**The City of Stoke on Trent Sixth Form College**

**Covid risk assessment November 2021**

As a dynamic document the Risk Assessment is being updated regularly and the RA on the website will be updated periodically to reflect a number of recent changes.

Last updated September 2021, with new additions in RED dated 29th November 2021.

This assessment applies the Schools Covid-19 operational guidance, Updated 17th August 2021

**College Building risk assessment**

The guidance states that;

‘As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.’

In addition the college must;

* ‘Monitor whether controls are effective and working as planned’
* Maintain an Outbreak Management Plan
* Use the Outbreak Management Plan to guide our response to the OMICRON variant.

**Significant changes** to previous risk assessments and Control Measures

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| Change | College response |
| Bubbles to end, but may be re-introduced if required. | No change to existing arrangements.  We will maintain split timetables to help spread students out in circulation and communal areas. |
| Self-isolation of close contacts to end. | Monitoring of positive cases will continue in order to;  -monitor outbreaks in college.  -identify adults who may not have received two doses of the vaccine.  -**Track and trace will continue and therefore seating plans are expected at the start of the Autumn term**  -staff and students who have received two doses of the vaccine or are under 18 years and 6 months are not expected to self isolate if they are a close contact, but would be expected to take a PCR test at a community test centre.  The college is working with the NHS to provide vaccinations to all staff and students over 16 years old.  Close contacts of the Omicron variation are required to self-isolate |
| Face coverings are no longer advised in classrooms and communal areas and are not required on transport. | We will continue to encourage;  -mask wearing in crowded indoor areas.  -staff and students to feel safe in making a personal choice to wear/not wear a mask.  -mask wearing on the college mini-bus.  -include mask wearing in the outbreak management plan.  Mask wearing in communal areas and corridors is now compulsory from 29th November, until further notice.  Masks are compulsory on public transport. |
| Social distancing has now ended in the workplace and for students. Barriers screens are no longer required at student or staff work stations. | Distancing will continue to be encouraged and barriers will remain in place for the time being. New screens will not be erected at this time.  Restricted seating will remain in some areas of college, for example Bamboo lane and LRCs.  Staff should plan their learning activities to increase distancing and to consider how to apply control measures to particular activities. For example, is group work face to face necessary for the learning activity? If yes then can students wear a mask? Can a mask be worn when using shared practical equipment when working in close proximity? |
| Control measures. We should;   1. Ensure good hand and face hygiene 2. Maintain appropriate cleaning regimes 3. Keep spaces ventilated 4. Follow guidance on testing, self-isolation and case management. | These control measures will be maintained. |
| Asymptomatic testing | Staff and students will be encouraged to take two LFT tests at the start of the term, from 26th August, and two every week to the end of September.  Confirmatory PCR tests are required; to confirm positive LFT tests, for anyone showing symptoms and close contacts. |
| Attendance at 100% of face to face lessons remains a requirement. | Remote education will be supported for students who test positive or are quarantining as a result of foreign travel. |
| Study visits are now allowed, including international visits. | When planning and delivering visits due regard should be made to insurance and the possibility of changes to international travel restrictions. |
| Students who are testing positive or displaying symptoms may be refused entrance, but can be admitted if carefully considered in light of all the circumstances applying to the individual. | If additional control measures are in place the student may attend where a risk assessment of the personal safeguarding concerns outweigh the public health risks of covid to others.  **We do not anticipate that this will be necessary in the sixth form college.** |

