

## COVID – 19 HEALTH & SAFETY RISK ASSESSMENT – Spring Term 2022

**INTRODUCTION** This Assessment covers the key risks, controls and actions associated with the latest update to the Government’s response to the pandemic, moving away from stringent restrictions to now ‘[Living with Covid](#)’. 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/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>

Risk	Controls In Place	Actions To Further Minimise Risk	Who?	Comments/Update
<b>ADHERING TO COLLEGE/GOVERNMENT AND UKHSA/NHS GUIDANCE</b>				
1. Students, Staff, Trustees, Parents, Contractors, and other appropriate persons need to be aware of and adhere to the latest Government and UKHSA/NHS guidance	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Keep a watching brief on latest guidance from the Government, SFCA and others</li> <li>Adapt procedures as necessary</li> <li>Reminders will be issued to students and staff re good hygiene and ventilation as well as LFT testing and following the</li> </ul>	SMT/JNE	

	<ul style="list-style-type: none"> <li>• Appropriate guidance and training to be provided as necessary</li> </ul>	<p>UKHSA/Government guidance on symptoms and self-isolation</p> <ul style="list-style-type: none"> <li>• Follow Surrey County Council COVID recovery guidance as appropriate</li> <li>• Follow CIBSE advice on safely occupying Buildings</li> <li>• Use CO2 monitors as appropriate</li> </ul>		
2. NHS/UKHSA/Government Guidance communication needs to be clearly signposted around College	<ul style="list-style-type: none"> <li>• Posters refreshed around College promoting key messages around hygiene and ventilation</li> <li>• Information screens across the campus to show the key messages</li> <li>• Staff and Students reminded regularly that they should follow the government guidance on self-isolation</li> </ul>	<ul style="list-style-type: none"> <li>• Reminders given to all Students &amp; Parents/Staff via e-mail</li> <li>• GoL information regularly reviewed, updated, and signposted</li> <li>• Contractors sent reminders of guidance and asked to confirm their approach</li> </ul>	SMT/JXY	
3. Student or Staff member falling ill with possible symptoms onsite	<ul style="list-style-type: none"> <li>• First Aider response protocol</li> <li>• Seek guidance from Healthcare professionals ASAP</li> <li>• Follow online Government/UKHSA SE guidance.</li> <li>• Follow advice from flowchart see Appendix</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Team to have PPE</li> <li>• Temperature checks to be available</li> <li>• Add posters re symptoms around College to raise awareness</li> <li>• Take additional steps as advised by UKHSA</li> <li>• Staff and students to be reminded that emergency contact information must be kept up-to-date</li> </ul>	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>

<p>4. Failure to update Department Risk Assessments in line with guidance</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Establish means of regular communication with staff to assess any changes to personal circumstances</li> <li>• Provide necessary support and training for staff</li> <li>• Support and reassurance provided to Departments/Support areas as required</li> <li>• 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</li> <li>• 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</li> </ul>	<p>SMT/HoDs/ SS Managers/ HR</p>	
<p>5. 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</p>	<ul style="list-style-type: none"> <li>• College is prepared and ready to switch to its Cohort A and B blended learning model</li> <li>• Enact support and guidance from Surrey/Sussex branch of UKHSA</li> <li>• Follow government contingency framework</li> </ul>	<ul style="list-style-type: none"> <li>• New students will be allocated to either cohort A or B and issued with a cohort lanyard as follows: Lower 6<sup>th</sup> A: Teal/Upper 6<sup>th</sup> A: Grey, Lower 6<sup>th</sup> B: Purple/Upper 6<sup>th</sup> Lilac</li> </ul>	<p>SMT/All</p>	<p><i>The College has a Contingency Plan document, which has identified key threshold rates: 10% of college community or 5 students in one</i></p>

		<ul style="list-style-type: none"> <li>All staff already well prepared and able to switch to a cohort model or entirely online remote learning should it be required</li> </ul>		<i>class or 5 members of staff in one department.</i>
<b>CLEANING ARRANGMENTS ensure we follow:</b> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>				
6. Failure to clean the campus adequately and regularly	<ul style="list-style-type: none"> <li>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, work areas and toilet/washroom areas</li> <li>Cleaning has been extensively maintained during lockdown period and checks made of air conditioning and water systems in line with CIBSE requirements</li> <li>Day-time Janitors to carry out cleaning of toilets and other high-profile areas on an agreed basis/schedule throughout the College day</li> <li>Wipes will be provided for use by staff and students to self-clean keyboards, desks, chairs, telephones, and photocopiers</li> </ul>	<ul style="list-style-type: none"> <li>Normal day time cleaning Janitor to work additional hours to provide more daytime cleaning. Second additional day time cleaner to work 11am-3pm</li> <li>Deep cleans to be arranged as required</li> <li>Provision of bins in classrooms and work areas with covered lids – with agreed regime for regular emptying in a manner that preserves strict hygiene.</li> <li>Estates Manager to direct overall cleaning provision and to ensure that action is focused on key areas of highest contamination risk</li> <li>All staff to remind students to wipe down keyboards after use</li> </ul>	JNE	
7. Failure to facilitate effective hygiene practice amongst students and staff	<ul style="list-style-type: none"> <li>Soap/paper towels regularly replenished</li> </ul>	<ul style="list-style-type: none"> <li>Ensure hand sanitiser stations are regularly topped up</li> </ul>	Estates Team	

