COVID – 19 HEALTH & SAFETY RISK ASSESSMENT – START OF ACADEMIC YEAR 2021/22

INTRODUCTION This Assessment covers the key risks, controls and actions associated with Stage 4 of the Government's response to the pandemic, moving away from stringent restrictions towards advice for continued protection and targeted interventions to reduce risk. This document is based on direction and guidance, issued by the Government, Surrey CC and the SFCA, together with experience gained throughout the duration of the pandemic. This latest version has been updated in line with the latest DfE Guidance issued on 17th August 2021. This Assessment will be further updated as appropriate in the light of any new guidance that may be received from the Government or in the event of any circumstances that may arise. This Risk Assessment should be read in conjunction with the following documentation, including links to other information contained within the documentation:

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance

https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/coronavirus/school-leaders

See Appendix for PHE SE Health Protection Team Guidance for School Settings

Risk	Controls In Place	Actions To Further Minimise Risk	Who?	Comments/Update
ADHERING TO COLLEGE/GOVERNMENT AND PHE GUIDANCE				
1. Students, Staff, Trustees, Parents, Contractors, and other appropriate persons need to be aware of and adhere to the latest Government and PHE guidance	• College COVID Health and Safety Risk Assessment to be regularly updated. Links to Government guidance published on the Staff Portal, Teams Sites and Godalming Online.	• Keep a watching brief on latest guidance from the Government, SFCA and others • Adapt procedures as necessary • Reminders will be issued to students and staff re good hygiene and ventilation as well	SMT/JNE	*To keep a watching brief on latest ventilation guidance from the DfE – install carbon dioxide monitors as appropriate if and*

	• Appropriate guidance and training to be provided as necessary	as LFT testing and following the PHE guidance on symptoms and self-isolation • Follow Surrey County Council COVID recovery guidance as appropriate • Follow CIBSE advice on safely occupying Buildings		*when received from DfE*
2. PHE/Government Guidance communication needs to be clearly signposted around College	• Posters refreshed around College promoting key messages around hygiene and ventilation • Information screens across the campus to show the key messages • Staff and Students reminded regularly that they should follow the government guidance on self-isolation	• Reminders given to all Students & Parents/Staff via e-mail • GoL information regularly reviewed, updated, and signposted • Contractors sent reminders of guidance and asked to confirm their approach	SMT/JXY	
3. Arrangements for Home Testing	• Arrangements for home testing by staff on a twice-weekly basis to continue until the end of September. • Arrangements in place for home testing by students on a twice weekly basis	• Additional home testing kits to be distributed after second onsite tests have been carried out • All students and staff regularly reminded via briefing and the bulletin to carry out home testing • Students encouraged to regularly log results both via GoL and NHS website	SRB/JNE	
4. Arrangements for Mass Testing	• All members of the team trained in their respective roles • Screens up to delineate the testing bays	• All students have been sent information about the testing • Consent has been sought for new Lower Sixth students	SRB/HOP/DLW /JXY	*At enrolment and on orientation days, new lower sixth students are to now be kept*

	• All students to be given clear instructions and guided through the testing process • Protocol in place for each role in the testing operation	(Upper Sixth consent has already been given – March 2021) • Procedure in place for positive cases		*post-test in classrooms for 20 minutes whilst test results are processed to enable easier identification of cases and to stop the student moving around the campus (update 2/9/21)*
5. Student or Staff member falling ill with possible symptoms onsite	• First Aider response protocol • Seek guidance from Healthcare professionals ASAP • Follow online Government/PHE SE guidance. Test and Trace System to be followed, including notification to Local Health Protection Team • Follow advice from flowchart see Appendix	• First Aid Team to have PPE • Temperature checks to be available • Follow flow chart created by PHE SE (see appendix) • Add posters re symptoms around College to raise awareness • Take additional steps as advised by PHE • Staff and students to be reminded that emergency contact information must be kept up-to-date	HOP/JNE	*College is set up to provide access to learning for those students who have to self-isolate to ensure continuity of teaching and learning*
6. Failure to update Department Risk Assessments in line with guidance	• Arrangements for PE, Music and Performing Arts to be reviewed and updated in line with latest advice and guidance from the DfE, Sport England and other appropriate organisations	• Establish means of regular communication with staff to assess any changes to personal circumstances • Provide necessary support and training for staff • Support and reassurance provided to Departments/Support areas as required	SMT/HoDs/ SS Managers/ HR	

