

## Covid-19 - Risk Assessment & Contingency Plan

(from 19<sup>th</sup> July 2021 Step 4)

Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for Covid-19 be pre-assessed, managed and monitored regularly by John Leggott College site owners.

Persons at risk	Impact	Value	X	Likelihood	Value	Value	Risk Rating
Students	Negligible	1		Unlikely	1	1 - 5	LOW
Staff	Minor	2		Low possibility	2		
Visitors	Moderate	3		Possible	3	6 - 12	MEDIUM
Contractors	Major	4		Probable	4		
Vulnerable & disabled persons	Extreme	5		Near Certainty	5	12+	HIGH

Hazards identified <i>Potential spread of COVID-19 between staff, students and others on site.</i>	Control measures and further action taken to reduce the risk	Risk Low Med High
<p><b>GOV.UK Update</b></p> <p style="text-align: center;"><b>Step 4</b> <b>19<sup>th</sup> July 2021</b></p>	<p><i>Our priority is to deliver face-to-face, high quality education to all students. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.</i></p> <p><b>Step 4: Lifting restrictions</b></p> <ul style="list-style-type: none"> <li>• John Leggott College will no longer keep students in consistent groups or bubbles</li> <li>• John Leggott College will no longer be responsible for tracing close contacts of those who test positive for COVID-19 - close contacts will be identified via NHS Test and Trace.</li> <li>• Staff, students and visitors do not need to stay 2 metres apart from people you do not live with. There are also no limits on the number of people you can meet.</li> <li>• Face coverings are no longer advised for students, staff and visitors either in classrooms or in communal areas.</li> </ul> <p><b>Control measures - JLC will:</b></p> <ul style="list-style-type: none"> <li>• Ensure good hygiene for everyone</li> <li>• Maintain appropriate cleaning regimes</li> <li>• Keep occupied spaces well ventilated</li> <li>• Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</li> </ul>	<p><b>Medium</b></p>