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| Hazard | Who might be harmed? | How is the risk controlled? **Control Measures** | |
| Covid 19 enters the building. | Building users | All staff and students are regularly reminded in communications that they should not travel to work if they have symptoms of COVID 19. Signs are prominently displayed throughout the building and particularly in the reception / arrival area to remind users that they should immediately self-isolate if they display any symptoms. Staff and students who display symptoms should book a PCR test through the NHS as soon as possible. There is regular guidance about how to book a test from the college, national and local media outlets.  Staff and students have been reminded to continue following government advice on the safe use of public transport. This includes wearing face masks from 29th November until further notice.  Hand sanitiser is prominently available at reception, every entrance to the building, in social study spaces and in every corridor on every floor. Hand Sanitiser, wipes and tissues are available in every classroom and general office.  Visitors will follow the same expectations as members of the college.  Staff and students using the building should continue to take an asymptomatic lateral flow test twice a week, three days apart, until further notice. Staff and students are strongly advised of the importance of these tests to identify asymptotic cases who would otherwise use the building. Regular communications re-enforce the importance of this testing programme to protect all members of the community; staff, students, their families and loved ones.  If any staff or students are unable to home test there will be capacity to test in college from G20. | |
| Additional cleaning | Users | The additional cleaning previously undertaken by the contractors will continue and be re-evaluated through the outbreak management plan as the need arises. | |
| Users who are extremely clinically vulnerable. | Staff and Students | All identified staff and students have the opportunity to complete a personalized risk assessment and re-orientation visit to the college. This should be arranged through the college HR team.  Attendance at work and face to face study continues to be required for all staff and students. Self-isolation does not apply if a) the person is under 18 years and 6 months, or b) the person has received two vaccine doses. Where a positive case is identified the track and trace process will ask questions to address a and b above. This data will not be held by the HR team beyond its use for this purpose.  Where a close contact has been identified they should   1. book a PCR test 2. moderate their routines to protect users of college facilities, including the FM complex and Science Centre. | |
| The infection spreads within the college building. | Staff, students and visitors. | In Classrooms there are additional control measures in place.   * Sanitation station * All internal doors to remain open at all times, where possible. Fire doors may be propped open when there is an adult in the room. * Staff will continue to use personal IT devices. * College electronic devices may be used by students in the classroom. Wipes are available to clean cases and keyboards in every classroom. The student may choose to bring their own keyboard and all students should be supported to bring their personal devices if they wish to do so. * Staff and students are able to use printed resources. Where possible these may be available in the online learning platform being used. * Staff and students are to use their own equipment. For example, removing communal pens from classrooms. * To encourage distancing, classroom desks are to be set out in a Victorian format of rows of separated desks, all facing the front, where possible. * Where possible tables will be spaced so that there are aisles between every desk. * **Students will sit with a consistent partner to support the track and trace system.** This partner may change through the term but not every lesson. Where there are spare desks in the room the students should space themselves out so that distancing is observed where it is possible. Where classes are taught in different rooms by different teachers the seating plan should be maintained wherever possible to limit the number of contacts. * **Teachers will maintain seating plans to support track and trace procedures.**   The one-way system will continue to apply, with keep left signage in stairwells.  In all classrooms, communal and circulation spaces users will be encouraged to respect and apply distancing, to not gather in groups in indoor circulation spaces. Regular signage through the college encourages users to distance themselves from other users.  Students and staff are encouraged to stay in classrooms during breaks and at lunchtimes to maintain distancing where possible.  The split timetable will continue throughout the 21-22 academic year to help space students out throughout the day and across the buildings.  All users are encouraged to wash their hands regularly and for 20 seconds. Equipment is placed in every room to support users personal hygiene;   * Hand sanitiser * Disposable wipes to self-clean desks and other equipment. * Box of tissues to ‘catch-it, bin-it, kill-it'.   All college users are encouraged to wear a close fitting face mask in all circulation spaces and communal areas of the college. All users should feel safe to make a personal decision to wear or not wear a face mask.  If users do not respect distancing the first steps will be polite support to understand them. The staff and student performance management procedures can be used if earlier interventions are not effective.  Users should not share equipment wherever possible. Communal equipment should be removed from offices, classrooms and LRCs.  In offices there is a preference for back to back seating rather than face to face, and avoiding hot-desking where possible. | |
