

The City of Stoke on Trent Sixth Form College

Increase mobilisation plan and risk assessments

The college has remained open for staff and students following the lockdown request issued by the Government in March. These plans are about increasing the number of college staff and secondly students, who are working from the college building. A separate mobilisation plan has been drawn up that details the stages by which the number of staff and students increases. This written document has been shared with staff and governors, presented at two staff meetings and discussed at two Open Forums with all staff. Further opportunities are being taken to consult with staff, for example;

- Tuesday morning briefings and Q&A sessions.
- Weekly meetings with trade union representatives.
- Meeting opportunity for all staff on Monday 15th June.

The college will increase the number of users in planned stages. From 20th May support staff, from 1st June Teachers and from Monday 15th June increasing numbers of students will attend the site. The expectation from central government is that from the start of the new academic year staff and students will attend 100% of lessons 100% of the time. At each planned stage feedback from users will help ensure that the college meets the expectations of the government advice and guidance pertinent at that time. These risk assessments are dynamic and will be adjusted using experience as the number of users increases, particularly before a planned stage increase in the number of student users. Therefore, fewer precautionary measures will be required when small numbers of staff are working in the building, and these measures may increase in later stages as larger numbers of students are using the building.

The mobilisation plan has been shared with staff, governors and trustees. Trade Union representatives have worked through local representatives to support the wellbeing of their members, and these meetings have helped refine the planning.

As a dynamic document the Risk Assessment is being updated daily and the RA on the website will be updated periodically, for example once a week to reflect a number of recent changes.

Last updated August 2020

College Building risk assessment

Colleges have been advised that “the overarching principle to apply is reducing the number of contacts between learners and staff” including through keeping groups separate and maintaining social distancing. They have also been advised to apply protective measures to reduce risk and prepare plans for managing individual cases and outbreaks.

Hazard	Who might be harmed?	How is the risk controlled?
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

		<p>building and particularly in the reception / arrival area to remind users that they should self-isolate if they display any symptoms.</p> <p>Staff and students have been reminded to continue following government advice on the safe use of public transport.</p> <p>Hand sanitiser is prominently available at reception and Costa Coffee. Hand Sanitiser is available in every classroom and general office.</p> <p>Only staff, students and essential visitors will be permitted to use and enter the building. Parents and non-essential visitors will not use the building.</p> <p><u>19.8.20</u></p> <p>Additional hand sanitizer stations are being installed in the corridors on every floor.</p>
Legionella bacteria	Users	The college has maintained water testing throughout this open period and has been running all taps and showers as required by the water safety risk assessment.
College is not clean for users to return.	Users	<p>Three floors of the college have been closed for more than 10 weeks. These floors should not contain any of the covid virus because it cannot survive on surfaces for this length of time.</p> <p>Additional cleaning is being undertaken by the contractors as the number of users increases.</p> <p><u>19.8.20</u></p> <p>In day cleaning has increased by 300% and will focus on pinch points primarily.</p>
Users who are extremely clinically vulnerable.	Staff and Students	<p>May 2020</p> <p>Users who are extremely clinically vulnerable, are being encouraged to work from home in these early phases of expanding the number of users on site.</p> <p>Staff have been asked to complete a survey to indicate whether they are self-isolating due to personal risk factors. Staff who self-isolate will continue to work from home as they have done following the lockdown.</p> <p><u>19.8.20</u></p> <p>Following the end of Covid-19 shielding all staff and identified students have had the opportunity to complete a personalized risk assessment and re-orientation visit to the college. All staff</p>

		<p>will work from site in the new academic year. The exceptions to this are colleagues who have ill health or are self isolating following government guidance, track and trace procedures, and the points above about not attending work if you have a positive test.</p>
<p>The infection spreads within the college building.</p>	<p>Staff, students and visitors.</p>	<p>May and June 2020</p> <p>A maximum number of users will work in the building. Initially set at 250 this has now been increased to 450 throughout the four floors of the building. This number will continue to be assessed in stages as more users return to the building.</p> <p>A maximum number of users will be defined for each room. In Classrooms there will be a maximum number of 13 users, 1 teacher and 12 students. In Staff workrooms team leaders will specify the maximum number at each stage.</p> <p>If users do not respect social 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.</p> <p>Staff will work in PODs (Place of Duty) so that they are not working in multiple locations through the college. The support staff pods are;</p> <ol style="list-style-type: none"> 1. Reception donut 2. Estates Office 3. G1 4. G3 5. IT office 6. Principalship <p>Teaching staff Pods will be on the three floors.</p> <p>From 1st June teachers will self-isolate primarily in classrooms, one per classroom, or two with social distancing as the number of staff increases.</p> <p>From Monday 15th June staff and students will follow the college timetable with maximum numbers indicated in classrooms.</p> <p>Separate risk assessments will be conducted for each of the room types;</p>

