

## **Risk Assessment & Operational Plan Updated March 2021**

This document demonstrates how WSFC will comply with the essential measures laid out by the Government whilst providing a high quality, broad curriculum. This plan will promote staff and student safety, whilst considering the wider health implications of decisions and ultimately ensuring that students will have the same level of educational choices and therefore opportunities as in a normal year. We will follow Government guidelines as they are issued/updated and take account of local conditions i.e. infection rates, and so the risk assessment and operational plan will be adapted/amended as and when appropriate.

Our approach is to promote the key principles outlined by Government guidelines:

- Not come into College if you or a member of your household develops COVID symptoms;
- Effective hand hygiene (hand washing and sanitising);
- Effective respiratory hygiene (Catch it, kill it bin it);
- Enhanced cleaning;
- Minimising contact and maintaining physical distance wherever possible;
- Wearing of face masks wherever physical distance of 2 metres cannot be maintained.

We altered the College environment and timetable to promote physical distancing where possible. Where this is not possible in order to ensure a full education for students we will ensure compliance with the government's test and trace strategy, for example by registering student's location and those with whom they have come into close contact, as well as using PPE as appropriate.

### Return to College from 8<sup>th</sup> March 2021.

Asymptomatic testing of staff has been in place since Monday, 11<sup>th</sup> January with staff who continued to attend College participating in twice weekly tests. By 5<sup>th</sup> March, staff will have been issued with home testing kits as per the updated 'Further Education Coronavirus Operational Guidance February 2021' and will test at home twice weekly. The guidance can be found in full [here](#).

Testing arrangements are in place to conduct onsite testing for students on their return, with one test completed and a negative result confirmed prior to a return to classroom teaching. Students will subsequently receive two further tests onsite before the transition to twice weekly home testing. The College will issue home testing kits in the week commencing 15<sup>th</sup> March. Please refer to the separate risk assessment in relation to testing on site. The College has followed the 'Clinical Standard Operating Procedure (SOP) - Rapid Asymptomatic Testing in Secondary Schools and Further Education Colleges' in planning its testing arrangements. This can be viewed in full [here](#).

Senior staff will have individual discussions with people unable to wear a mask or conduct testing.

Risk Description	Control measures and mitigating considerations	Person Responsible	Notes
<p>Infected staff or students attending college with or without symptoms</p>	<ul style="list-style-type: none"> <li>• Communicated with all students and staff to remind them of the importance of staying at home if they, or a member of their household, have any symptoms of COVID-19 or if they have tested positive.</li> <li>• If anyone becomes ill whilst at college, they will either leave immediately or be isolated until they can return home. Advise that they should be tested if they are experiencing symptoms and that their entire household should isolate for 10 days. Updated protocols issued. Surgical standard PPE to be worn by first aiders treating someone with suspected case.</li> </ul>	<p>EYS</p> <p>EYS/CJH</p>	<p>Key safety messages to be placed on screens around college and reinforced by College staff.</p> <p>The medical room will be used for isolation purposes in the first instance. If it is in use then G44 will be used for overspill. Additional rooms identified if needed for isolation and contact tracing during the period of mass testing.</p> <p>Enhanced cleaning of the room(s) will take place after use by suspected/confirmed case and any materials e.g. PPE, will be double bagged and retained for 72 hours before being disposed of .</p> <p>Where a member of staff or a student becomes unwell on site and SLT believe the individual would otherwise have barriers to accessing a test, the College can issue a PCR test. These cannot be issued to those under the age of 18. Advice to be given on how to obtain a test where the individual is under the age of 18. These tests can be issued if key staff are having difficulties getting a test and it is delaying their return to College. Tests must not be administered on the College site.</p> <p>Where tests are issued by the College, the individual must be told to register their kit: <a href="https://test-for-coronavirus.service.gov.uk/register-kit">https://test-for-coronavirus.service.gov.uk/register-kit</a></p> <p>In the event of a positive lateral flow result, the individual will not be issued with a confirmatory test and, will instead, be informed of their legal obligation to isolate.</p>

