



## ABBEY COLLEGE COVID19 RISK MITIGATION & CONTROL PLAN

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Updated 10<sup>th</sup> January 2022

In line with the COVID-19 Operational Guidance, which was first published by the Department for Education (DFE) on 19 July 2021 and updated on **10<sup>th</sup> January 2022**, this risk assessment supersedes the previous version.

#### **CONTROL MEASURES**

- On site testing unit established for first day of January term, followed by the distribution of home test kits for twice weekly testing.
- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated in accordance with [Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic HSE Guidance 3rd August 2021](#).
- Staff are provided with most up to date guidance from PHE and the DfE.
- Follow public health/Government advice on testing, self-isolation, and management of confirmed COVID-19 cases
- Abbey College has an '[Outbreak Contingency Management Plan](#)' outlining how it will operate in the event of a local outbreak in line with the government's [contingency plan guidance](#).

#### **Context**

This RA is a 'living' document and will be reviewed as/if the local context and/or public health advice changes.

'...The overarching objective is to maximise the number of children and young people in face-to face education or childcare and minimise any disruption, in a way that best manages the COVID-19 risk. The impacts of having missed face-to-face education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks....'  
([Contingency framework: education and childcare settings Revised December 2021](#))

- This RA assumes vaccination rates of all staff and 16-19-year olds are in line with vaccination rates nationally, including those groups identified as vulnerable.
- This RA requires individual risk assessments to be undertaken for those who identify as being the most vulnerable staff and students (16-19). This should include establishing whether they have had both vaccinations.
- This RA assumes that all trips, visit and internal events that involve external visitors, will be risk assessed.
- This RA makes clear that ‘...From 14 December, all adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take an LFD test every day for 7 days instead of self-isolating.
- All schools need no longer engage in track and trace activities. (This may change and conditions for such are made clear in the school Outbreak Management plans and would be implemented following advice from either/or Local Authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) who will be working in collaboration with the Regional Schools Commissioner (RSC)
- This RA assumes assemblies can resume and bubbles are no longer needed and that face coverings are implemented at the discretion of the Headteacher and that they are a legal requirement on public transport and recommended for dedicated transport to school or college.
- This RA assumes that social distancing measures have now ended in the workplace, but that the [government update](#) of 14<sup>th</sup> December recommends that office workers who can work from home should do so.
- This RA assumes that face to face parent evenings and meetings with parents can take place in well ventilated spaces, at the discretion of the Headteacher.
- This RA assumes that open evenings and evening school events can take place in well ventilated spaces as above, at the discretion of the Headteacher.
- This RA explains the measures Abbey College has in place to keep staff safe at work and follows the Health and Safety Executive (HSE) published guidance on [protecting vulnerable workers](#), including advice for employers and employees.
- This RA assumes pupils and students can go on international visits that have previously been deferred or postponed and organise new international visits for the future but that advice, help and support in preparing a risk assessment is sought from the SLT Link for Trips and visits (Jane Warne) before any booking is made. There is a separate section on transport to local venues and events below.