<p><b>August/September 2021</b></p> <p>Staff &amp; students returning to college for the new term having potentially mixed with lots of other people during the summer holidays.</p> <p><i>Potential spread of COVID-19 between staff, students and others on site</i></p> <p><b>Rapid Asymptomatic Testing</b></p> <p><b>Hazards</b>  <i>No training for staff, ATS not available, New students unsure of procedure, Shortage of testing equipment &amp; PPE Changes to lateral flow devices.</i></p>	<p>JLC will offer students two <b>on-site</b> lateral flow device tests on return, 3 to 5 days apart, in the autumn term.</p> <p>Our ATS will be located in the <b>West Common Sports Hall.</b>  <b>31<sup>ST</sup> August</b> – Covid19 Staff training meeting at 9.30.</p> <table border="1" data-bbox="464 326 1843 654"> <thead> <tr> <th>Tues 31</th> <th>Wed 1</th> <th>Thu 2</th> <th>Fri 3</th> <th>Sat 4</th> <th>Sun 5</th> <th>Mon 6</th> <th>Tue 7</th> <th>Wed 8 onwards</th> </tr> </thead> <tbody> <tr> <td>Meeting with Agency testing staff</td> <td>Teaching days for year 1 students. Testing to be in lessons for year 1</td> <td></td> <td></td> <td></td> <td></td> <td>Testing in the WCSH</td> <td></td> <td rowspan="3">Students/staff should then continue to <b>test twice weekly at home</b> until the end of September, when this will be reviewed.</td> </tr> <tr> <td>Testing for all students in the WCSH</td> <td>11 staff to be assigned to teaching blocks for the 1<sup>st</sup> / 2<sup>nd</sup></td> <td></td> <td></td> <td></td> <td></td> <td>7<sup>th</sup> September – last day for onsite testing</td> </tr> <tr> <td>Covid-19 staff meeting 9.30am</td> <td>Testing for yr2 in the WCSH</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Staffing in WCSH – Agency staff, TW, BK and LR will man throughout</p> <p>Funding will be paid retrospectively, by reference to the number of test results our college has recorded on our individual college account on the NHS test and trace log results.</p> <p><b>18 August</b>, please contact NHS Test and Trace on 119 for any issues or queries about the supply, ordering or delivery of test kits. The helpline is open 7:00am to 11:00pm, Monday to Sunday</p> <p><b>28.07.21 DfE Information for colleges settings on the changes to lateral flow device (LFD) self-test kits for testing at home</b></p> <p>From Monday 2 August, the types of LFD self-test kits you receive for at-home testing may be different.</p> <p>NHS Test and Trace are introducing a new type of test, <b>Acon-Flowflex</b>, which requires nasal only swabs. A throat swab is not needed. The test returns a result in 20 minutes.</p> <p>From August you should expect to receive <b>Innova (throat and nose swabs), Orient Gene or Acon-Flowflex (nasal only)</b> self-test kits. The instructions on how to use each of these types of test kits for use at home can be found in the test kit packaging.</p> <p>Colleges will continue to receive <b>Orient Gene test kits for use onsite in ATS</b>. Instructions on how to use these kits can be found on the <a href="#">document sharing platform</a>.</p> <p>We will continue to use any self-test kits we have in stock and only place an order for additional test kits through the online reordering solution when our stocks are running low. This includes using any remaining <b>Innova kits including those supplied in packs of 3</b>.</p> <p><b>Notes: Orient Gene or Acon - Flowflex</b> nasal only, <b>Innova</b> throat and nose swabs, <b>Orient Gene test kits</b> for use onsite in <b>ATS</b></p> <p><b>Waste</b>  The Department for Environment, Food and Rural Affairs has updated its guidance on how to dispose of waste during the coronavirus (COVID-19) pandemic including face coverings, personal protective equipment (PPE) and waste from lateral flow device (LFD) test kits. For schools and colleges, <b>LFD waste is not considered to be healthcare waste</b>.  You should segregate LFD waste from any recyclable packaging or other material.</p>	Tues 31	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5	Mon 6	Tue 7	Wed 8 onwards	Meeting with Agency testing staff	Teaching days for year 1 students. Testing to be in lessons for year 1					Testing in the WCSH		Students/staff should then continue to <b>test twice weekly at home</b> until the end of September, when this will be reviewed.	Testing for all students in the WCSH	11 staff to be assigned to teaching blocks for the 1 <sup>st</sup> / 2 <sup>nd</sup>					7 <sup>th</sup> September – last day for onsite testing	Covid-19 staff meeting 9.30am	Testing for yr2 in the WCSH						<p><b>Medium</b></p>
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	<p>Outer packaging provided with the LFD test kits can be recycled or disposed of through your existing waste streams.</p> <p>Once a LFD test is complete:</p> <ul style="list-style-type: none"> <li>➤ All of the used LFD test kits (swabs, cartridges and devices) should be placed in the small waste bag provided with the kit, this should then be put in your <b>black bag</b> waste bins</li> <li>➤ Any disposable equipment such as face coverings, gloves, or aprons worn during the LFD testing process, either by those doing the test or those supervising others, should be put in your black bag waste bins.</li> </ul>	
<p><b>Staff or students with a positive LFD test</b></p> <p><b>Self-isolation and managing confirmed cases of COVID-19</b></p> <p><i>Potential spread of COVID-19 between staff, students and others on site</i></p>	<p>Staff or students who receive a positive LFD test result should self-isolate in line with the <a href="#">stay-at-home guidance</a>. They will also need to get a <a href="#">free PCR test to check if they have COVID-19</a>.</p> <p><b>Confirmatory polymerase chain reaction (PCR)</b>          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.</p> <p>Those with a negative LFD test result can continue to attend college.</p> <p><b>From Monday 16 August</b> unvaccinated young people up to the age of 18 years and 6 months and fully vaccinated adults, are no longer 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.</p> <p>Those identified as a close contact will be informed by NHS Test and Trace that they have been in close contact with a positive case and advised to take a PCR test. We strongly encourage all individuals to take a PCR test if advised to do so. There is no requirement to self-isolate while awaiting PCR test results and so individuals can attend their setting as usual.</p> <p>Children and young people who attend an education setting and who have been identified as a close contact, should continue to attend their setting as normal.</p> <p>18-year-olds will be treated in the same way as children and young people until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which 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>	<b>Medium</b>
<p><b>Staff or student develops COVID-19 symptoms</b></p> <p><i>Potential spread of COVID-19 between staff, students and others on site</i></p>	<p>When an individual develops COVID-19 symptoms or has a positive test, Students, staff and other adults should follow public health advice on when to self-isolate. <b>They should not come into college</b> if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine or have a positive test).</p> <p>If anyone in college develops COVID-19 symptoms, however mild, we will send them home and they should follow public health advice. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a student is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.</p>	<b>LOW</b>
<p><b>Hand hygiene</b></p> <p><i>Potential spread of COVID-19 between</i></p>	<p>Frequent and thorough hand cleaning should now be regular practice. We will continue to ensure that students clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Adequate supplies of hand soap, alcohol-based hand sanitiser is available for use across the site – these are replenished as necessary.</p> <p>All areas used for teaching which contain PC's will have adequate supplies of antibacterial wipes to be used by</p>	<b>LOW</b>