1. Reception, atrium, circulation spaces and Social spaces, refectory and costa coffee
2. LRC *3
3. Personal office
4. General office, including staff workrooms and staff lounge
5. Classroom

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'.

19.8.20

Following the return of all students and staff in the new academic year, all staff and students will work in the building with additional measures to support distancing in place. The maximum number of users in all rooms has been removed, with some signage remaining in staff offices to encourage distancing.

Regular signage through the college will encourage users to social distance themselves from other users. Floor tape will mark two meter distances, one way systems and posters will remind users of the social distancing expectations.

Staff will be able to distance 1m+ in the workroom and by using classrooms to work in when not teaching.

All college users will be encouraged to feel comfortable and safe wearing a face mask or shield/visor in communal areas of the college. Re-useable face shields/visors will be available to staff who would like one. Face coverings are not mandatory and users should not feel under pressure to wear them, but should feel empowered to do so. By communal areas we mean corridors, circulation spaces, coffee shop and refectory that are transitory. This would be comparable to public transport and retail environments where this is now mandatory. In classrooms, labs and other learning environments there are additional measures in place and following government guidance users (staff and students) will be encouraged to remove face coverings

		<p>to support communication in sedentary locations, however this should remain the student’s choice.</p> <p>Students will be encouraged to only use the LRC if they have a gap between lessons. They can be closed before 10.30 and after 2.30 each day.</p> <p>Students will be able to stay in their classroom during Breaks before moving to the new classroom 5 minutes before the start of the lesson. At lunchtime students should stay in the classroom until 5 minutes before the next lesson. Students should eat ‘dry’ hot and cold food in their classrooms with ‘wet’ food consumed in the refec.</p>
<p>The infection is caught by a user.</p>	<p>Staff, Students and visitors.</p>	<p>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 PPE. Users may choose to wear a mask to reduce the risk they may spread the illness to others.</p> <p>19.8.20</p> <p>Face shields/visors will be provided to those staff who would value this re-usable PPE measure.</p>
<p>The infection spreads through high usage ‘pinch points’ in the building</p>	<p>Staff, students and visitors.</p>	<p>Additional day time cleaning will concentrate on pinch points. Additional cleaning staff will work during the college day sift.</p> <p>The front swivel door will remain locked. Reception staff will open the accessible door automatically so that users are not required to use the handle.</p> <p>As the number of users increases the estates team will wedge open internal doors 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.</p> <p>Staff to use the laptops issued to them rather than the desktop computers in classrooms.</p> <p>Hand sanitizer, tissues and disposable wipes will be located in every room to allow users to self clean high usage areas.</p> <p>19.8.20</p> <p>A one way system will operate to support distancing – Clockwise.</p> <p>Please can we insist that students place the wipes directly into the bin in the classroom. We are having the unblock the drains</p>

		every three days due to the wipes being flushed down the toilets.
Infected users continue to attend the college site.	Staff and students.	<p>Prominent signage will remind users that they should self-isolate and take a test if they believe that they may have the virus.</p> <p>All staff, students, visitors and their families are entitled to a free Covid-19 test.</p> <p>If students, staff or visitors develop symptoms at home the advice remains the same. To self isolate for 14 days. They should arrange a test. If negative they are able to continue attending college as normal.</p> <p>Staff and students who have been in close contact with the person expressing symptoms will be traced, contacted and requested to self-isolate for 14 days (their households would not self-isolate unless symptoms appear). If the test for the symptomatic person is negative then those in close contact with them will be contacted and invited back into college. Those in close contact are entitled to a free test. The government has recruited eighteen thousand tracers to support this process.</p>
A user of the site becomes ill on-site and transfer the infection to others.	Staff, students and visitors.	<p>If a student, visitor or member of staff is taken ill at college they should leave immediately and go home.</p> <ol style="list-style-type: none"> 1. They should arrange a 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 will be quarantined for 72 hours. A deep clean will take place before anyone uses the office after the 72 hours.
First aiders supporting a member of the college community have to break social distancing rules, risking the spread of infection.	First Aid staff	<p>Staff on the First Aid rota have access to face masks, gloves and face shields.</p> <p>First Aiders will assess the risks to themselves and others before breaking the social distancing expectations.</p> <p>First aiders may ask for support by contacting the college reception in the first instance, dialing the duty phone 216 on an internal phone or 01782 854216 from an external phone.</p>
The college air circulation system spreads the virus	Staff, students and visitors.	May 2020: The 12 air handling units (AHU), supply and extract fresh air into the building. There is reduced heating/cooling capacity if the AHU's are used without the room based

