charges the vital importance of following national, local and College regulations and guidance.
SMT	Consult with and inform affected parties, maintaining frequent communication with staff, students, parents/carers. Keep this and related documents under review. Ensure that their reporting staff meet the requirements placed on them.
Heads of Faculty	Familiarise themselves with the government guidelines above and any subject-specific information that is published e.g. re practicals, sport and music. Ensure that all HoS draw up risk assessments for particular activities and communicate to teams. Advise HoS on specific queries, making reference to this risk assessment and government guidance.
Heads of Subject	Draw up risk assessments for particular activities in their area, with the assistance of Instructors, technicians etc as appropriate. Get agreement from their HoF and communicate to staff and students. In areas where there are already multiple other risk assessments e.g. PD, it will not necessarily require all of those to be rewritten – rather HoS may want to create a single coronavirus document which considers all the activities and supplements the main risk assessments. When agreed, these should be saved in departmental areas and also G:Health & Safety/Coronavirus Risk Assessments/ Summer 2021/Curriculum and kept under review.
Support Managers	Update previous risk assessments, get agreement from their SMT manager and communicate to staff and students. When agreed, these should be saved in departmental areas and also G:Health & Safety/Coronavirus Risk Assessments/ Summer 2021/Support and kept under review.

The following key risks and controls have been identified:

Section A: Response to suspected and confirmed cases

In a suspected case and unless a negative result obtained, or in a positive case, the person must isolate at home for 10 days from when the symptoms started. The rest of the household needs to isolate for 10 days, counted from the day after the contact. We will immediately carry out a Rapid Risk

Assessment (RRA) in relation to the person who has tested positive and, depending on what it reveals, notify those identified as 'close contacts' to isolate and provide initial advice, and take other necessary measures. We isolate anyone identified as sitting within 2m for 15 minutes or more; anyone in very close contact i.e. face to face less than 1m or touching at all; those who have shared a vehicle. There are a few occasions when isolation is not necessary even if the above conditions met e.g. if medical grade PPE worn or a screen in place.

If the positive result was from a LFD test, we will tell 'close contacts' to isolate. If the person then has a negative PCR test result, the 'close contacts' can be released from isolation.

We report as follows (during term time):

- Confirmed staff and student cases weekly to HCC
- Confirmed staff and student cases to PHE: in accordance with the 'Secondary Schools Escalation Criteria' in force at the time
- Confirmed, suspecting, isolating cases daily to DfE
- Confirmed cases weekly to staff

Instructions for staff who have suspected coronavirus:

If you suspect that you have coronavirus look on the front page of the Staff Intranet 'Covid 19 symptoms?' which is continually updated to reflect government advice and our own experience. Our team will communicate with external agencies re cases and will monitor staff sickness generally.

Instructions for students who have suspected coronavirus:

Students must notify their Tutor or AHED Reception if they have symptoms or have been told to isolate due to a potential contact with someone who has tested positive. Business Manager/Divisional Administrator will maintain records of suspected cases or isolating students. HSO will monitor student sickness levels and notify the DP if it increases beyond normal levels, even if coronavirus is not suspected. If positive student cases are reported to the Tutor or AHED Reception, they will be passed to the Business Manager/Divisional Administrator who will carry out the necessary individual Rapid Risk Assessment with the student to establish movements, contacts etc using the College's pro forma.

Others: if you learn that a contractor, visitor, parent/carer or other has become unwell after visiting, notify as per staff above.

If you experience any of the main coronavirus symptoms (temperature, cough, loss of taste/smell):

- a) Do not come on site if unwell. Notify as above.
- b) If taken unwell on site, if possible go home immediately and notify.
- c) If taken unwell on site and needing assistance, go to AHED Reception.

In any of the above situations, you must arrange a PCR test <https://www.gov.uk/get-coronavirus-test> All staff are considered 'essential workers' so should say 'Yes' to that question. All must self-isolate pending the result (as must their household), keep the College informed of a positive or negative result and cooperate with PHE/the Track and Trace and RRA systems.

Note: the government requires that people with symptoms do not travel on public transport. Therefore, all staff and students will need a private transport back up plan in case they are taken ill at College.

NHS COVID-19 App

The NHS COVID-19 App complements our own measures and does not replace them. We encourage all members of the College community to use it. Many staff and students are likely to have it on their phones and may receive an alert when in College to say that they have been in contact with a positive case; it will not tell them if that contact is in College. Students must be told that, if they receive such an alert, they must show it to their Teacher if they are in class and then leave. Any student or staff member who receives such an alert when on site must immediately go home and notify us as above. They should not go to the to AHED Reception unless in need of assistance. The person must then self-isolate in accordance with the instructions on the app and keep us updated of the length of their self-isolation and of their own health – crucially if they then test positive. We as a College take no further action unless they themselves become a confirmed case.