| The infection is caught by a user. | Staff, Students and visitors. | The most effective way of preventing the spread of the illness is through a combination of, isolating symptomatic cases, social distancing and regular hand washing. Therefore the college will not issue staff or students with disposable PPE.  Face masks are required in the Science Centre corridors. Students with lessons in the Science Centre are being issued with a re-useable face visor. | |
| The infection spreads through high usage ‘pinch points’ in the building | Staff, students and visitors. | Additional day time cleaning will concentrate on pinch points. Additional cleaning staff will work during the college day sift.  Reception staff will open the accessible door automatically so that users are not required to use the handle. The revolving swivel door is available for use, particularly when there is two way traffic, but the preference is the automatic door.  The additional door at Costa Coffee is being used during the peak flows of students at the start and end of the day and teaching blocks. The doors are maned by the student liaison roles and will be wedged open to reduce the ‘pinch points’. During low flow times these doors will be closed to allow the team to take breaks and monitor the circulation space and communal areas within the main building.  All internal doors (except fire doors) are being left open so that users are not required to use the handle to access a general office or classroom. Fire Marshals will close these internal doors in the event of a fire evacuation.  Hand sanitizer, tissues and disposable wipes are located in every room to allow users to self clean high usage areas.  A one way system will operate to support distancing – Clockwise, on each floor. To support use of the one way system the three stair cases will remain two-way, with keep left signage.  Users may regularly wipe down the kitchenette before use, using the disposable wipes available in every room. | |
| Infected users continue to attend the college site. | Staff and students. | Prominent signage will remind users that they should self-isolate and take a test if they believe that they may have the virus.  Close contacts should continue to attend site, even when a member of the household has tested positive. Close contacts should book a PCR test, but continue to attend normal activities until the result is received. They would only isolate if the result is positive.  If students, staff or visitors develop symptoms at home the advice remains the same. To self-isolate for 10 days and book a PCR test. If negative they must continue attending college as normal.  When a positive test result is received the college track and trace process will aim to inform close contacts that they should moderate their behaviour as close contacts while continuing to attend. Track and trace will identify the age and vaccine status of adults over the age of 18 years and 6 months and inform the HR team.  There is a clear track and trace system in operation that is being used every day. The admin team monitor the [covid@stokesfc.ac.uk](mailto:covid@stokesfc.ac.uk) email address regularly and have a series of action cards to follow in defined circumstances. Regular training, updates and reminders are being given to staff and students regarding the actions that they should take in defined situations. | |
| A user of the site becomes ill on-site and transfer the infection to others. | Staff, students and visitors. | If a student, visitor or member of staff is taken ill at college they should leave immediately and go home.   1. They should arrange a PCR test as soon as possible. 2. If waiting for a lift they should wait outside if safe and appropriate to do so. 3. If seriously unwell and awaiting urgent medical assistance they will be isolated in an appropriate small office as per the previous guidelines. 4. The small office can be quarantined for 72 hours. A deep clean can take place before anyone uses the office and the misting machine can also be used to sanitise the space. | |
| First aiders supporting a member of the college community have to break social distancing rules, risking the spread of infection. | First Aid staff | Staff on the First Aid rota have access to face masks, gloves and face shields.  First Aiders will assess the risks to themselves and others before breaking the social distancing expectations.  First aiders may ask for support by contacting the college reception in the first instance, dialling the duty phone **216** on an internal phone or **01782 854216** from an external phone. | |
| The college air circulation system spreads the virus to new locations and risks transmitting to users. | Staff, students and visitors. | Control of the ventilation and cooling system through the room based Mitsubishi units has been returned to the room users, who are able to set the system to their preferences. Staff communications explain how to use the room panel to set the room to auto, cooling or fan (fresh air only).  The air within the room is not recirculated. The ducting system brings fresh air from outside into the room with either heat or cooling. The used air is ducted out of the rooms through the ceiling void to be exhausted out of the building. Air from the room does not re-enter the heating/cooling system to be re-distributed.  The college does not have a central ventilation or cooling system, the air from one room is not being re-circulated to other rooms. | |
| Staff are not aware of the social distancing measures inside the building. | All staff in the building. | Regular communications with all staff have highlighted the measures being taken to ensure that the building and its users are Covid secure. The risk assessment is being shared with staff as staged developments are released and the Risk Assessment is published on the college website. The weekly staff notices, staff meetings and the regular meetings with union representatives have discussed the risk assessment and measures being taken.  Staff and students communications regularly remind users about the control measures in place. | |
| What further action is required to control the risk?  Additional signage. |  | Outcome | Date |
| A Frames and college signage to be updated with the new regulations. | August 2021 |
| **Assessment undertaken by**:  Signature Matthew J Marshall date: November 2021 | | | |

