

COVID – 19 HEALTH & SAFETY RISK ASSESSMENT – Autumn Term 2021/22

INTRODUCTION This Assessment covers the key risks, controls and actions associated with the winter plan in respect 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. This Assessment will be further updated as appropriate in the light of any new guidance that may be received from the Government or Surrey County Council 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	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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	<i>To keep a watching brief on latest ventilation guidance from the DfE – install carbon dioxide monitors as appropriate if and</i>

	<ul style="list-style-type: none"> • Appropriate guidance and training to be provided as necessary 	<ul style="list-style-type: none"> • 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 		<i>when received from DfE</i>
2. PHE/Government Guidance communication needs to be clearly signposted around College	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<i>E-mail to be sent in respect of wearing face coverings in communal areas.</i>
3. Arrangements for Home Testing	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • All members of the team trained in their respective roles • Screens up to delineate the testing bays 	<ul style="list-style-type: none"> • All students have been sent information about the testing • Consent has been sought for new Lower Sixth students 	SRB/HOP/DLW/JXY	<i>All students were offered a mass test at the start of the Autumn Term</i>

	<ul style="list-style-type: none"> • All students to be given clear instructions and guided through the testing process • Protocol in place for each role in the testing operation 	<p>(Upper Sixth consent has already been given – March 2021)</p> <ul style="list-style-type: none"> • Procedure in place for positive cases 		
5. Student or Staff member falling ill with possible symptoms onsite	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<i>College is set up to provide access to learning for those students who have to self-isolate to ensure continuity of teaching and learning</i>
6. Failure to update Department Risk Assessments in line with guidance	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 • Students/staff with underlying health conditions which put them at higher risk of serious disease and mortality and who 	SMT/HoDs/ SS Managers/ HR	

		<p>were previously subject to shielding should seek advice from their GP or clinician regarding their attendance at College</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<i>The College has a Contingency Plan document, which has identified key threshold rates: 10% of college community or 5 students in one class or 5 members of staff in one department.</i>
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	<ul style="list-style-type: none"> • Day-time cleaning by Janitor and usual evening daily cleaning by YBC Cleaning with focus delivery on key areas as directed. Strict requirements in place for emptying bins from classrooms, 	<ul style="list-style-type: none"> • Normal day time cleaning Janitor to work additional hours to provide more daytime cleaning. Second additional day time cleaner to work 11am-3pm 	JNE	

	<p>work areas and toilet/washroom areas</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 sanitiser stations in the entrance of every teaching block • Bins to be provided in reception areas 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Screens in place for high footfall locations, including reception areas, exams desk and ILC counter and workstations 	<ul style="list-style-type: none"> • Face coverings strongly recommended in all communal areas 	Estates Team	<i>Surrey County Council/Director of Public Health, now strongly recommending face</i>

		<ul style="list-style-type: none"> Students reminded about the need to wear face coverings on public transport 		<i>coverings to be worn in all indoor communal areas, unless exempt. This has been communicated to all staff/students/parents and carers on Friday 25th November</i>
ESTATES MANAGEMENT				
11. Key communal areas are not set up to facilitate maximum ventilation	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Fire doors may be wedged open as part of the arrangements to 	<ul style="list-style-type: none"> All staff to be reminded to remain vigilant of any security 	JNE/Estates Team	<i>Carbon dioxide monitors to be</i>

involve the opening of Fire Doors which increases the risk of Fire and has other serious implications for site security	<p>ensure good ventilation but must be shut at the end of each College day</p> <ul style="list-style-type: none"> • 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 	<p>breaches that could occur because of the arrangements in place, especially the potential impact on safeguarding</p> <ul style="list-style-type: none"> • As part of the student induction all are familiarised with the College fire evacuation procedures 		<i>installed as appropriate as and when received from DfE</i>
13. First Aid Team are at a potentially higher risk of infection	<ul style="list-style-type: none"> • First Aiders to be provided with face masks and gloves. Other PPE requirements for gloves etc to be considered in departmental risk assessments 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Air conditioning units have all been serviced and checked 	Estates Team	
15. External visitors coming to the College	<ul style="list-style-type: none"> • Visitors to sign in and be issued with a lanyard • Reception to use online booking system as appropriate 	<ul style="list-style-type: none"> • Lanyards and pens are regularly sanitised and cleaned • Any visitors to Campus are briefed on all COVID guidelines 	DLW/Admin Team	

		<p>and are expected to adhere to them.</p> <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 feel nervous and anxious about coming back to College. Plus,	<ul style="list-style-type: none"> We identify young people and members of staff who may need additional support and engage with them and their representatives to 	<ul style="list-style-type: none"> Information and Guidance about the Summer 2022 grading process to be communicated as soon as possible 	SMT/HR/ Safeguarding Team	<i>College has signed up to the Educational Assist Programme that can provide staff with</i>

Upper Sixth and Access students may have concerns about the assessment/exam process for 2022	<p>understand their needs and ensure they have appropriate mental health and wellbeing support in place</p> <ul style="list-style-type: none"> • 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 health services where needed 			<i>additional support and counselling as required</i>
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	<ul style="list-style-type: none"> • 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 			
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Reviewed and approved by Principal- Emma Young and Chair of Trustees – Jeremy Pattison
Revised following Surrey County Council guidance – 25th November 2021.

Appendix

Figure 1 SE Flowchart for Educational Settings

For settings testing pupils, students and staff in asymptomatic test sites after the summer holidays, this section only applies after the initial two tests are complete. Cases identified in the test-on-return period should not trigger extra measures or escalation to the DfE helpline/HPT.