		• Students/staff with underlying health conditions which put them at higher risk of serious disease and mortality and who were previously subject to shielding should seek advice from their GP or clinician regarding their attendance at College • Arrangements will be made for CEV staff/students whose physician explicitly advises against attending College to be able to continue their education at home/work from home		
7. Insufficient planning and readiness to enact a contingency plan (outbreak management plan should it be required in respect of a significant increase in cases/localised outbreak	• College is prepared and ready to switch to its Cohort A and B blended learning model • Enact support and guidance from Surrey/Sussex PHE • Follow government contingency framework	• New students will be allocated to either cohort A or B and issued with a cohort lanyard as follows: Lower 6th A: Teal/Upper 6th A: Grey, Lower 6th B: Purple/Upper 6th Lilac • All staff already well prepared and able to switch to a cohort model or entirely online remote learning should it be required	SMT/All	
CLEANING ARRANGMENTS ensure we follow: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings				
8. Failure to clean the campus adequately and regularly	• Day-time cleaning by Janitor and usual evening daily cleaning by YBC Cleaning with focus delivery	• Normal day time cleaning Janitor to work additional hours to provide more daytime	JNE	

	on key areas as directed. Strict requirements in place for emptying bins from classrooms, work areas and toilet/washroom areas • Cleaning has been extensively maintained during lockdown period and checks made of air conditioning and water systems in line with CIBSE requirements • Day-time Janitors to carry out cleaning of toilets and other high-profile areas on an agreed basis/schedule throughout the College day • Wipes will be provided for use by staff and students to self-clean keyboards, desks, chairs, telephones, and photocopiers	cleaning. Second additional day time cleaner to work 11am-3pm • Deep cleans to be arranged as required • Provision of bins in classrooms and work areas with covered lids – with agreed regime for regular emptying in a manner that preserves strict hygiene. • Estates Manager to direct overall cleaning provision and to ensure that action is focused on key areas of highest contamination risk • All staff to remind students to wipe down keyboards after use		
9. Failure to facilitate effective hygiene practice amongst students and staff	• Soap/paper towels regularly replenished • Paper towels to be used instead of hand dryers in toilets/washrooms • Good hygiene posters displayed in every washroom • Install hand sanitisers stations in the entrance of every teaching block • Bins to be provided in reception areas	• Ensure hand sanitiser stations are regularly topped up • Hand sanitiser and wipes to be provided to every department and in every classroom used for teaching	Estates Team	

10. Increased risk of transmission in areas of high student/staff footfall	• Screens in place for high footfall locations, including reception areas, exams desk and ILC counter and workstations	• As per the latest guidance, face coverings are no longer required to be worn in college. However, staff and students are encouraged to wear face covering when moving around in crowded indoor areas • Students reminded about the need to wear face coverings on public transport	Estates Team	*SMT to keep this under regular review – keeping a watching brief on local and national trends. Will follow PHE advice as required*
ESTATES MANAGEMENT				
11. Key communal areas are not set up to facilitate maximum ventilation	• Students to continue to be encouraged to continue to sit facing forwards and not face-to-face or side-on • Windows and doors to remain open to maximise ventilation wherever possible • Fire doors may be wedged open where necessary using appropriate measures (see Fire Safety below) • Advice to be provided to users of changing/showers on measures to avoid cross contamination	• Staff to maintain a 2-metre distance from each other and students if they so wish • Department Risk Assessments to clearly detail approach to shared office spaces • All areas of the College to have windows and doors always open • Staff meetings/large staff gatherings – to be held where in locations where we can maximise good ventilation, plus staff to be given option to attend online rather than in person • Signage regularly reviewed monitored and updated	JNE/ HoDs/SSMs/ All Staff	
ADDITIONAL CAMPUS ADAPTIONS/IMPLICATIONS				

12. Creating maximum ventilation in certain blocks needs to involve the opening of Fire Doors which increases the risk of Fire and has other serious implications for site security	• Fire doors may be wedged open as part of the arrangements to ensure good ventilation but must be shut at the end of each College day • Door release alarms or other measures that meet requisite fire safety and insurance requirements will be used • Normal Fire Evacuation routes will remain in force and in the event of an emergency would override the access/flow restrictions put in place for Covid-19 • Guidance and training will be provided to all fire marshals	• All staff to be reminded to remain vigilant of any security breaches that could occur because of the arrangements in place, especially the potential impact on safeguarding • As part of the student induction all are familiarised with the College fire evacuation procedures	JNE/Estates Team	*Carbon dioxide monitors to be installed as appropriate as and when received from DfE*
13. First Aid Team are at a potentially higher risk of infection	• First Aiders to be provided with face masks and gloves. Other PPE requirements for gloves etc to be considered in departmental risk assessments	• Keep checking PPE guidance • First Aiders also issued with thermometers • New First Aid Protocols written and distributed • First Aid Team briefed to follow PHE guidance in Appendix	HOP/SMT	
14. Air conditioning and ventilation systems, including fans could increase the risk of infection	• Ventilation to be provided via opening windows wherever possible. Air conditioning units to be checked and serviced and only used in accordance with HSE guidelines	• Air conditioning units have all been serviced and checked	Estates Team	
15. External visitors coming to the College	• Visitors to sign in and be issued with a lanyard	• Lanyards and pens are regularly sanitised and cleaned	DLW/Admin Team	

