

CORONAVIRUS/COVID 19 RISK ASSESSMENT FOR AUTUMN 2021

Date: 18 August 2021

Version 2

Review date: If government advice or experience on site changes

Department: All on both sites. There is a particular focus on the Owens Road site as this is where the majority of activity will take place, but the same principles will apply to AHED provision for which a separate risk assessment will be drawn up.

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 updated on 17 August 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> 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. Our Outbreak Management Plan (Contingency Plan) is a separate document and sets out how we will operate if there is an outbreak in the College or local area.

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.
Directors of Curriculum & Support	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 DoC 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/ Autumn 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/Autumn 2021/Support and kept under review.

Measures to reduce risk

Our measures are based on those set out by the government:

<ol style="list-style-type: none"> 1. Ensure good hygiene for everyone i.e hand and respiratory 2. Maintain appropriate cleaning regimes 3. Keep occupied spaces well ventilated 4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid 19

Category	Initial rating	Control Measures	Final risk rating
1. Ensure good hygiene for everyone i Hand	4x2=8	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.	4x1=4
ii Respiratory		a) 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. b) (Note that face coverings and other PPE are no longer required on site or on public transport, beyond what would normally be required for an individual’s work.)	

2. Maintain appropriate cleaning regimes		<ul style="list-style-type: none"> a) Additional Cleaning staff on duty to undertake frequent cleaning of handles, switches etc, to empty bins and replenish sanitiser and cleaning products. b) Cleaning routines to continue in classes with the use of sanitiser on entry and the wiping of surfaces before leaving. See instruction sheets in classrooms. 	
3. Keep occupied spaces well ventilated		<ul style="list-style-type: none"> a) Windows should be open when possible. b) Air conditioning will be switched to external supply mode where applicable and fans may also be used. c) 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. d) Staff should continue to select the biggest available room for meetings 	
4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid 19		<ul style="list-style-type: none"> a) All those attending site are encouraged to continue with twice weekly LFD home testing until the end of September when this will be reviewed. Results to be recorded on the NHS system and on the College system in term time. In case of positive LFD test, take a PCR test. If positive, isolate in accordance with NHS instructions. If negative, within two days of the positive LFD test, the negative overrides the LFD result and return is permitted as long as symptom free. b) We will offer students two on site LFD tests on their return at the start of term. Students will be very strongly encouraged to attend for testing but cannot be compelled. Thereafter, we will retain a small asymptomatic testing site. c) No one to attend if unwell with Covid symptoms. In case of symptoms, isolate pending a PCR test and result. Continue to isolate if the PCR is positive. We can refuse a student's attendance if we believe it necessary to protect others. d) Students and staff to notify College of Covid related absences i.e. awaiting test due to symptoms or positive. e) Those in contact with a positive case are no longer required to self isolate if they are fully vaccinated, are aged under 18 years and 6 months, are part of an approved Covid trial or are unable to be vaccinated for medical reasons. The NHS will be conducting tracing, so all should follow NHS instructions which currently recommend, but do not mandate, a PCR test. As a College, we expect those as identified as close contacts to get a PCR test. 	

Section 5

In addition to the government's key measures above, we continue with the following:

- a) Areas subject to sector guidelines e.g. sport, music, hairdressing and performing arts, must monitor government guidance and update risk assessments and practice.
- b) Staff, students and visitors allowed to wear face coverings if they wish

- c) Seating plans still required in case of enquiry from NHS tracing staff. (Tracing no longer to be carried out by College staff). This requirement will be reviewed early in the autumn term.

Section 6

The following are permitted in accordance with the above measures. Please consult your DoCS or SMT if unsure:

- a) All vulnerable, extremely vulnerable (CEV) and those who might otherwise be at increased risk can attend site. Pregnant women can attend but should follow the advice of their medical practitioner and discuss with the DoP&CS. Those who are CEV may wish to think about the additional precautions they can continue to take.
- b) Visitors including visiting speakers. It may be appropriate to advise the wearing of face coverings in crowded gatherings.
- c) Lettings
- d) Trips, in conjunction with Evolve where appropriate
- e) Staff may rearrange classrooms etc i.e. the requirement for all students to face forwards is removed
- f) Practical subjects may resume normal activities except where advised otherwise by sector guidance (see Section 5 above)

Section 7

Potential adverse mental health impact

While many people will welcome the relaxation of Covid related measures, there will be others who will be anxious. There is also the potential for confusion as to which restrictions apply and the risk that some may be reintroduced should government advice change and/or we have a local outbreak. We will attempt to address this by:

- a) Preparation and sharing of this risk assessment, the Outbreak Management Plan and other guidelines
- b) Sharing of information on cases
- c) Clear and timely communication of any changes
- d) Various support systems for students suffering from anxiety.
- e) SMT to evaluate any changes relating to Covid to try to reduce any adverse impact on all members of the College community.
- f) 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.
- g) Staff to talk to line manager or senior manager regarding concerns.
- h) Staff can speak with Personnel or union re concerns.
- i) Staff access to Employee Welfare line 0117 934 0105 for support and to the national [Wellbeing for Return](#) resources.
- j) Wellbeing training to be provided to staff as part of the Staff Development Programme.

<u>GUIDANCE ON COMPLETING THE RISK ASSESSMENT:</u>			
Hazard:	Something that could cause harm - ignores the trivial and concentrates on significant hazards which could result in serious harm or affect several people.		
Risk Rating:	Severity x 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:	This is the level of risk you give to the activity before you consider control measures.		
Final Risk Rating:	The final risk rating column is the reduced level of risk you have achieved by the introduction of control measures.		
Key of job titles:		FA	Faculty Administrators
SMT	Senior Management Team	SM	Support Managers
VP	Vice Principal	DoCS	Directors of Faculty
DP (W&P)	Deputy Principal (Welfare & Progression)	HoS	Heads of Subject
HSO	Health & Safety Officer	DoP&CS	Director of Personnel & Corporate Services