In order for the app to work, the phone must be turned on but may be on silent. Importantly, the app must be paused if the person leaves the phone unattended e.g. during sports, as it could pick up a false alert because an infected person spends time in the vicinity of the phone in the absence of the owner. Staff should therefore remind students to pause the app at these times. (They can set a reminder to switch it back on.) The guidance also says that the app should be paused if the individual is behind a Perspex (or equivalent) screen or is wearing medical grade PPE as they are considered to be adequately protected.

NHS QR codes may be created so that people can 'check in' and assist potential future contact tracing. We will not generally do this (apart from areas such as hairdressing who have external customers) but it may be a useful tool for special events where we have members of the public on site.

Section B: Minimising the risk of the virus spreading.

There are two main ways that coronavirus can spread:

1. Proximity to others who are infectious. Our main defence against this is social distancing i.e. reducing the number of people in any area to '**one metre plus**'. That is, ideally at 2m distance, but where this is not possible other measures may be used to compensate e.g. facing away, minimising time in contact with other people, good ventilation, use of PPE. (PPE will be provided to staff in certain circumstances, but individuals

may elect to wear it at other times and provide their own.) Note that the use of the 1m plus and other measures is wise to reduce the risk of infection but cannot generally be used as a factor when considering whether someone must isolate after contact with a positive case. The 2m distance is critical in such cases.

2. Exposure to active virus on surfaces. Hygiene is key in this.

The following sections outline how we address these risks in particular locations across College:

Category	Initial rating	Control Measures	Main responsibility	Final risk rating
1. Across the site	4x2=8	<ul style="list-style-type: none"> a) Stringent hand washing or use of sanitiser to take place, including on arrival on site. This to be ensured by communication before people come to College and by signage. All expected to follow government guidance on washing hands thoroughly for 20 seconds with running water and soap. b) Provision of hand sanitisers at entrance to all buildings. Also, all students and staff encouraged to bring their own hand sanitiser for frequent use. c) On external doors with card entry points exist, users to present card but not touch the sensor. Where possible, doors set to open automatically after card presented. d) Signage to remind everyone to catch coughs and sneezes in tissues – Follow “Catch it, bin it, kill it” - and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace including, as far as possible, all classrooms. e) Additional Cleaning staff on duty to undertake frequent cleaning of handles, switches etc, to empty bins and replenish sanitiser and cleaning products. f) One-way systems in place where possible in buildings, including ‘up only’ and ‘down only’ stairs. (People with accessibility requirements e.g. wheelchair users or those who cannot walk long distances, may go ‘against the flow’. All must use the nearest exit in case of emergency evacuation.) Otherwise, signage to ensure a ‘keep left’ convention, 2m spacing and priorities on stairs. g) External signage to promote social distancing at potentially congested areas. h) Students must be made aware of the rules and that any breach will be taken very seriously and may be a disciplinary offence. i) All staff to take responsibility for enforcing compliance. j) Additional Security/Safety staff recruited to promote compliance. k) Visitors will continue to be limited and should be approved in advance by the Director of Adult Education or the Business Manager. The host must make 	<p>All for this entire section unless where stated</p> <p>Estates</p>	4x1=4