<p>staff, students and others on site</p>	<p>individuals on keyboards etc. during &amp; after use.</p> <p><b>Respiratory hygiene</b> The 'catch it, bin it, kill it' approach continues to be very important.</p>	
<p><b>Face coverings</b></p> <p>Potential spread of COVID-19 between staff, students and others on site</p>	<p>Face coverings are no longer advised for students, staff and visitors either in classrooms or in communal areas, but expects and recommends that they are worn in enclosed and crowded spaces where individuals may come into contact with people they do not normally meet.</p>	<p><b>LOW</b></p>
<p><b>Space</b></p> <p>Potential spread of COVID-19 between staff, students and others on site</p>	<p>Staff, students and visitors do not need to stay 2 metres apart from people you do not live with.</p> <p>There are also no limits on the number of people you can meet.</p>	<p><b>LOW</b></p>
<p><b>Ventilation &amp; air conditioning</b></p> <p>Potential spread of COVID-19 between staff, students and others on site</p> <p>Carbon dioxide monitors to help ventilation</p>	<p>When the College is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>We will identify any poorly ventilated spaces as part of this risk assessment, and take steps to improve fresh air flow in these areas, giving particular consideration to holding events where visitors are on site.</p> <p><b>23.08.21 DfE All colleges to receive carbon dioxide monitors to help ventilation</b></p> <p>All schools and colleges are expected to receive “at least partial allocations” during the autumn term.</p> <p>DfE said the number of devices available to each setting will be dictated by the size of their estate and be in the region of one device per two classrooms and staff rooms.</p> <p>Final numbers are subject to the completion of the procurement exercise and further details will be provided next month.</p> <p>DfE says the monitors are portable so colleges can move them around and test the full estate “in a relatively short space of time” and will help staff to “act quickly” where ventilation is poor.</p> <p><b>Mechanical ventilation</b> is a system that uses fans to draw fresh air into rooms and/or extract the room air.</p> <p>These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>We will take particular care to keep toilets and shower facilities well-ventilated, as these can be areas of higher risk. Open doors, windows and air vents where possible, and ensure extractor fans work effectively.</p> <p>We will balance the need for increased ventilation while maintaining a comfortable temperature.</p>	<p><b>LOW</b></p>
<p><b>Cleaning</b></p> <p>Potential spread of COVID-19 between staff, students and</p>		<p><b>LOW</b></p>

<i>others on site</i>	We will put in place and maintain an appropriate cleaning schedule. This could include regular cleaning of areas and equipment (for example twice per day), with a particular focus on frequently touched surfaces.	
<b>Transport</b>  <i>Potential spread of COVID-19 between staff, students and others on site</i>	<ul style="list-style-type: none"> <li>The government has removed the requirement to wear face coverings in law, but expects and recommends that they are worn in enclosed and crowded spaces where individuals may come into contact with people they do not normally meet. This includes public transport and <b>dedicated transport to college</b>.</li> <li>GOV.UK recommend that young people aged 11 and over continue to wear a face covering when travelling to college</li> <li>College minibuses will be sanitized after each trip</li> </ul> <p>It is important to ensure our vehicles are well ventilated when occupied, particularly by opening windows and ceiling vents. We will balance the need for increased ventilation while maintaining a comfortable temperature</p>	<b>LOW</b>
<b>Vaccination</b>	We should encourage students to take up the offer of both doses of the vaccine, as soon as they become eligible. COVID-19 vaccination is now being offered to everyone aged 18 and over at local sites run by GPs or community pharmacies.	<b>LOW</b>
<b>External work placements</b>	It is important that we involve staff, students and the organisations who provide work placements to co-produce guidance, student charters or agreements, making clear the responsibilities for staying safe and protecting others. By involving others, the guidance is more likely to be adhered to.	<b>LOW</b>
<b>Physical activity, sports and extra-curricular activities</b>	<p>We have the flexibility to decide how activities will be provided while following any control measures.</p> <p><b>Large venues and events should also:</b></p> <ul style="list-style-type: none"> <li>Frequently clean audience or spectator areas, including seating and concourse areas. Pay particular attention to touch-points such as doors, door handles, seat arms, handrails and taps. Where possible, we should organise our attraction or event so that these areas are cleaned between use by different customers. For example, cleaning seating areas between theatre performances or sport competitions.</li> <li>Take steps to reduce crowding in toilet facilities where possible, for example by implementing one-way systems.</li> <li>Provide additional waste facilities, including closed bins, and ensure rubbish is collected frequently.</li> </ul> <p><b>Ventilation</b> In enclosed spaces (such as indoor settings, or indoor areas of outdoor venues), ventilation is an important control measure to reduce the risk of aerosol transmission of COVID-19. We should consider how best to increase ventilation in our facility, to maximise the supply of fresh or cleaned air. However, ventilation will not reduce the risk of droplet or surface transmission, so we should also put in place other control measures such as cleaning.</p>	<b>LOW</b>
<b>Contractors/ visitors attending site</b>	Contractors/ visitors attending site will follow all current college Covid-19 procedures whilst on the premises.	<b>LOW</b>
Provision of <b>first aid/medical treatment</b>	There will always be a first aid trained staff member on site if required. PPE – gloves, masks, visors and disposable aprons are included in the first aid bag for the duty first aider in case they are dealing with a person showing symptoms of COVID-19. After dealing with a person with Covid - 19 symptoms the area will be cleaned.	<b>LOW</b>
<b>clinically vulnerable or clinically extremely vulnerable</b> Students with underlying	As restrictions have been eased following the move to Step 4 of the roadmap, the government are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance.	<b>LOW</b>