<p>to new locations and risks transmitting to users.</p>		<p>Mitsubishi units. If the temperature within the building can't be controlled through the AHU's alone then a new risk assessment will be required. Staff are able to turn the piped air off in their PoD by switching the wall mounted controller off.</p> <p>24.6.20: 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).</p> <p>The college does not have a central ventilation or cooling system, the air from one room is not being re-circulated to other rooms.</p>	
<p>Staff are not aware of the social distancing measures inside the building.</p>	<p>All staff in the building.</p>	<p>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 meeting with all staff and the meetings with union representatives have discussed the risk assessment and measures being taken.</p> <p>Staff communications and welcome PP for students will explain the procedures to be followed at lunch and break times to minimise the number of users in communal and circulation spaces at any one time.</p>	
<p>What further action is required to control the risk?</p> <p>Review the risk assessment regularly, particularly as the number of users increases.</p>		<p>Outcome</p>	<p>Date</p>
		<p>The risk assessment will be reviewed regularly, and in particular following the initial increase in users from 1st June. On the 1st June the following reviews will take place;</p> <ol style="list-style-type: none"> 1. First aid coverage. 2. Fire Marshal coverage. 3. Signage. <p>The RA will be reviewed again on and after 15th August to reflect the experience gained of increasing the number of staff and students using the building.</p>	<p>1st June 2020</p> <p>15th June.</p>

Assessment undertaken by:

Signature

Matthew J Marshall

date: June 2020

Classroom Risk Assessment

Hazard	Who might be harmed?	How is the risk controlled?
<p>Spreading the virus due to a lack of social distancing in the classroom.</p>	<p>Staff and students</p>	<p>May 2020</p> <p>In the early stages from 1st June, staff will be lone working in the classroom with no students present, teaching on-line lessons. In some cases there may be two teachers per room and they will distance within the room.</p> <p>Teachers will work in PoDs (Place of Duty). They will remain in the same PoD throughout so that they are not hot-desking.</p> <p>From the 15th June staff and students will follow the college timetable. This will require some movement of teachers.</p> <p>Teachers will use their personal laptop to project onto the electronic whiteboard for students in the classroom and deliver the online lesson for students accessing the lesson online. An appropriate lead has been placed into every classroom for this purpose. Teachers may need to use their laptop charger. Guidance on how to plug the lead into the laptop is being provided in the staff communications.</p> <p>19.8.20</p> <p>Social distancing is not required and additional measures detailed below are in place to make the classroom covid secure.</p>
<p>Once students are invited back into college, the increased number of users in the classroom risks spreading the virus if social distancing is not maintained.</p>	<p>Staff and students.</p>	<p>May 2020</p> <p>Maximum of 1 student per double desk, 12 students to a classroom.</p> <p>Once the student cap in the classroom is reached, any remaining students would access the online lesson from the LRC or a spare classroom close by.</p> <p>Classroom desks to be set out in Victorian format of rows of separated desks. In a small number of specialist rooms the desks</p>

