

## College Risk Assessment (Covid19) Academic year 2021-22 – September 2021

<p><b>COVID-19 Risk Assessment for academic year 2021-22</b></p>	<p><b>Referenced additional documentation:</b>  <b>GOV.uk</b> – The government has published the ‘COVID-19 Response - Autumn and Winter Plan 2021’ setting out plans for autumn and winter 2021/22 in England.  <a href="https://www.gov.uk/government/consultations/covid-19-response-autumn-and-winter-plan-2021">COVID-19 Response: Autumn and Winter Plan 2021 - GOV.UK (www.gov.uk)</a></p> <p>The Government plans to achieve this by:</p> <ul style="list-style-type: none"> <li>• a. Building our defences through pharmaceutical interventions: vaccines, antivirals and disease modifying therapeutics.</li> <li>• b. Identifying and isolating positive cases to limit transmission: Test, Trace and Isolate.</li> <li>• c. Supporting the NHS and social care: managing pressures and recovering services.</li> <li>• d. Advising people on how to protect themselves and others: clear guidance and communications.</li> <li>• e. Pursuing an international approach: helping to vaccinate the world and managing risks at the border.</li> </ul> <p>General Guidance for Sixth Form colleges – Updated 27 September 2021  <a href="https://www.gov.uk/government/consultations/actions-for-fe-colleges-and-providers-during-the-coronavirus-outbreak">Actions for FE colleges and providers during the coronavirus outbreak - GOV.UK (www.gov.uk)</a></p> <p><b>COVID-19 Cleaning in non-health settings</b>  <a href="https://www.gov.uk/government/consultations/covid-19-cleaning-in-non-healthcare-settings-outside-the-home">COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a></p>		
<p><b>Approved by the Governing Body:</b></p>		<p><b>Latest Review date:</b></p>	

Priority areas	Who is at risk?	Risk	List existing risk control measures	Additional control measures	Residual Risk rating		
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<b>Identified 'at risk groups'</b> <i>Clinically extremely vulnerable Staff and vulnerable staff who may be at a higher risk of suffering major ill health if they contract COVID-19</i>	Clinically extremely vulnerable staff, identified by the Government as being at risk including the following:  BAME groups Chronic long-term respiratory diseases; Chronic heart disease; Chronic liver disease; Over 70 years of age	Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.	Since 19 July 2021, people who were previously identified as CEV (Clinically Extremely Vulnerable) have been advised to follow the same guidance and behaviours as the rest of the adult population.  <b>All clinically vulnerable staff</b> should discuss their circumstances with their line manager or Tom Colgan, Finance Director/HR.  HR will be able to complete a Risk Assessment and assist the member of staff with specific controls that could be introduced into the work-place so as to ensure, as far as is reasonably practicable, the health of the member of staff.	HR to provide a risk assessment and advise to Principal on a case by case basis.  Occupational Health to support/advise as and when required.			
<b>Living with vulnerable/at risk person(s)</b>		Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.	Staff and students should use regular rapid testing (Lateral Flow Test Kit) to help manage periods of risk such as after close contact with others in a higher risk environment, or before spending prolonged time with a more vulnerable person.	Lateral Flow Test kits for home use are freely available to all staff and students in the college.			
<b>Infection Control</b> Lateral Flow Testing	Staff Students Governors Parents	Risk of contracting COVID-19 or spreading COVID-19	All students required to take 2 lateral flow tests at the start of the Academic year. Any positive tests will be advised to the student within 15 minutes of taking the test.	All Students will be issued with home testing kits following the completion of their second Lateral Flow Test. Students to self test twice a week and log result onto the Government website.			