Hazard	Hazard effect	Severity	Likelihood	Risk	Control measures to minimize risk	Severity	Likelihood	Risk
The risk of the most vulnerable adults and students coming into contact with Covid 19	Severe Illness (requiring hospitalisation) and death from contracting Covid-19	4	2	8	<ul style="list-style-type: none"> <li>• Clear communication that we mitigate risk by NOT letting C19 into building</li> <li>• In line with <a href="#">government guidance</a>, staff, children or those involved in governance will be asked test daily with a lateral flow device test for 7 days, if they live with someone who has tested positive for Covid-19, before entering school. Close contacts, whether they test or not, should continue to follow national guidance.</li> <li>• No person to enter school if they have been informed that they should isolate by the NHS Test &amp; Trace service.</li> <li>• Staff and students identified as either the most vulnerable and/or have considerable and significant anxiety on their return to school, to be provided with individual risk assessment plans and/or mitigation plans, to ensure effective working in school.</li> <li>• In the event of a child or adult developing symptoms (new persistent cough, high temperature or change in normal sense of taste or smell) on site, they will be asked to follow government guidance – which is to: isolate in a clearly communicated, dedicated room and toilet with the correct PPE; to be sent home; and for the room and toilet to be cleaned.</li> <li>• Testing in school and thereafter at home for staff and students who have given permission will continue in line with government advice. Permission is not required for home testing</li> </ul>	4	1	4
Self-Isolation and managing confirmed cases of Covid 19	Severe Illness (requiring hospitalisation) and death from contracting Covid-19	4	3	12	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. They should not come into school if they have symptoms, have had a positive test result, or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)</li> <li>• <b>From 11<sup>th</sup> January those who receive a positive lateral flow test will be required to self-isolate immediately but will not need to take a confirmatory PCR test.</b></li> <li>• <b>This is a temporary measure while COVID-19 rates remain high across the UK and applies to the domestic testing regime only.</b></li> <li>• <b>If individuals have any of the main symptoms of COVID-19, they are strongly advised to take a PCR test, not an LFD test.</b></li> <li>• <b>Individuals with symptoms who have already taken an LFD test for any reason and received a positive, do not need to take a confirmatory PCR test.</b></li> <li>• <b>Individuals who are concerned about their symptoms should seek medical attention.</b></li> <li>• <b>It is possible that they may be asked to take a PCR test to support access to appropriate treatments.</b></li> </ul>	4	1	4
Minimising spread of virus if it is present within a school location	Severe Illness (requiring hospitalisation) and death from contracting Covid-19	4	3	12	<ul style="list-style-type: none"> <li>• Promotion of increased hand washing by all and use of sanitizer facilities across the site.</li> <li>• <b>Catch it. Bin it. Kill it.</b> approach to be promoted</li> <li>• Regular reminders at key locations of need for increased hand hygiene and routines both verbal and displayed around site</li> <li>• CO<sub>2</sub> Monitors fitted in suitable classrooms to identify ventilation needs. Teaching staff monitor CO<sub>2</sub> levels in teaching spaces and open windows to provide natural ventilation. School staff to ensure ventilation in</li> </ul>	4	1	4

