

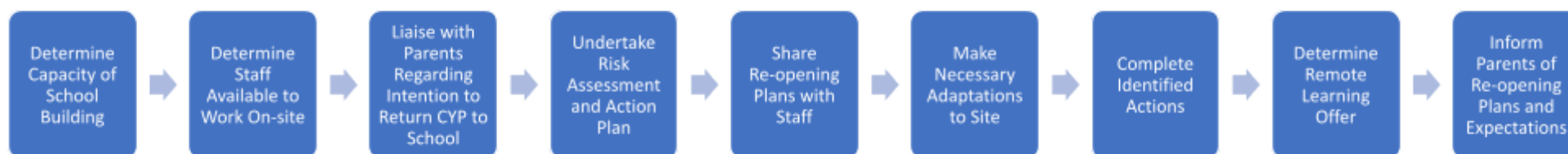
S6C COVID19: January 2022 Risk Assessment and Action Plan

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the academy and ensure the academy continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- Safeguarding Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'



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Theme	Hazard or Risk	Risk Level Pre-Action	Control Measures	Actions Completed	Deadline	Residual Risk Level
Preparing Buildings and Facilities	Risk to safety as the building is not compliant due to lock-down and suspension of normal maintenance routines.	M	Premises and utilities have been health and safety checked and the building is compliant; all certificates are logged.	Business Manager to continue to organise a regular compliance schedule with contractors.	Ongoing Compliance	L
	Availability of contractors - key service contractors are not available due to restrictions or isolation requirements.	M	<p>Special emphasis placed on the items raised in the Dfe COVID guidance;</p> <ul style="list-style-type: none"> Regular cleaning and servicing of ventilation, air conditioning and air handling Regular water hygiene visits <p>Keyholders in place to provide backup as necessary.</p>	<p>SLT rota to open building if Caretaker not available. Backup keyholders identified and keys issued.</p> <p>Head Cleaner to close, lock and alarm the building daily.</p>	<p>Ongoing</p> <p>Ongoing</p>	

	Risk of transmission between staff as social distancing cannot be maintained in the current office layout.	M	<p>All staff now double jabbed. Normal working practises can resume.</p> <p>Good hygiene practises to remain in place with wipes, Steri-7 and blue roll supplies to remain in office.</p> <p>Alternative working locations to be used once office is above capacity.</p>	<p>Surface wipes provided for staff to use on desks and equipment on arrival. Steri-7 and blue roll issued. Spare masks provided. Screen to remain in place at Reception.</p> <p>Office Manager to monitor and assign alternative working locations as necessary</p>	<p>Replenish as needed.</p> <p>Jan 22</p>	<p>L</p> <p>L</p>
	Risk of transmission between staff, students and visitors.	M	<p>All staff and students on site to be reminded of good hygiene measures that are still in place.</p> <p>Face coverings no longer needed in college from 27/1/22.</p> <p>Staff and students to be reminded of the need to complete LF testing 2 times per week. Students to complete onsite. LFT tests on return from holidays.</p>	<p>All signage and one-way systems removed. Stored in case measures need to be re-introduced. Hand sanitisers to continue to be replenished.</p> <p>Students and staff comms sent out w/c 17/1/2022</p> <p>Briefing for staff, tutorial/assembly for students on return. Information on testing and what to expect.</p>	<p>COMPLETE</p> <p>COMPLETE</p> <p>Ongoing</p>	<p>L</p> <p>M</p> <p>M</p>

	Risk that the easing of measures breeds complacency and residual measures are not adhered to.	H	Contingency plan to be put in place to reinstate measures in the case of an outbreak.	Reminders sent out regularly to collect LFT tests. Contingency plan to be written and reviewed by SLT for start of term.		L
	Risk of transmission to visitors on site for lettings.	L	Consideration given to premises lettings and approach in place.	Liaise with Andrea Crowle regarding any proposed Lettings and the measures needed as they arise.	No lettings to be booked for the foreseeable future. Sept 21	L
Cleaning and waste disposal	Risk of transmission via surfaces on a daily basis.	H	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	Regular Deep Clean August 21	COMPLETE	M
	Risk of transmission in changing rooms and showers.	H	Additional Day Cleaner to be retained to concentrate on cleaning surfaces and lavatories.	Contract cleaner employed for 11am - 2pm to clean all lavatories, doors, bannisters and surfaces. st lockdown.	Continues until further notice.	M
			Staff advised to social distance in the staff room and use Project room as second staff room for lunch/break.	Staff instructions 3/1/22	COMPLETE	M

	Risk of transmission from contaminated waste in the event that a person displaying symptoms is in the building.	H	Waste disposal process in place for potentially contaminated waste.	<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Cleaners have decontamination PPE and have been briefed</p> <p>First Aiders to be issued with PPE and briefed on first aid protocol</p> <p>Testing waste collection organised. Testing waste now classified as normal and so special collection terminated.</p>	<p>Done June 20</p> <p>Done June 20</p> <p>Done Sept 20</p> <p>March 21</p>	M
Classrooms	<p>Risk of transmission from items on left on surfaces</p> <p>Unable to clean effectively if surfaces cluttered.</p>	<p>M</p> <p>M</p>	<p>Resources which are not easily washable or wipeable have been removed.</p> <p>Clear desk policy</p>	<p>All staff to prepare workspaces to be clear to aid cleaning and prevent transmission</p> <p>Staff briefed on clear desk policy.</p>	<p>Implemented July 20</p> <p>Done Sept 20. Reminder September 21</p>	L

<p>Staffing</p>	<p>Higher level of risk for Staff with pre-existing conditions.</p>	<p>M</p>	<p>All CEV and CE staff are now double vaccinated. Guidance will continue to be monitored and individual risks identified in the case of an outbreak.</p>	<p>Line managers identifying and discussing issues with individual staff where necessary.</p>	<p>Ongoing review</p>	<p>L</p>
<p>Catering</p>	<p>Risk of transmission through snack facility.</p>	<p>M</p>	<p>Plan in place with HC3S to restrict food offerings to covered food only. Pre-packaged items now ordered daily.</p>	<p>Liaise with catering team to establish what can be offered.</p>	<p>COMPLETE</p>	<p>L</p>
<p>Response to suspected/ confirmed case of COVID19 in College</p>	<p>Exposure to person/persons with the virus.</p>	<p>H</p>	<p>First aid approach updated to isolate those showing symptoms.</p> <p>Approach to confirmed COVID19 cases in place – limit ‘mingling’ so that potential exposure can be tracked.</p>	<p>First aiders to be briefed regarding isolation process and provided with PPE for use.</p> <p>All staff to be briefed on actions to take.</p> <p>Decontamination kit to be prepared and cleaners to be briefed on cleaning measures required.</p>	<p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p>	<p>M</p>

Wellbeing	Mental health of S6C Community is impacted due to ongoing impacts of pandemic.	M	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Counsellors available and being used.	IN PLACE	L
		M	Consideration of the impact of COVID19 on students and whether any additional support may be required: <ul style="list-style-type: none"> ● Financial ● Increased FSM and bursary eligibility ● Referrals to social care and other support ● Vulnerable groups 	Using bursary roll-over to supply additional funds as needed e.g. Support services continue as normal.	As required	L

Written / Reviewed By	Kathryn Clarkson	Leadership Team Review	24/1/2022
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