		while undertaking their duties.		All staff have been issued with home testing kits for twice weekly testing to be logged onto the Government website. Lateral Flow Test kits will be issued periodically to staff and students and are available from reception.		
<b>Infection Control</b> <i>Wellness</i> <i>Suitability to attend the College site</i>	Staff Students Governors Parents Contractors Other visitors	Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.	<p>All staff and students have been advised of the symptoms of Coronavirus (COVID-19).</p> <p>The most common symptoms of COVID-19 are a recent onset of the following primary symptoms:</p> <ul style="list-style-type: none"> <li>• New continuous cough</li> <li>• High temperature/fever</li> <li>• Loss or change to your taste and smell</li> </ul> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they're fully vaccinated</li> <li>• they're below the age of 18 years 6 months</li> <li>• they've taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they're not able to get vaccinated for medical reasons</li> </ul> <p>NHS Test and Trace will contact individuals to let them know that they have been identified as a contact and check whether they are legally required to self-isolate. If they're not legally required to self-isolate, they will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if they do not have symptoms, they will be advised to have a PCR test as soon as possible. If they are symptomatic they should stay at home.</p> <p>Adults who do not need to isolate and young people aged under 18 years 6 months who usually attend an education or childcare setting, and who have been identified as a close contact, should continue to attend the setting as</p>	<p>Agree protocol for all who are entering the building. Only essential maintenance or necessary contractors to be allowed on site.</p> <p>No volunteers to be allowed on site.</p> <p>Only necessary staff personal parcels to be delivered to site and all regular mail and parcel deliveries to have a designated secure drop off and pick up point. Personal parcels should be delivered to home addresses wherever possible</p> <p>Protocol in place for the management of books and resources via the LLC.</p>		

			<p>normal. In line with college policy they need to wear a face covering within the college and when travelling on public transport.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At this point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p>			
<p><b>Infection Control</b> <i>Ventilation</i></p>	<p>Staff Students Governors Parents Contractors Other visitors</p>	<p>Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.</p>	<p>It is important to ensure classrooms and offices and common areas are well ventilated and that a comfortable teaching environment is maintained.</p> <p>Poorly ventilated spaces will be identified and take steps to improve fresh air flow in these areas, giving particular consideration to holding events where visitors are on site.</p>	<p>CO2 monitors will be provided to state-funded education settings from September these will be used to identify poor ventilation areas.</p>		
<p><b>Infection Control</b> <i>Personal Hygiene</i></p>	<p>Staff Students Governors Parents Contractors Other visitors</p>	<p>Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.</p>	<p>All staff, students and other visitors are advised to follow high standards of personal hygiene to help control the spread of COVID-19.</p> <p>The following must be maintained at all times:</p> <ul style="list-style-type: none"> <li>• <i>Thoroughly wash your hands with soap and water often – do this for at least 20 seconds, at least at the start and end of the day, after break and lunch and where opportunities arise during the working day.</i></li> <li>• <i>Use of hand sanitiser gel if soap and water are not available during the day.</i></li> <li>• <i>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</i></li> <li>• <i>Put used tissues in the bin straight away and wash your hands afterwards or apply hand sanitiser.</i></li> <li>• <i>Try to avoid close contact with people who are unwell.</i></li> <li>• <i>Avoid touching eyes, nose and mouth.</i></li> </ul>	<p>All members of the College community are reminded to implement the “<b>Catch It, Bin it, Kill it</b>” method and wash hands regularly.</p> <p>Hand washing/sanitising provisions provided across the College site, suitable for use, inspected and replenished regularly throughout the day by the Premises and Housekeeping Teams. Hand sanitiser stations in and around the College at strategically available points.</p> <p>Signs to be displayed around the College reminding all members of the Community of the priority hygiene standards. Catch it! Bin it! Kill it! campaign</p>		

