

Covid-19 - Risk Assessment & Contingency Plan

(from 28th November 2021)

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>GOV.UK 27th November 2021 Overview</p>	<p>The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant. These measures are precautionary, while the variant is tracked and assessed.</p> <p>As a result, we are reflecting these measures in this college risk assessment, most directly a temporary recommendation on the wearing of face coverings in college and changes to isolation requirements for the confirmed and suspected cases of the Omicron variant and their contacts.</p> <p>This advice remains subject to change as the situation develops. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to young people's education remains. 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.</p>	Medium
<p>Face coverings <i>Potential spread of COVID-19 between staff, students and others on site</i></p>	<p>Face coverings must be worn by students, staff and visitors when moving around college premises, such as in corridors and communal areas, unless they are exempt.</p> <ul style="list-style-type: none"> • Masks are optional in classrooms. • All staff room spaces where there is no 2m distancing, staff must wear masks • All whole staff meetings will now move online <p>This is a temporary measure.</p>	Medium

	<p>Students in college should also wear a face covering when travelling on public transport and dedicated transport to and from the college.</p> <p>When wearing a face covering, staff, visitors and students should:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on • avoid touching the part of the face covering in contact with their mouth and nose, as it could be contaminated with the virus • change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the nose and mouth • avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination <p>When removing a face covering, staff, visitors and students should:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • not give it to someone else to use • if single-use, dispose of it carefully in a household waste bin and do not recycle • once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them • if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed <p>Circumstances where people are not able to wear a face covering Please be mindful and respectful of such circumstances. Some people are less able to wear face coverings, and the reasons for this may not be visible to others. In relation to education settings, this includes (but is not limited to)</p> <ul style="list-style-type: none"> • people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability • people for whom putting on, wearing or removing a face covering will cause severe distress • people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate <p>Transparent face coverings - can be worn to assist communication with someone who relies on:</p> <ul style="list-style-type: none"> • lip reading • clear sound • facial expression <p>Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. The benefits of transparent face coverings should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p> <p>A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles.</p>	
<p>Tracing close contacts and isolation</p>	<p>Close contacts will be identified via NHS Test and Trace and education settings are not expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Staff and students may be contacted in exceptional cases to help with identifying close contacts.</p> <p>All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and book a PCR test. They</p>	<p>Medium</p>

	<p>will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</p> <p>Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a confirmed or suspected case of the Omicron variant of COVID-19.</p> <p>For everyone else, isolation rules are unchanged.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 that has not been identified as the Omicron variant, or are a close contact of someone with COVID-19 that is not the Omicron variant, and any of the following apply:</p> <ul style="list-style-type: none"> • they're fully vaccinated • they're below the age of 18 years 6 months • they've taken part in or are currently part of an approved COVID-19 vaccine trial • they're not able to get vaccinated for medical reasons Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. <p>Adults who do not need to isolate and young people aged under 18 years 6 months who usually attend an education setting, and have been identified as a close contact of someone with COVID-19 that has not been identified as the Omicron variant, should continue to attend the setting as normal.</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 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>	
Asymptomatic testing	<p>Testing remains important in reducing the risk of transmission of infection within college. Staff and students should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. Testing remains voluntary but is strongly encouraged.</p> <p>Test kits are available from the reception desk.</p>	LOW
International Educational visits	<p>GOV.UK recommend that we consider carefully whether to go ahead with planned international educational visits at this time. This is because there is a risk of disruption to education resulting from the need to isolate and test on arrival back into the UK.</p>	LOW
Hand hygiene	<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 individuals on keyboards etc. during & after use.</p> <p>Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important.</p>	LOW
Space & working from home	<p>Social distancing measures ended in the workplace on 19 July 2021 and the government is not advising people to work from home.</p>	LOW