<p>health conditions that may put them at risk of severe illness from COVID-19 (i.e., those that are classed as</p>	<p>Any student who is clinically vulnerable or clinically extremely vulnerable and has concerns should contact the college well-being officer who will carry out a separate risk assessment.</p>	
<p><b>Pregnancy</b></p>	<p>If you're pregnant your chance of getting COVID-19 is not higher than anyone else and it's very unlikely you'll get seriously ill with it. If you are pregnant, as a minimum, you should follow the same guidance as everyone else. You can find further advice on <a href="#">pregnancy and coronavirus (COVID-19) on NHS.UK</a>.</p>	<p><b>LOW</b></p>
<p><b>Contingency planning</b></p> <p>Update from DfE/GOV.UK 21<sup>st</sup> June 2021</p> <p>Managing <b>local outbreaks</b> of COVID-19 (including responding to variants of concern)</p> <p><i>Potential spread of COVID-19 between staff, students and others on site</i></p>	<p><i>The government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.</i></p> <p><i>All education settings should have outbreak management plans (sometimes called <b>contingency plans</b>) outlining how they would operate if any of the measures described below were recommended for their setting or area.</i></p> <ul style="list-style-type: none"> <li>• <i>to help manage a COVID-19 outbreak within a setting</i></li> <li>• <i>if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission</i></li> <li>• <i>as part of a package of measures responding to a Variant of Concern (VoC)</i></li> </ul> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>JLC - Contingency plan</b></p> <p><b>Roles and responsibilities</b> Local authorities, DsPH and HPTs are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings.</p> <p><b>Testing</b> John Leggott College will make sure our outbreak management plan covers the possibility that the reintroduction of an Asymptomatic Testing Site (ATS) is advised.</p> <ul style="list-style-type: none"> <li>• ATS – temporary set up in the Gym or WCSH</li> <li>• We will increase the use of home testing by staff and students.</li> <li>• The medical room (A048) will be our small Asymptomatic Testing Site (ATS) until further notice so that we can offer testing to students who are unable to test themselves at home.</li> </ul> <p><b>Face coverings</b> Our outbreak management plan covers the possibility that if advised that face coverings should temporarily be worn more widely in settings in our area. This may include face coverings in communal areas (for students) and/or classrooms (for both students and staff).</p> <p><b>Space</b> Staff, students and visitors - we will re-introduce the need to stay 2 metres apart throughout the college.</p> <p><b>Mixing and 'bubbles'</b> We will make sure our outbreak management plans cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p>	<p><b>Medium</b></p>

Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

**Ventilation** - When the College is in operation, it is important we ensure it is well ventilated and that a comfortable teaching environment is maintained

**Shielding**

Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Settings should make sure their contingency plans cover this possibility. Shielding can only be reintroduced by national government.

**Attendance restrictions**

Attendance restrictions should only ever be considered as a last resort.

**Other measures**

The possibility we are advised to limit:

- residential educational visits
- open days
- transition or taster days
- parental attendance in settings
- performances in settings

**Attendance restrictions**

Attendance restrictions should only ever be considered as a last resort.

**Other considerations**

Where attendance has been restricted Remote Education High-quality remote learning in schools, further education and higher education settings should be provided for all pupils and students if:

- they have tested positive for COVID-19 but are well enough to learn from home; or
- attendance at their setting has been temporarily restricted

On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.

**When College should consider extra action**

*This section only applies after the initial two ATS tests are complete. Cases identified in the test-on-return period should not trigger extra measures or escalation to the DfE helpline.*

John Leggott College will think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in our setting.

The thresholds, detailed below, can be used by College as an indication for when to seek public health advice if we are concerned.

- 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period;
- 10% of students/staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

	College will seek public health advice if a student or staff member is admitted to hospital with COVID-19. We can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.	
<b>Monitoring /Review</b>	Continue with GOV.UK/DfE/HSE updates and recommendations and guidance.	

<b>Risk assessor &amp; title</b>	<b>Risk assessor signature</b>	<b>Date</b>
Barrie Kirk (Estates & Facilities Manager)	<i>B Kirk</i>	23.08.21