			<ul style="list-style-type: none"> <li>• <i>Regular use of hand sanitiser where hand washing is not available.</i></li> <li>• <i>Increased cleaning of staff and student toilets. Student toilets to be closed to allow for cleaning following break and lunchtime. Ensure toilets do not become crowded by limiting the number of students who use the toilet facilities at one time.</i></li> </ul>	<p>Protective screens to be installed in strategic locations where the potential for infection is greater.</p> <p>Registration and payments instead of the current biometric system via new ID card system.</p> <p>Classrooms doors and windows open where possible to reduce contact and improve air flow. <b><u>Fire doors should not be propped open under any circumstances.</u></b></p> <p>Students should not share their books or other materials due to the increased risk of spread unless enhanced cleaning has taken place. (eg. the use of antibacterial wipes/spray)</p> <p>Cleaning staff are to be provided with sufficient PPE for daily use and to be provided with instruction on its use and disposal procedures.</p>		
<p><b>Infection Control</b> <i>Those displaying symptoms of the virus or testing positive.</i></p>	<p>Staff Students Governors Parents Contractors Other visitors</p>	<p>Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.</p>	<p><b>Staff and Family Members</b> Staff must advise Tom Colgan, Finance Director/HR immediately if they are displaying any symptoms of COVID-19. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they're fully vaccinated</li> <li>• they're below the age of 18 years 6 months</li> <li>• they've taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they're not able to get vaccinated for medical reasons</li> </ul> <p>Even if they do not have symptoms, they are advised to have a PCR test as soon as possible. They should attend work as usual until the PCR result is known, unless they</p>	<p>Where a suspected case of COVID-19 has been on the College site, then COVID-19: cleaning in 'non-healthcare settings' must be followed.</p> <p>All immediate members of the College Community should undertake a Lateral Flow Test. If a positive result is obtained a follow up PCR test should be arranged and guidance given by the Test and Trace system should be followed. Currently these are: Staff or students who receive a <b>positive</b> LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will</p>		

		<p>develop symptoms. If they are symptomatic they should stay at home.</p> <p><b>Students and Parents</b> Students and parents must take responsibility for their family's health. Should anyone in the household display symptoms of COVID-19 they must follow national guidance. Students aged under 18 years 6 months and who have been identified as a close contact, should continue to attend the college as normal.</p> <p>Any staff, student or family member displaying symptoms must organise testing as soon as possible and this can be done at the following NHS website:</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p><b>Where the virus test is negative:</b> The individual will be advised by Public Health England/NHS on receipt of the test results if they are safe to return to St. Dominic's.</p> <p><b>Where the virus test is positive for a member:</b> The individual must advise the <b>Finance Director/HR</b> (<a href="mailto:TMC@stdoms.ac.uk">TMC@stdoms.ac.uk</a>) or the <b>Attendance Officer</b> (<a href="mailto:DTM@stdoms.ac.uk">DTM@stdoms.ac.uk</a>) and self-Isolate for 10 days. If they still have a temperature at the end of 10 days, the individual should contact 111 for further advice before returning to St. Dominic's.</p> <p>The Principal or Vice Principal will notify the Department for Education helpline (0800-046-8687) when there is a Positive Test recorded and will act upon the advice given. The local authority will also be notified. Students and staff who may need to self-isolate will then be identified.</p>	<p>also need to get a <a href="#">free PCR test to check if they have COVID-19</a>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test result and the student can return to their setting, as long as the individual does not have COVID-19 symptoms. Test kits are available for use by staff. All Test Kits need to be registered on the NHS helpline and posted in specially designated post boxes.</p>	
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<b>Social Distancing</b> <i>Adherence to the Government guidance on social/physical distancing</i>	Staff Students Governors Parents Contractors Other visitors	Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.	Social distancing measures ended in the workplace on 19 July.			
<b>Cleaning &amp; Hygiene</b>	Staff Students Governors Parents Contractors Other visitors	Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.	<p>Current daily cleaning practices will be enhanced across the College site using appropriate chemicals that are known to be effective at killing the virus.</p> <p>Cleaning down of personal work areas is encouraged by all staff and students with the use of general antibacterial sprays/wipes after every lesson.</p> <p>Regular hand washing and use of hand-sanitisers is <b>to be actively</b> encouraged and provisions provided for employees to access and use throughout each day.</p> <p>Enhanced cleaning will need to take place between groups using the shared spaces, including the wiping down of tables/work stations between each class. This should be done wherever possible by the students/staff members.</p> <p>Limit what 'shared resources' or 'specialised materials' are required in certain areas of the curriculum – science, art, theatre studies, computer science, BTEC, music for example.</p> <p>Additional, very specific, safeguards will be in place for the practical elements of Art &amp; Design and Science and the</p>	<p>Any concerns with cleaning practices must be dealt with immediately and brought to the attention of the Housekeeping Supervisor. <a href="mailto:Housekeeping@stdoms.ac.uk">Housekeeping@stdoms.ac.uk</a></p> <p>The Housekeeping Supervisor to ensure provisions of cleaning materials are available, suitable for use with appropriate information and instruction in the safe use, storage and disposal of them.</p> <p>Where individuals have become unwell, an isolation area must be created and the area cleaned after the individual has left – cleaning and disposal guidance must be followed. A fogger will disinfect any classrooms identified as being used by the by the infected person.</p> <p>The Housekeeping Supervisor will make appropriate arrangements for the cleaning of contaminated areas and storage and disposal of contaminated items.</p>		