		<p>sure that they are aware of our protocols including to notify us if they become sick after visiting. Reception to maintain a record of names, host, phone numbers and time of attendance for 'track and trace'.</p> <ul style="list-style-type: none">l) Lettings are currently suspended.m) Windows should be open when possible. Air conditioning will be switched to external supply mode where applicable and fans may also be used. Window restrictors may be disabled (by the Estates team only and depending on the mechanism, height of window etc) to enhance ventilation for this period only.n) Provision of bins by entrances for disposable masks worn by those who have arrived by public transport. (People wearing a reusable mask will have to store it safely.)o) No sharing of cars unless in case of emergency e.g. taking someone to hospital. We have a 'covid secure' vehicle available for this use. Masks to be worn in minibuses, coaches etc		
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<p>2. Teaching & tutorial</p>	<p>4x2=8</p>	<ul style="list-style-type: none"> a) Modified timetable to minimise 'trapped time' on site to reduce potential for contact outside class. b) Frequent information and reminders sent to students regarding Covid precautions. c) Students let go when corridor is clear and told to leave building after lessons. d) Students expected to arrive on site just before their first lesson of the day and leave immediately after the last (subject to transport constraints). e) Classrooms arranged, where possible, such that all students face forward and the teacher is at least 2m away from the nearest student. Tape is provided to staff who wish to mark the 2m space. It is no longer recommended for staff or students to wear face coverings in classrooms and similar settings, so we no longer require this. The exception is for teaching settings that are more reflective of a workplace environment such as the hairdressing salon where they are still required. Also, in a few teaching areas, in the course of some practical activities, social distancing cannot be maintained, so staff may continue to require students to wear face coverings. Where face coverings are not generally worn, individuals may wear face coverings should they wish, and staff should feel able to ask students to put on a face covering (and wear one themselves) if they are doing close work. f) g) Visors are no longer recommended. h) In some rooms e.g. IT rooms and labs, it may not be possible for students to face front. However, the Teacher will still need to be at least 2m away from the nearest student. i) Teacher must clean keyboard and mouse at end of lesson. Keyboard covers purchased and offered to staff who move between rooms and use different machines. It will be their responsibility to store and clean their own cover. j) Teachers and tutors to make a seating plan of students in each class in order to assist with 'track and trace' in the event of a confirmed case. This and the register must be up to date. k) Teachers to dispose of 'clutter' in their classrooms and ask for any excess furniture to be taken away to facilitate cleaning and distancing. l) If individual white boards are used, they should be cleaned at the end of the lesson. m) No work requiring students to work physically close to each other in pairs/small groups without additional precautions and a risk assessment for that activity. 	<p>All for this entire section unless where stated</p>	<p>4x1=4</p>
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		<p>n) A cleaning protocol is in place in each teaching area and supervised by the teacher or tutor. Communicated at the start of term and includes all sanitising hands on arrival in the room and supervised cleaning of surfaces by students at the end of the lesson. Note that alcohol-based sanitiser is not recommended for use in labs or other areas with enhanced fire risk.</p> <p>o) Restrictions are gradually being relaxed in relation to music, practical and sporting provision. HoC/PL should review their risk assessments for these activities with the assistance of Teachers, Instructors and Technicians, agree them with the Director of AHED and with share with all staff and students. These will be written by reference to this risk assessment but also sector guidelines e.g. CLEAPSS, DCMS and sporting bodies. Note that government updates include information on subjects such as sport, music and performing arts. Departments are responsible for continuing to monitor sector guidelines and updating risk assessments and practice.</p> <p>p) Tutorials to be delivered in a blended approach to minimise the number of students on site and in classes.</p> <p>q)</p>		
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3. Meetings	4x2=8	<ul style="list-style-type: none"> a) Where a group meeting in person is beneficial, staff should book a large enough room to allow social distancing at 2m. If that is not possible, meetings should be held on line. b) No large events and visiting speakers to groups larger than a normal class size (30+) without approval of SMT and agreement of a risk assessment. No more than 44 students in the SLT, who must space themselves with no student directly adjacent to another, with all three doors open. The seating is labelled to assist in this. c) Where possible, one to one or small meetings should only be held in spaces where it is possible to ensure a 2m distance. If that is not possible but it is considered important to meet in person the 'one metre plus' rule can be followed e.g. window open, sitting side on, restricting the time. Otherwise, they should be held on line. d) Doors may be left open to assist ventilation but please shut when leaving a room and in case of evacuation/fire. Fire doors must not be propped open. e) Staff should not normally share books or similar in meetings but, if this is necessary, can mitigate risk by hand washing and use of sanitiser. 	All for this entire section unless where stated	4x1=4
4. Teaching staff work rooms	4x2=8	<ul style="list-style-type: none"> a) Managers are responsible for co-ordinating their staff coming on site to enable 2m distancing in work rooms. This may be achieved by more staff working in the Staff Room, unused classrooms or from home where possible and by agreement with their manager and staff can work from home before and after classes if necessary. There is increased leeway for home working during this period as long as the service can be maintained. b) Managers also to liaise with those of departments who share work spaces to ensure that on site work is co-ordinated to allow for spacing. c) If it is deemed necessary to have more than one staff member in a work room where 2m spacing cannot be achieved, then a 'bubble' approach may be taken e.g. half the team in at certain times and half on others. d) Staff who share a desk with a colleague should wipe it down after use using wipes or cleaning materials provided. e) Staff should leave desk tops and areas under desks clear to enable cleaning staff to do their work. f) Staff should wipe shared phones after use. 	All for this entire section unless where stated HoS	4x1=4
5. Support departments	4x2=8	As every support department is different in its layout, each Support Manager has prepared a risk assessment particular to their area and agreed it with their SMT report. It need not duplicate the general points in this risk assessment but relates	SMT, SMs	4x1=4