					<ul style="list-style-type: none"> <li>all other spaces is provided, including offices, as far as reasonably possible without causing discomfort.</li> <li>Increased reminders to staff about ensuring indoor spaces are well ventilated.</li> <li><b>The government</b> recommend that face coverings should be worn by pupils and staff in communal areas, classrooms, and in <i>crowded and enclosed spaces where you come into contact with people you don't normally meet</i>.</li> <li><b>Face coverings must be worn on public transport and should be worn on dedicated school transport.'</b> (<i>Face covering guidance <a href="#">HERE</a></i>). As above: mitigations for some staff, in the short term to reduce anxiety may be required</li> <li>The school will support bus companies, where appropriate, with the continuing of robust routines for good hygiene and face masks on school and public transport services.</li> <li>Identify those who will experience difficulties in maintaining these routines and provide support</li> <li>Safety screens, which do not restrict communication, to remain in place in office and reception areas.</li> </ul>			
Classroom staff/students contracting the Covid-19 virus from each other/contaminated area whilst in learning in environment	Severe Illness (requiring hospitalisation) and death from contracting Covid-19	4	3	12	<ul style="list-style-type: none"> <li>Home and on-site testing procedures established for the first day of the spring term and thereafter LFT/Acorn and/or Orient tests to be administered for home testing, in line with Government advice.</li> <li>Limit the use of shared resources where possible (decontamination routines and rotas in place where required)</li> <li>Marking and feedback mechanisms to resume in line with the school's pre-Covid measures</li> <li>Provision of wipes and sanitiser for use within the classroom &amp; promotion of enhanced cleaning regimes at the end of the school day to continue</li> <li>CO<sub>2</sub> monitors distributed in suitable classrooms and office spaces. Natural ventilation through windows being kept open in all spaces will help significantly, but recirculation of air within a single room where this is complemented by an outdoor air supply is acceptable. If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they remain open as far as reasonably possible without causing discomfort. Internal doors (which are not fire doors) are propped open where appropriate</li> <li>In the event of a positive case on site – Students and/or staff relocated to a suitable, ventilated area. Site team notified. Room is secured and fogger deployed to sterilise the area. Room sealed for a minimum of one hour. Cleaning regime continues as usual, once site manager has deemed the area safe</li> </ul>	4	1	4
Enhanced cleaning arrangements active	Severe Illness (requiring hospitalisation) and death from contracting Covid-19	4	3	12	<ul style="list-style-type: none"> <li>As with all staff, the site team and Cleaning Supervisor made aware of the current risk assessment and all areas used by staff and students to ensure cleaning of these areas is suitable and sufficient</li> <li>Identified personnel are trained and have use of a fogger</li> <li>Continued frequent cleaning procedures in place across the site, particularly in communal areas and at touch points (handrails, door panels etc)</li> <li>Regular cleaning of toilets</li> <li>Continued distribution of wipes and hand sanitiser for classrooms – monitored by cleaning supervisor/site officers.</li> </ul>	4	1	4
Possibility of <b>parents/visitors</b> contracting or spreading the Covid-19 virus	Severe Illness (requiring hospitalisation) and death from contracting Covid-19	4	3	12	<ul style="list-style-type: none"> <li>Do not enter the school if displaying the symptoms of Covid-19 (new persistent cough, high temperature or change in normal sense of taste or smell)</li> <li>Parents and visitors to the school should be encouraged to wear face masks in line with guidance: '<i>We expect and recommend that members of the public continue to wear face coverings in crowded and enclosed spaces where you come into contact with people you don't normally meet. For example, on public transport'</i> (<i>Face covering guidance <a href="#">HERE</a></i>).</li> <li>Visitors must not enter school unless necessary, or by invitation.</li> </ul>	4	1	4

					<ul style="list-style-type: none"> <li>For events, visitors must demonstrate vaccination status and/or evidence of a negative lateral flow test, have their temperature taken, sanitise hands regularly, and wear a face mask at all times</li> <li>Encourage parents gathering at school gates to exercise '<i>personal risk-based judgments</i>' in their own protections and the protection of others</li> </ul>			
Workload of staff and other items: Concerns about their own personal safety either prevent return to work OR impede ability to function - Supply staff, contractors, peris and other temp staff	Burnout, low morale Pressure on other staff increases OR staff become unwell	3	3	9	<ul style="list-style-type: none"> <li>Share all documentation, planning, invite involvement, give reassurance of steps being taken and guidance being followed.</li> <li>Use the staff bulletin, surveys, Friday conversation and well-being group as mechanisms to gauge staff wellbeing and opinions</li> <li>Ensure online learning for those who cannot access is provided, according to the <a href="#">remote learning policy</a></li> <li>Use line management structure for individual conversations, triage concerns and mitigations where necessary as above</li> <li>Clear communication through induction and explanation of the school's approach to mitigation for all new staff</li> <li>Parents Evenings moved to Virtual from October 11<sup>th</sup> 2021 – to be reviewed in February 2022</li> </ul>	3	1	3
General - Working during the Covid-19 pandemic	Severe Illness (requiring hospitalisation) and death from contracting Covid-19	4	3	12	<ul style="list-style-type: none"> <li>Catch it. Bin it. Kill it approach continues, and all other measures as described above continue</li> <li>Working in accordance with Gov, PHE and NHS guidance. Good hand hygiene, frequent washing hands and cleaning of vehicles and equipment.</li> <li>Education of employees and students and any visitors to site about the transmission and prevention of the corona virus that is understandable and applicable to their particular situation</li> <li>Staff will not transport children home in their own vehicles under any circumstances</li> <li>Pregnant employees may be offered a personalised risk assessment, as per Government guidance.</li> <li>All staff have read and understand the risk assessment, procedures and routines in place including the staff guidance document and behaviour principals during COVID 19</li> <li>This RA assumes vaccination rates of all staff and 16-19-year olds are at least in line with <a href="#">vaccination rates nationally</a> including those groups identified as vulnerable</li> <li>This RA assumes that the most vulnerable staff and students (16-19) have had at least two vaccinations</li> </ul>	4	1	4
School Trips – Transportation of staff and students during school trips	Severe Illness (requiring hospitalisation) and death from contracting Covid-19	4	3	12	<ul style="list-style-type: none"> <li>If using an external bus/travel company, staff should ensure a copy of the company's risk assessment has been obtained and any actions implemented, and any accompanying staff and students are aware of any mitigations within the document.</li> <li>Ensure adequate supplies of hand sanitiser are available for students entering and leaving any mode of transport to the event.</li> <li>While travelling avoid stopping unless necessary and then only in recognised stopping places with handwashing and hand sanitizing facilities available.</li> <li>Regular reiteration of Catch it. Bin it. Kill it</li> <li>Provision of individual bags to deposit tissues available for all students when travelling. These should be carried off any transport after each trip or at each stop. New bags should be issued thereafter.</li> <li>Supporting bus companies, where appropriate, with continued good hygiene and wearing of face masks on school and public services</li> </ul>	4	1	4