			<p>College will follow the guidance from CLEAPSS relating to 'Practical Work' in both areas.</p> <p>Special cleaning routines will be required after each use where shared resources are used by different groups.</p> <p>Special deep cleaning of the College site to be scheduled at each holiday time or as and when required due to an outbreak...</p>	<p>Computer stations/keyboards need to be wiped down after each session.</p> <p>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection and shared with the COVID-19 Working Group.</p> <p>An audit of handwashing facilities and sanitiser dispensers is undertaken before the College reopens and additional supplies are purchased on an 'on-going' basis.</p> <p>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day and this is implemented by the Housekeeping and Premises Team.</p> <p>Additional deep cleaning will be required at various intervals throughout the academic year, depending on the status of the national emergency.</p>			
<p><b>Long Covid</b> <i>Those displaying symptoms of Long Covid</i></p>	<p>Staff Students Governors Parents</p>	<p>Risk of contracting Long COVID-19 or spreading COVID-19 while undertaking their duties.</p>	<p>Long COVID. is described by The National Institute for Clinical Excellence (NICE) as "signs or symptoms that develop during or after an infection consistent with COVID-19 that continue for more than 12 weeks and are not explained by an alternative diagnosis.</p> <p>The individual experiencing these symptoms must advise the <b>Finance Director/HR</b> (<a href="mailto:TMC@stdoms.ac.uk">TMC@stdoms.ac.uk</a>) or the <b>Principal</b> (<a href="mailto:AP@stdoms.ac.uk">AP@stdoms.ac.uk</a>) or in the case of students the <b>Attendance Officer</b> (<a href="mailto:DTM@stdoms.ac.uk">DTM@stdoms.ac.uk</a>)</p>	<p>Employees can be referred to Occupational Health if there are particular concerns regarding an employee's wellbeing during this time.</p>			

<b>Employee Wellbeing and Support</b>	Staff	Increased levels of anxiety about health and wellbeing of themselves, their families and livelihood	<p>Staff are encouraged and supported to undertake their duties safely by following and implementing the required safety controls implemented within the workplace.</p> <p>All staff must inform their line manager if there are any concerns or issues which they may need support and assistance with.</p> <p>The Employee Assistance Scheme is available for all staff members to access – <b>Finance Director/HR</b> has information on this scheme.</p>	<p>Employees can be referred to Occupational Health if there are particular concerns regarding an employee's wellbeing during this time.</p> <p>Employee Assistance Programme available at all times for staff to access on <b>0800 1116387</b></p>			
<b>Managing unwell site users</b>	Staff Students Governors Parents Contractors Other visitors	Site users may become unwell and require assistance	<p>The Principal acting on behalf of the Governing Body must ensure the appropriate action is taken should a member of the College community become unwell.</p> <p>Suitable PPE should be available for those needing to supervise or assist unwell individuals either directly outside of the room or somewhere close to the area but not in direct contact with the unwell individual.</p> <p>Items of PPE required are as per the government guidelines including masks, gloves, apron and eye protection.</p>	<p>Ensure the Medical Room is well ventilated, room for social distancing and stocked with the required equipment such as disposal bags, wipes and sanitisers.</p> <p>Clearly sign both the Medical Room and Isolation Toilet.</p> <p>Review staff who are currently First Aiders and ensure the required levels of First Aid coverage is in place for the College to operate safely.</p> <p>PPE to be stored in Medical Room for use by First Aiders.</p>			
<b>First Aid</b>	Staff Students Governors Parents Contractors Other visitors	Increased risk of First Aiders being exposed to COVID-19	<p>The Principal acting on behalf of the Governing Body must ensure the appropriate action is taken should a member of the College community become unwell.</p> <p>Sufficient First Aid cover should be maintained at all times and in the event of an emergency, 999 should be dialled to request immediate professional medical support. For COVID-19 specific issues, in addition to the Medical Room there should be a dedicated toilet for those needing to isolate if required. Both the isolation room and toilet should be clearly marked and identifiable to prevent any unauthorised access.</p>	<p>Report all work related incidents to Staff H&amp;S representative – Sue Lugton for referencing at the Estates and Risk Management Team.</p> <p>Review staff who are currently First Aiders and ensure the required levels of First Aid coverage is in place for the College to operate safely.</p> <p>PPE to be stored in Medical Room for use by First Aiders.</p>			