		<p>to tasks particular to the department and its activities. Please save it in G: Health & Safety/Coronavirus risk assessments/Summer 2021/Support.</p> <p>Precautions include:</p> <ul style="list-style-type: none"> a) Maintaining 2m separation between staff if at all possible. Otherwise, the 1m plus approach may be taken (see above). Staff at 1m plus will have to isolate if a colleague tests positive, so a bubble approach should be used if practical. Managers are responsible for co-ordinating their staff coming on site to enable 2m distancing in work rooms. This may be achieved by more staff working in the Staff Room, unused classrooms or from home where possible and by agreement with their manager and staff can work from home before and after classes if necessary. There is increased leeway for home working during this period as long as the service can be maintained. b) Doors to be left open (wedges provided) and, where possible, windows to be open to assist ventilation. Fire doors must not be propped open. Air conditioning can be used and will be switched to external air supply where possible. Fans may also be used. c) Staff who share a desk with a colleague should wipe it down after use. Wipes and cleaning products are available in offices. d) Staff should leave desk tops and areas under desks clear to enable cleaning staff to do their work. e) Staff should wipe shared phones after use. f) Screens, signage and barriers. Where support departments have a counter or similar (rather like a shop or catering outlet) they should conduct a risk assessment of the activity and existing precautions (such as screens) and may decide that students are required to wear face coverings when accessing the service. In the same way, staff may instruct students to wear masks in situations where there are close queues e.g. awaiting entry to an exam room. g) Communication to students as required re service available, including measures such booking appointments. h) In some situations, students may need to return books, equipment etc. This can be managed by social distancing during the handover and by use of gloves and wipes to clean the item before storage. This can be addressed in individual department risk assessments. Posters provided on safe removal of gloves. 	<p>All support staff for this entire section unless where stated</p>	
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6. Social and Common areas	4x2=8	<ul style="list-style-type: none"> a) No social spaces at AHED available to students. Vending machines and water dispensers to remain in operation. Staff will be expected to help ensure compliance. b) Smoking area open. c) Staff kitchen remain open but all to maintain good hygiene measures and cleaning to take place at end of every day. d) Staff required to wear face coverings in corridors and communal areas. Information to be provided to all with clear instructions as to how to put on, remove, store and dispose of face coverings. Face coverings are no longer recommended for students in corridors and communal areas, so we no longer require this although individuals may wear them if they so wish. e) All to maintain social distancing, inside and outside. 	All for this entire section unless where stated	4x1=4
Section C: Potential adverse mental health impact due to the Covid pandemic and working situation				
All	4x1=4	<ul style="list-style-type: none"> a) Preparation and sharing of this risk assessment and guidelines. b) Information to be given on changes and guidance as early as possible, with regular general updates on overall case numbers in the College. c) Various support systems for students suffering from anxiety. d) SMT to evaluate any changes relating to Covid to try to reduce any adverse impact on all members of the College community. e) Managers to be aware of the significant levels of stress and increased workload experienced by many staff at this time and do their best to provide support while also being mindful of their own welfare. d) Staff to talk to line manager or senior manager regarding concerns. f) Staff can speak with Personnel or union re concerns. g) Staff access to Employee Welfare line 0117 934 0105 for support and to the national Wellbeing for Return resources. h) Wellbeing training to be provided to staff as part of the Staff Development Programme. 	SMT, Personnel, Pastoral system	4x1=4
Section D: Exposure to potential risk during travel to site				
Means of travel	4x2=8	<ul style="list-style-type: none"> a) Staff and students to walk and cycle where possible. b) If using public transport, to follow government and travel company guidance on safe use of public transport including requirement to wear face coverings. c) Liaison by College with public transport companies to get latest information and develop/communicate strategies to reduce risk. 	All	4x1=4

		d) Provision of Cycle to Work Scheme for staff. e) Increased staffing to ensure management of bus queues on site, with provision of sanitiser at the queue. f) Provision of advice from the College to students, reinforcing public health management advice on safe behaviour off-site.		
<p>Other hazards</p> <p>During this very unusual situation, we should not lose sight of the fact that all other potential hazards remain and that normal safe working practices must be observed relating to matters including but not limited to:</p> <ul style="list-style-type: none"> ● Slips, trips and falls ● Working at height ● Manual handling ● Control of substances hazardous to health ● Asbestos ● Fire and similar emergency ● Electrical <p>Additional information is in the College Health & Safety Policy, Asbestos Management Plan, College wide and local risk assessments.</p>				

<u>GUIDANCE ON COMPLETING THE RISK ASSESSMENT:</u>	
Hazard: Risk Rating:	Something that could cause harm - ignores the trivial and concentrates on significant hazards which could result in serious harm or affect several people. $Severity \times Likelihood = Rating$ (during this process the first number (severity) in the equation will not change, the second number (likelihood) should be shown as reduced once controls are in place) hence final outcome will show a lower figure
Initial Risk Rating: Final Risk Rating:	This is the level of risk you give to the activity before you consider control measures. The final risk rating column is the reduced level of risk you have achieved by the introduction of control measures.

Key of job titles:

SMT	Senior Management Team	FA	Faculty Administrators
VP	Vice Principal	SM	Support Managers
DP (W&P)	Deputy Principal (Welfare & Progression)	HoFs	Heads of Faculty
HSO	Health & Safety Officer	HoC/PL	Heads of Curriculum/Programme Leader