		<p>will remain in their usual format and the teacher will apply social distancing. For example, in an IT suite missing out every other computer workstation. Specialist rooms will also have a maximum number of users at any one time.</p> <p>Staff and students are to use their own equipment. That means not sharing pens for example, and teachers removing communal pens from classrooms. The bursary fund may be used to increase the purchase of textbooks for classroom use. Teachers should use their personal laptop rather than the teacher/register PC.</p> <p>Staff and students are able to use printed resources. Where possible these may be available in the online learning platform being used. Print copies may also be issued to students who would take, use and retain their personal copies.</p> <p>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.</p> <p>Teachers will use their authority to remind students about social distancing and use standard college procedures to explain the importance of this to students. Teachers will be supported to apply the relevant procedures if students refuse to operate social distancing sensibly.</p> <p>19.8.20</p> <p>All students are required to attend all lesson in all locations.</p> <p>Lessons will take place in the science Centre and at Fenton Manor as 'normal'. Additional work has taken place to make these locations covid secure for our students while also meeting the other building user's requirements.</p> <p>All students will sit at Victorian style desks facing the front.</p> <p>Where possible tables will be spaced so that there are aisles between every desk. Students will be 2+ meters distant from the majority of other students.</p> <p>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!</p> <p>The focus is on the teacher maintaining distance from the students, not students being distant from each other.</p>
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What further action is required to control the risk? None		Outcome	Date
		Leads placed into every classroom so that teachers can connect their laptop to the projector. The desks to be laid out in a socially distant pattern.	12 th June 12 th June
Assessment undertaken by:			
Signature Matthew J Marshall		date: June 2020	

Staff Workroom and General Office Risk Assessment

Hazard	Who might be harmed?	How is the risk controlled?
A failure to social distance leads to the spread of the virus.	Staff	<p>Staff will use their own desk in the workroom rather than hot desks. As previously leaders will set a maximum number within the workroom at any one time but this may be different people at different times.</p> <p>The Support Staff booking system has been designed to control the number of staff using a workroom or office at any one time. Support staff can book-in their working days in consultation with line managers so that the number of staff working in the PoD is controlled.</p> <p>There is a preference for back to back working rather than face to face.</p> <p>From 1st June staff will be encouraged to work in classrooms where possible to ensure social distancing. This would be the same room and desk every day, and two teachers may easily use the same room with social distancing.</p> <p>From 15th June staff will follow the college timetable which will entail some changing of classrooms. The staff survey indicates that there are sufficient classrooms and spaces for all teachers to be socially distant throughout the timetable.</p> <p>Staff are to use their own equipment. That means not sharing pens for example. Teachers should use their personal laptop rather than communal PCs or classroom Pcs.</p>

		<p>The MFD multifunctional devices can be used by staff and students. This potential pinchpoint may be cleaned by a disposable wipe. A bottle of spray and cloth should not be used due to the sensitive nature of the device and the transition point of the bottle and cloth.</p> <p>Signage at eye level and on the floors to remind staff, students and visitors. Particularly in Reception.</p> <p>19.8.20</p> <p>Teaching staff should continue to maintain distance by working in classrooms and alternative locations if there are a large number of staff in the workroom.</p> <p>Support Staff should continue to use the furniture and alternative work locations to ensure that there is distancing where possible.</p>	
Use of the Kitchenette is a pinch point and risks spreading the infection among colleagues.	Staff	<p>Staff should initially bring their own cold or packed lunch and drinks into college.</p> <p>Users may regularly wipe down the kitchenette before use, using the disposable wipes available in every room.</p>	
What further action is required to control the risk?		Outcome	Date
None			
Assessment undertaken by:			
Signature Matthew J Marshall		date: June 2020	

Common areas and circulation space risk assessment

Hazard	Who might be harmed?	How is the risk controlled?
Social distancing is not maintained and any virus in the building spreads to other users.	Staff, students and visitors.	In the initial stages the number of staff working in the building will increase in stages, before students are invited back into lessons in later stages.