	• Reception to use online booking system as appropriate	• Any visitors to Campus are briefed on all COVID guidelines and are expected to adhere to them. • Parents reminded about place for dropping off students and not coming onto campus without a prior appointment		
TRANSPORT ARRANGMENTS: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers				
16. Increased risk of infection to staff and students using public transport and College buses	• Students to be reminded of need to wear face masks when using public transport • Bins to be provided for disposal of (disposable) face masks on arrival at College • Facilities in place for cycling, running, walking to College for those who live close enough and where personal safety is not an undue risk. Facilities available for showering and storage of clothing • Students and staff to be reminded about the need for safe behaviour off site, when travelling to College and in using the car park	• Students and staff to be reminded that they must not share car travel unless with a member of their household • Reminder to be issued about requirement to wear a mask on public transport and any specific requirements imposed by College Bus operators	SRB/JNE	.
MENTAL HEALTH AND WELLBEING				
17. Staff and students may have developed problems during the lockdown period and may also	• We identify young people and members of staff who may need additional support	• Information and Guidance about the Summer 2022 grading process to be	SMT/HR/ Safeguarding Team	*College has signed up to the Educational Assist Programme that*

feel nervous and anxious about coming back to College. Plus, Upper Sixth and Access students may have concerns about the assessment/exam process for 2022	and engage with them and their representatives to understand their needs and ensure they have appropriate mental health and wellbeing support in place • We will always try to communicate as clearly and effectively as possible and give an opportunity for issues to be raised • We will try to make all our decisions in a timely manner as possible • We will always consider the implications our decisions and approaches on staff workload • We work with local authorities and voluntary sector mental health organisations to ensure that support is in place • Support is given over the phone for any students self-isolating from specialist staff or support services • Staff involved will continue referring young people to their local NHS children and young people's mental	communicated as soon as possible		*can provide staff with additional support and counselling as required*

	health services where needed • Self-referral options are commonly available, and many services offer single points of access • Young people or their parents or carers can also contact their GP or refer to NHS 111 online • NHS trusts have also established 24-hour urgent mental health helplines in most parts of England for people of all ages			

Reviewed and approved by Principal- Emma Young and Chair of Trustees – Jeremy Pattison 31/8/21

Appendix

Figure 1 SE Flowchart for Educational Settings

Public Health England

PHE SE COVID-19 Flowchart for Educational settings

What happens if there is a confirmed case of COVID-19 in an educational setting?

Did the positive child /staff member attend school during the infectious period: 2 days before symptom onset (or test date if asymptomatic) to 10 days after?

NO – no further action required by setting beyond supporting children as necessary during self-isolation

YES – setting carries out an on-site risk assessment using checklist and let LA education team know as per local arrangements

South East HPT email:

Thames Valley HPT
ICC.TVPHEC@phe.gov.uk
Hampshire & IOW HPT
ICC.HIOW@phe.gov.uk
Surrey & Sussex HPT
ICC.SurreySussex@phe.gov.uk
Kent HPT
ICC.Kent@phe.gov.uk

- Case should already be isolating at home. They should remain in isolation until 10 days have passed from symptom onset.
- The case's household (including siblings that attend other settings) should isolate for **10 days**
- Test and trace will contact the case/their parent guardian. Until 16th August educational settings can also do contact tracing if they wish. Contact DfE helpline for advice.
- Send warn and inform letter to affected group (letter appendix F)

- If you need advice or support you can access **the government educational setting guidance online** or contact the DfE helpline on **0800 046 8687**
- If you have identified staff close contacts who have not been identified through NHS TaT employers can registers employee close contacts on NHS TaT through the self isolation service hub 020 3743 6715

If any of the following criteria are met, contact the SE HPT who will advise on contact tracing and other measures

- 10% or more (approximately) of a class or year group (or equivalent other group) been confirmed as positive for COVID-19 in the previous 10 days* 5 or more confirmed COVID-19 cases in a single class or year group (or other equivalent groups) in the previous 10 days*
- 10% or more (approximately) of all staff been confirmed as positive for COVID-19 in the previous 10 days*
- 2 or more cases in 10 days in students who are boarding in a school, in a residential setting such as holiday camp or in a setting with high proportion of vulnerable attendees (such as day camp for SEND students)*
- 1 case in a children's home*
- If your educational setting is experiencing interest from the media.
- There have been any admissions to hospital or deaths in your students or staff members due to COVID-19.

* at least one case should be lab confirmed PCR positive

The educational setting carries out on-site risk assessment to identify potential contacts during this period at:

- Large/small group sessions
- Additional on-site/ academic activities e.g. clubs/societies
- Events and trips

To identify contacts, use the risk assessment **checklist**, and:

- Attendance records/seating plans and charts (if available).
- Speak to student / parent guardian (as necessary)

- Contacts are informed to self-isolate for **10 days** from date of last contact with template letters from parents and staff (letter appendix C student/children, letter appendix D early years/SEND setting, letter appendix E staff))
- Send inform and advise letter B to the wider school
- Inform your Local Authority of the situation

Who is a direct contact?

Direct close contacts:

- Direct face-to-face e.g. being coughed on or spoken to contact for any length of time OR within <1 metre for ≥ 1 minute.

Proximity contacts:

- <2 m for 15 minutes or more (cumulative or consecutive time period).

Travel contacts:

- Close contact within a vehicle/plane eg shared a car journey