Procedures to follow in the event of a test and positive result.

Where staff and students exhibit covid symptoms, including a positive LFT test, they must self-isolate and following government advice so there is not the risk of transmitting the virus to others. They should book a PCR test to confirm whether they have covid-19.

If a college user become unwell they should follow government advice at all times and notify college through the usual methodology.

**College user is booked for a test, but the result has not yet been received.**

1. If the college is notified that a user has booked for a test the Business Continuity policy shall apply.
2. An appropriate senior member of staff will gather the necessary information and agree the appropriate next steps. The following points are a guide and not intended as the limit of actions that may be taken.
3. The college uses track and trace methodology to assess the risks of transmission. This includes the journey to the college, work locations, classrooms, breaks and lunch, friendship groups, the activities they have undertaken and what equipment they may have used. For example a student may have been to three classrooms and the LRC. A member of estates staff may have used a trolley.
4. The work areas and any equipment that has been used will be deep cleaned as a priority, including where practical the misting machine.
5. Users who are defined as a close contact with the suspected case, will be informed that they are a close contact and should attempt to modify their behaviour where possible while continuing to undertake their normal activity. For example, eating lunch outside, sanitising and washing hands more regularly, wearing a mask and not gathering in a group indoors.
6. Close contacts of the Omicron variant are required to self-isolate.
7. Close contacts should book a PCR test, but should continue to attend normal activities unless the test is positive or they exhibit symptoms.
8. The college will consider how to manage the flow of information, to balance a range of purposes including but not limited to; protecting the personal data of college staff and students, limiting the spread of anxiety in the college community, sharing information with staff, students and parents about the risk factors in the college building. For example, the college will not record whether adults have received two vaccine doses, but will ask for proof if identified as a close contact.
9. Once a negative test has been received, this result will be communicated to all close contacts.

**College user tests positive.**

1. Once notified that a positive test has been conducted the Business Continuity policy will apply.
2. Information and guidance from Public Health England will apply, and help guide the college response.
3. If the college was notified of the symptoms and booking of a test, then the stages above will have been followed.
4. If the steps above have not been taken before the positive test result was received, then they would be taken following receipt of the positive result.
5. If a positive case of Omicron variant is identified, they and their close contacts are required to self-isolate.
6. Registers will be prepopulated to show that the student is self-isolating.
7. Cover arrangements will be activated when staff are absent.

**Covid-19 related student absence**

*A quick reference guide for parents and staff (September 2020)*

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| **What to do if…** | **Action Needed** | **Return to college when…** |
| …my student has Covid-19 symptoms. | * **Do not come to school** * **Contact college to inform us by phone or emailing** [covid@stokesfc.ac.uk](file:///C:\Users\mmarshall\Desktop\Sept%202020\covid@stokesfc.ac.uk) * Get a test * **Inform the college immediately about the test result** | …the test comes back negative **or** a period of 10 days has passed since the symptoms started, and the child feels well. |
| …my student tests positive for Covid-19. | * **Do not come to college.** * **Contact college to inform us by phone or emailing** [covid@stokesfc.ac.uk](file:///C:\Users\mmarshall\Desktop\Sept%202020\covid@stokesfc.ac.uk) | …10 days have passed since symptoms began, even if they still have a cough or loss of taste/smell. *(These symptoms can last for several weeks.)*  **AND** the student feels well.  If the person continues to feel unwell and is still coughing regularly it may be appropriate to extend the self-isolation by several days. |
| …my student tests negative. | * **Contact college to inform us.** * Discuss when your student can come back (same day/next day) | …the test comes back negative. |
| …my student is ill with symptoms not linked to Covid-19. | * **Do come to college if you are well enough.** * **Please use the usual absence procedure if you are not well enough to attend.** * Ring on each day of illness | … you are well enough to attend. |
| …someone in my household has Covid-19 symptoms. | * Household members to get a PCR test | …continue to attend college but be aware of control measures. |
| …someone in my household or workplace tests positive for Covid-19. | * Household members to get a test | …continue to attend college but be aware of control measures. |
| …NHS test and trace has identified my child as a close contact of somebody with symptoms or confirmed Covid-19. | * Follow official government advice * Household members to get a test | …continue to attend college but be aware of control measures. |
| …NHS test and trace has identified a household member (other than my child) as a close contact of somebody with symptoms or confirmed Covid-19. | * student can continue to attend college | …student can continue to attend college. |