	<ul style="list-style-type: none"> <li>Paper towels to be used instead of hand dryers in toilets/washrooms</li> <li>Good hygiene posters displayed in every washroom</li> <li>Install hand sanitiser stations in the entrance of every teaching block</li> <li>Bins to be provided in reception areas</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitiser and wipes to be provided to every department and in every classroom used for teaching</li> </ul>		
8. Increased risk of transmission in areas of high student/staff footfall	<ul style="list-style-type: none"> <li>Screens in place for high footfall locations, including reception areas, exams desk and ILC counter and workstations</li> </ul>	<ul style="list-style-type: none"> <li>Face coverings no longer required anywhere on campus, however if anyone wishes to still wear a face covering they can continue to do so if they so wish.</li> </ul>	Estates Team	
<b>ESTATES MANAGEMENT</b>				
9. Key communal areas are not set up to facilitate maximum ventilation	<ul style="list-style-type: none"> <li>Students to continue to be encouraged to continue to sit facing forwards and not face-to-face or side-on</li> <li>Windows and doors to remain open to maximise ventilation wherever possible</li> <li>Fire doors may be wedged open where necessary using appropriate measures (see Fire Safety below)</li> <li>Advice to be provided to users of changing/showers on measures to avoid cross contamination</li> </ul>	<ul style="list-style-type: none"> <li>Staff to maintain a 2-metre distance from each other and students if they so wish</li> <li>Department Risk Assessments to clearly detail approach to shared office spaces</li> <li>All areas of the College to have windows and doors always open</li> <li>Staff meetings/large staff gatherings – to be held where in locations where we can maximise good ventilation, plus staff to be given option to</li> </ul>	JNE/ HoDs/SSMs/ All Staff	

		attend online rather than in person <ul style="list-style-type: none"> <li>• Signage regularly reviewed monitored and updated</li> </ul>		
<b>ADDITIONAL CAMPUS ADAPTIONS/IMPLICATIONS</b>				
10. 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	<ul style="list-style-type: none"> <li>• 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</li> <li>• Door release alarms or other measures that meet requisite fire safety and insurance requirements will be used</li> <li>• 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</li> <li>• Guidance and training will be provided to all fire marshals</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• As part of the student induction all are familiarised with the College fire evacuation procedures</li> </ul>	JNE/Estates Team	
11. First Aid Team are at a potentially higher risk of infection	<ul style="list-style-type: none"> <li>• First Aiders to be provided with face masks and gloves. Other PPE requirements for gloves etc to be considered in departmental risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Keep checking PPE guidance</li> <li>• First Aiders also issued with thermometers</li> <li>• New First Aid Protocols written and distributed</li> <li>• First Aid Team briefed to follow guidance in Appendix</li> </ul>	HOP/SMT	
12. Air conditioning and ventilation systems, including fans could increase the risk of infection	<ul style="list-style-type: none"> <li>• Ventilation to be provided via opening windows wherever possible. Air conditioning units to</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioning units have all been serviced and checked</li> </ul>	Estates Team	<i>Carbon dioxide monitors have been installed as</i>

	be checked and serviced and only used in accordance with HSE guidelines			<i>appropriate around the College and are monitored weekly by Estates</i>
13. External visitors coming to the College	<ul style="list-style-type: none"> <li>Visitors to sign in and be issued with a lanyard</li> <li>Reception to use online booking system as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Lanyards and pens are regularly sanitised and cleaned</li> </ul>	DLW/Admin Team	
<b>TRANSPORT ARRANGMENTS:</b> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>				
14. Increased risk of infection to staff and students using public transport and College buses	<ul style="list-style-type: none"> <li>Students to be reminded of need to wear face masks when using public transport</li> <li>Bins to be provided for disposal of (disposable) face masks on arrival at College</li> <li>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</li> <li>Students and staff to be reminded about the need for safe behaviour off site, when travelling to College and in using the car park</li> </ul>		SRB/JNE	.
<b>MENTAL HEALTH AND WELLBEING</b>				
15. Staff and students may have developed problems during the lockdown period and may also	<ul style="list-style-type: none"> <li>We identify young people and members of staff who may need additional support</li> </ul>	<ul style="list-style-type: none"> <li>College has signed up to the Educational Assist Programme that can provide staff with</li> </ul>	SMT/HR/ Safeguarding Team	<i>Mock exams being held to familiarise our</i>

<p>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</p>	<p>and engage with them and their representatives to understand their needs and ensure they have appropriate mental health and wellbeing support in place</p> <ul style="list-style-type: none"> <li>• We will always try to communicate as clearly and effectively as possible and give an opportunity for issues to be raised</li> <li>• We will try to make all our decisions in a timely manner as possible</li> <li>• We will always consider the implications our decisions and approaches on staff workload</li> <li>• We work with local authorities and voluntary sector mental health organisations to ensure that support is in place</li> <li>• Support is given over the phone for any students self-isolating from specialist staff or support services</li> <li>• Staff involved will continue referring young people to their local NHS children and young people's mental</li> </ul>	<p>additional support and counselling as required</p>		<p><i>students with a formal exam experience. Updates on exams/approach shared with students and staff as appropriate</i></p>
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	<p>health services where needed</p> <ul style="list-style-type: none"> <li>• Self-referral options are commonly available, and many services offer single points of access</li> <li>• Young people or their parents or carers can also contact their GP or refer to NHS 111 online</li> <li>• NHS trusts have also established 24-hour urgent mental health helplines in most parts of England for people of all ages</li> </ul>			
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Revised following latest DfE guidance issued on 21/2/22 – 25<sup>th</sup> February 2022

Reviewed and approved by Principal- Emma Young and Chair of Trustees – Jeremy Pattison