		<p>Measures to support users to observe social distancing;</p> <p>Student liaison officer to count staff and students into the college to ensure the maximum number not exceeded.</p> <p>Lifts will be limited to one person at a time.</p> <p>Regular signage to maintain a keep left approach on stairwells and in corridors, including the Atrium. In the early stages a one-way system for corridors and communal areas will not be necessary due to the small number of users and small number of movements through the day. This will be re-evaluated as the number of users increases through the stages.</p> <p>Staff will continue to work in their PoDs, to limit people movements around the college. Teachers will be based in classrooms, workrooms and support staff within their designated PoD.</p> <p>Screens have been erected in some customer facing locations, for example reception and coffee shop.</p> <p>Passing in corridors is low risk and a one-way system is not practical within the building for the planned number of users. Therefore this is not required.</p> <p>The benching in bamboo lane has be labeled as not available to ensure the flow of pedestrians rather than creating blockages in the corridor.</p> <p>Some washbasins have been taken out of use to maintain distance between users washing their hands. All toilet cubicles may be used because the cubical is maintaining the social distancing. The toilets do not require cleaning after every use because users will wash their hands for 20 seconds after use. The one-way system in the washrooms should aid the flow of users through the facility and support social distancing.</p> <p>19.8.20</p> <p>A one way system has been introduced where possible, with keep left signage where this is not possible and in stairwells.</p>
<p>The virus is transmitted during non-teaching / non-working periods during the day.</p>		<p>To limit the transmission of any virus in communal areas measures have been taken to reduce friction and maintain movement through the building. In reception the hand sanitisers have been placed away from the entrance door to encourage pedestrians to flow through the building. Visual checks of ID badges will continue because they are frictionless. We will not</p>

		<p>issue temporary ID cards to remove this pinch point. We will not check the names of student's against the list for that day to maintain flow.</p> <p>Students are being encourage to go straight to their lessons and arrive early. They can socialize with the teacher and other students in the socially distant classroom. At breaks students may stay in the classroom or arrive early at the next classroom as well as purchasing a snack at Costa and using the washrooms.</p> <p>Students with a long gap in the day will be encouraged to work with social distancing in an empty classroom. If this is not available they may use the refectory.</p> <p>Staff and students are encouraged to eat their lunch in the outside spaces available. Eg Patio outside the refectory, the college grounds and appropriate seating in the university quarter.</p> <p>Social distancing to be maintained in the staff lounge and communal areas of the college, for example refectory and costa coffee. Some furniture has been removed from the Costa Coffee area to provide for social distancing and secondly space for a queuing system. Three users will be allowed in Costa at a time.</p> <p>Staggering lunch has previously been built into student and staff timetables. This will be checked to ensure a broadly even number of staff and students have an early and later lunch.</p> <p>"Support staff who can work from home may continue to work off site for some/all of the time with the agreement of their line manager. Teaching staff will work on site wherever possible to provide support and supervision for students. Individual arrangements will be agreed with line managers where this is not possible. Students who attend the site for their allocated day will leave after their lessons on-site are completed. For example, if classes finish at 2.30 then students will leave the site at 2.30 rather than adding to the number of users in communal areas like the LRC."</p>	
<p>What further action is required to control the risk?</p> <p>Additional signage.</p>		<p>Outcome</p>	<p>Date</p>
		<p>Keep left signs installed on the A Frames in the Atrium and other communal areas. Signs on the stair cases to also remind users to keep left.</p>	<p>11th June</p>

Assessment undertaken by:

Signature

Matthew J Marshall

date: June 2020

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

Where staff and students are unwell they are requested to work and study from home, following government advice so there is not the risk of transmitting the virus to others in travelling or working at college.

If a college user become unwell they should follow government advice at all times and notify college through the usual methodology. If the member of staff or student is symptomatic and books for a COVID-19 test they should inform college that they are attending for a test.

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 group of senior staff and HR Manager will meet to 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 where the user has been working, what 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.
5. Users who have come into contact with the suspected case for a prolonged period, based on the prevailing Government guidance, will be asked to go home and self-isolate for the period that Government guidance requires, currently 14 days. For example, students and staff within their subject bubble. The college will not expect everyone in college to self-isolate.
6. Each situation will be unique and the size and composition of users self-isolating may vary due to a number of factors. For example, Period of time since last attendance at college, length of contact, type of work, locations of work, number of people in the social bubbles.
7. 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.
8. Once a negative test has been received, this result will be communicated to all of the users from the relevant bubbles who have been requested to self-isolate, inviting them back into college for the next timetabled activity.

College user tests positive.

1. Once notified that a positive test has been conducted the Business Continuity policy will apply.
2. Appropriate senior staff will meet with the HR manager to gather the necessary information and agree the appropriate next steps.
3. Information and guidance from Public Health England will apply, and help guide the college response.
4. If the college was notified of the symptoms and booking of a test then the stages above will have been followed.

5. 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.
6. The HR manager and working group will consider the information management strategy following the positive test.
7. Union representatives will be updated following the positive test, and appropriate information about actions shared with the union representatives.