<b>Site Maintenance</b> <i>Equipment safety</i> <i>Health and Safety</i> <i>procedures</i>	Staff Contractors	Risk of accident or infection	Any faulty equipment is immediately taken out of service until repaired or safely disposed of.  Gas Boiler Systems and fire alarm panel annual inspections will continue.  Legionella flushing and monthly water temperature checks and annual inspection to continue as planned.	A weekly flushing regime of irregularly used outlets must be completed for several minutes. To be undertaken by Housekeeping/Premises Teams.		
<b>Communication with Parents</b>	Parents		Parents are kept up to date by the Principal with guidance and other relevant information when required.	Ongoing		
<b>Personal Protective Equipment (PPE)</b>	Staff	Staff are not trained in the correct usage of PPE and the risk of infection increases	Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.  Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of such items safely.  Current guidance at St Dominic's is that wearing face masks is mandatory in classrooms and inside buildings.	Training provided as and when requested.		
<b>Contractors visiting the College</b>	Contractors	Contractors on-site whilst College is in operation may pose a risk to infection control	All contractors visiting the College should report to reception and in line with college policy wear a face mask	Ongoing		

<b>Fire Evacuation and Lockdown</b>	Staff Students Governors Parents Contractors Other visitors	Lack of social distancing during a fire evacuation or lockdown of the College site, increasing the risk of contracting COVID-19	The College Fire Evacuation procedures' immediate priority is to evacuate the building in a safe and swift manner and it may therefore not be possible to observe social distancing during evacuations. The College Lockdown procedure where an intruder is onsite requires students and staff to hide in their current space – classroom, canteen, LLC etc. and lock themselves out of site until the all clear is sounded.	The Fire Evacuation and Lockdown procedure should be updated to reflect the current COVID-19 national emergency.		
<b>Travel to and from the College</b>	Staff Students Governors Parents Contractors Other visitors	Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.	All members of the College community should be encouraged to walk or cycle to College where possible.  You must wear a face covering on the Transport for London network, in stations, and for the whole of your journey. If you do not, and you are not exempt, you could be refused entry, denied travel or told to leave our stations and services. The Government guidance on 'safe travel' can be found here: <a href="https://tfl.gov.uk/campaign/safer-travel-guidance?intcmp=63123">Safer travel guidance - Transport for London (tfl.gov.uk)</a> https://tfl.gov.uk/campaign/safer-travel-guidance?intcmp=63123  Parents to be reminded not to pick up/drop off students in the College entrance of Mount Park Avenue.	Cycle bays have been purchased and are available for staff and students.		
<b>Remote working</b> <i>Work-station suitability and general wellbeing issues</i>	Staff Students	periods at home	All staff and students to be provided with guidance on setting up a safe and suitable work station at home.  Staff and students should familiarise themselves with the HSE work-station Assessment Checklist.  Those with personal/emotional issues should seek guidance from their line manager or a member of the Student Services Team.			