**Advice on self-isolation and PCR tests**

The following groups will still be required to self-isolate, should they be identified as a close contact of a positive COVID-19 PCR test result:

* Those over 18, who have not received both doses of their COVID-19 vaccination.
* Those who have received their second dose within the last 14 days
* Those who have tested positive following a PCR test
* Those who have been fully vaccinated and are displaying COVID-19 symptoms (ahead of getting a PCR test)
* Close contacts of the Omicron variation are required to self-isolate

**All close contacts, regardless of vaccination status, are advised to take a PCR test as soon as possible to confirm their condition. Anyone who tests positive will still need to self-isolate regardless of their vaccination status or age. close contacts are additionally advised to take another PCR test 4-5 days after the first as a precaution.**

You should not arrange to have a PCR test if you have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection.

NHS Test and Trace provides you with the information you need to make the best decision for yourself, your loved ones and your community. We have left behind the phase of strict rules and regulations, but we still need you to act responsibly and play your part in preventing transmission of COVID-19 by taking a PCR test.

Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by following the [guidance on how to stay safe and help prevent the spread](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDMsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMTA4MTMuNDQ1NDEwOTEiLCJ1cmwiOiJodHRwczovL3d3dy5nb3YudWsvZ3VpZGFuY2UvY292aWQtMTktY29yb25hdmlydXMtcmVzdHJpY3Rpb25zLXdoYXQteW91LWNhbi1hbmQtY2Fubm90LWRvI2tlZXBpbmcteW91cnNlbGYtYW5kLW90aGVycy1zYWZlIn0.K-oLrDMWjhdOeACVDFO883ai-1CHmgfkHgTzyANkE30/s/633737525/br/110882138060-l). As well as getting a PCR test, you may also consider:

* limiting close contact with other people outside your household, especially in enclosed spaces
* wearing a face covering in enclosed spaces and where you are unable to maintain social distancing
* limiting contact with anyone who is clinically extremely vulnerable
* taking part in regular LFT testing

**Case and Outbreak Management Plan – Contingency framework**

The aim of the case and outbreak management plan is to;

1. Monitor the efficacy of the control measures in place and identify transmission routes in the college community if they exist.
2. Increase the controls measures where community transmission is identified in college.
3. Communicate with students, parents, staff and stakeholders about pertinent inform

**Actions**

* Monitor positive cases.
* Conduct track and trace activities
* Identify patterns within the positive cases that indicate transmission within the college community.
* A cluster of cases is likely to be indicated by;
  1. Level 1
     1. 5 cases who have mixed closely over a 10 day period.
     2. 10% of a cohort who have mixed closely over a 10 day period.
  2. Level 2
     1. 8 in a class / 30% of a class.
     2. 15% of a year group.
* Deep clean and use the mister where appropriate.
* Inform public bodies as appropriate. For example, the DfE helpline if a positive case is hospitalised 0800 046 8687
* Introduce **additional control measures**, for example;
  1. compulsory mask wearing,
  2. additional distancing,
  3. additional ventilation,
  4. restricting activities, optional activities and those that can move online as a second best option,
  5. ATS site re-introduced, or household testing if localised,
  6. Move learning online for identified groups of learners,
  7. Worn and inform letters to close contacts,
  8. Firebreak for two weeks of online learning for all students. Onsite access would be maintained if possible for;
     1. Vulnerable students and critical workers, eg IT and Finance team
     2. Students without access to appropriate technology for remote learning.
     3. Free school meals would be provided through the pay my student system.
* In the case of a firebreak, teacher self-isolation or movement to online learning for a group of students, the college would attempt to facilitate online learning for those students affected;
  1. Online learning would be through Teams,
  2. Individual and small groups of students self-isolating will maintain pace with learners attending on-site through resources and instructions placed into teams, outside lesson timings.
  3. Where larger numbers of students are learning online, they will maintain their physical timetable wherever possible. This might include students studying in the LRC where the teacher is located online, or where the students are online

**Roles and Responsibilities**

The duty manager may take some localised decisions in a face moving and localised situation, in line with the business continuity policy.

Senior members of staff as appropriate for the situation, for example the SMT group, will meet to discuss and agree higher levels of additional control measures.