School Trips - Location	Severe Illness (requiring hospitalisation) and death from contracting Covid-19	4	3	12	<ul style="list-style-type: none"> <li>For any public venue attended e.g. Cathedral/museums/sea life centres etc. Staff must ensure a copy of the venues risk assessment has been obtained and any actions implemented, and any accompanying staff and students are aware of any mitigations within the document</li> <li>All trips and visits must be risk assessed by the school and follow COVID specific mitigations</li> </ul>	4	1	4
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<b>Most Likely Severity: -</b> 5 = Multiple deaths could be caused 4 = One death or permanent disablement, or multiple major injuries could be caused. 3 = Hazard capable of causing illness (impairment lasting more than 1 month) 2 = Hazard can cause, illness (with impairment lasting between 3 days and 1 month) 1 = Hazard unlikely to cause illness	<b>Likelihood / Probability: -</b> 5 = Will definitely occur 4 = Highly likely to occur 3 = Possibly occur 2 = Unlikely to occur 1 = Unlikely to ever occur	<b>Degree of Residual Risk:-</b> <b>16 – 25 High (Unacceptable. Task must not be carried out without additional controls)</b>  <b>8-15 Medium</b>  <b>1-6 Low</b>
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<b>Further comments</b>	<ul style="list-style-type: none"> <li>Data from the LA and ONS regarding the incident rates of Covid 19 within catchment areas will be regularly monitored to determine if schools will be required to enter into their Outbreak Management Plan</li> <li>ATS stations to be implemented from the start of term for the testing of staff and students who have not tested at home on 31<sup>st</sup> August, after which Covid Home Test Kits will be distributed to all staff and students. These are requested to be used twice weekly with all results sent through to NHS as well as being collated on TestRegister, providing another layer of risk mitigation against Covid infection within schools.</li> <li>Fortnightly meeting of relevant teams to assess progress (SLT, Site etc) - SLT to collate information and act accordingly</li> </ul>
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Final assessment or comments	<b>Overall risk is acceptable with all the above controls in place.</b>	Overall Residual Risk <b>4</b> <b>Low</b>
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Is the overall risk acceptable	✓	<b>Yes</b>		No	If <b>yes</b> work can be commenced If <b>No</b> task must be re-evaluated		
Initial assessment by (Name)	<b>Jane Warne</b>			Signature		Date	<b>Revised 10<sup>th</sup> January 2022</b>

Assessment approved by	<b>Andy Christoforou</b>	Signature	<i>Christoforou</i>	Date	<b>10/1/2022</b>
Assessment review by	<b>Madeleine Jackson</b>	Signature	<i>M. Jackson</i>	Date	<b>10/1/2022</b>

All staff have read and understand the risk assessment, procedures and routines in place including the staff guidance document and behaviour principals during COVID 19