<p>Ventilation & air conditioning</p> <p><i>Potential spread of COVID-19 between staff, students and others on site</i></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>23.08.21 DfE - All colleges to receive carbon dioxide monitors to help ventilation 04.11.21 carbon dioxide monitors arrived and placed in various locations.</p> <p>All schools and colleges are expected to receive “at least partial allocations” during the autumn term. 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. Final numbers are subject to the completion of the procurement exercise and further details will be provided next month. 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>Mechanical ventilation 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>LOW</p>
<p>Cleaning</p>	<p>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.</p>	<p>LOW</p>
<p>Transport</p>	<p>28.11.21 GOV.UK</p> <ul style="list-style-type: none"> • recommend that young people aged 11 and over continue to wear a face covering when travelling to college by public transport or college minibuses • College minibuses will be sanitized after each trip <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>	<p>LOW</p>
<p>Vaccination</p>	<p>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.</p> <p>30th September 2021 – JLC Vaccination Centre located in the Gym, vaccination available to all students and staff over the age of 16</p> <p>12th October 2021 – JLC have contacted parents recommending they encourage our students to be vaccinated as per GOV.UK guidelines.</p>	<p>LOW</p>

External work placements	Covid-19 - 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.	LOW
Physical activity, sports and extra-curricular activities	<p>We have the flexibility to decide how activities will be provided while following any control measures.</p> <p>Large venues and events should also:</p> <ul style="list-style-type: none"> • 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. • Take steps to reduce crowding in toilet facilities where possible, for example by implementing one-way systems. • Provide additional waste facilities, including closed bins, and ensure rubbish is collected frequently. <p>Ventilation</p> <p>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> <p>29.09.21 Self-assessment:</p> <p>Before attending any sporting activities, all participants, officials, volunteers and spectators should self-assess for COVID-19 symptoms (a high temperature; a new, continuous cough; a loss of, or change to, their sense of smell or taste). If they have one or more of these symptoms (even if they are mild), you should advise them not to attend any sporting activity, and to follow NHS guidance on testing and self-isolation.</p>	LOW
Exams	Nov 21 - The government is clear that students entering GCSEs, AS or A levels in 2022 should expect to take exams in the summer and complete any non-exam assessments in the usual way throughout the year.	
Contractors/ visitors attending site	Contractors/ visitors attending site must follow all current college Covid-19 procedures whilst on the premises.	LOW
Provision of first aid/medical treatment	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.	LOW
clinically vulnerable or clinically extremely vulnerable Students with underlying health conditions that may put them at risk of severe illness from COVID-19 (i.e., those that are classed as	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. 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.	LOW
Pregnancy	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.	LOW

	<p>If you are pregnant, as a minimum, you should follow the same guidance as everyone else. You can find further advice on pregnancy and coronavirus (COVID-19) on NHS.UK.</p>	
	<p>Contingency planning</p>	
<p>Contingency planning</p> <p>Update from DfE/GOV.UK 21st June 2021</p> <p>Managing local outbreaks 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 contingency plans) 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"> • <i>to help manage a COVID-19 outbreak within a setting</i> • <i>if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission</i> • <i>as part of a package of measures responding to a Variant of Concern (VoC)</i> <hr style="border-top: 1px dashed black;"/> <div style="text-align: center;">  <p>JLC - Contingency plan</p> </div> <p>Roles and responsibilities 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>Testing 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"> • ATS – temporary set up in the Gym or WCSH • We will increase the use of home testing by staff and students. • 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. <p>Face coverings 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>Space Staff, students and visitors - we will re-introduce the need to stay 2 metres apart throughout the college.</p> <p>Mixing and 'bubbles'</p>	<p>Medium</p>

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.

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;

	<ul style="list-style-type: none"> 10% of students/staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>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.</p>	
Monitoring /Review	Continue with GOV.UK/DfE/HSE updates and recommendations and guidance.	

Risk assessor & title	Risk assessor signature	Date
Barrie Kirk (Estates & Facilities Manager)	<i>B Kirk</i>	29.11.21