	<ul style="list-style-type: none"> <li>• Adhere to principles of NHS Test and Trace.</li> <li>• Temperature checks to be taken where there are concerns, in specific cases, about infection. First aid staff to maintain 2 metres distance whilst taking a temperature reading.</li> <li>• If someone is physically sick use absorbent crystals to cover the area which is then kept closed for enhanced cleaning.</li> <li>• If a person collapses, call for an ambulance giving the required information. First aiders (wearing PPE) will attend to the individual in the meantime.</li> </ul>	<p>EYS/RJS CJH</p> <p>CJH</p> <p>CJH</p>	
<p>Pinch points that concentrate flow of people at the same time, reducing ability to physically distance</p>	<ul style="list-style-type: none"> <li>• Emergency timetable (introduced November 2020) to remain in place from return on 8<sup>th</sup> March</li> <li>• Staggered lunch arrangements in place. No communal breaks – students to remain in lessons.</li> <li>• Workshops either to be delivered online, in small groups with 2 metre distance maintained or in class bubbles.</li> <li>• Students to be requested to use outdoor spaces to enable physical distancing to be maintained when not in timetabled lessons.</li> <li>• Pinch points identified e.g. College entrances and internal areas, stairs, doorways, corridors, toilets, staff/work room, Cafeteria.</li> <li>• Allow entry via multiple entrances to reduce the potential for crowding in the foyer, for example.</li> <li>• Signage to advise on restrictions on numbers using toilet facilities at any one time. Signs to indicate appropriate toilet use and random checks undertaken.</li> <li>• Tables in Cafeteria and Hall are 2 metres apart. All students in communal areas where they are not registered are sat 2 metres apart with screens also in place.</li> <li>• In areas where they can be registered e.g. LRC, students will be seated 2 metres apart. If demand means that students are sat closer together, as they are at a computer station they can be traced. Masks to be worn and screens in use.</li> </ul>	<p>EYS</p> <p>RJS</p> <p>EYS</p> <p>EYS/CJH</p> <p>EYS/CJH</p> <p>CJH</p> <p>CJH</p>	<p>Significant impact with majority of pinch points eliminated, crowding in corridors removed, physical distancing enabled in all communal areas. Staff supervision remains at busiest times i.e. staggered lunches. Continue to monitor and review.</p> <p>EYS discussed entrances and ID cards with WJT.</p>

	<ul style="list-style-type: none"> <li>• Monitor pinch points, arrival/drop off, social areas, entrance/exit, toilets to ensure physical distancing.</li> <li>• Signage &amp; markings to continue to emphasise physical distancing, hygiene etc both internally and externally.</li> <li>• Smoking area to remain closed to reduce student social contact</li> <li>• Maintain one-way system on stairs, in the LRC and measures for corridors (2m warnings and keep left)</li> <li>• Use of lifts only for designated staff and students issued who have been issued with a lift pass (restrict to 1 person, additional enhanced cleaning).</li> <li>• Signs in place to indicate restrictions on numbers using staff kitchens with one in one out approach. Hand sanitiser and wipes will be available.</li> </ul>	SLT/CJH CJH EYS CJH CJH CJH CJH	Placed one-way directional signage in the LRC.  Displayed signage to make this clear.
Airborne virus spread between students and staff in classrooms/work stations/reception areas	<ul style="list-style-type: none"> <li>• Communicate the robust handwashing &amp; hygiene protocols in place and respiratory etiquette expected of all students. Posters placed at key points around college.</li> <li>• Additional hand sanitising stations will be provided outside the College entrances. Advice student on safe use, storage and disposal of face masks.</li> <li>• Key areas including each classroom, communal area and office have hand sanitiser which staff and students will be required to use. Staff will be issued with individual hand sanitisers and students will be advised to bring their own.</li> <li>• All classrooms set up with all students facing forward, with the maximum spacing between desks possible.</li> <li>• Staff advised that seating plans are compulsory for each class/group and students must sit in the same place in each lesson. The purpose of this is to minimise the number of students within a group that will have to be sent home if there is a confirmed case of COVID affecting someone in that group.</li> <li>• The teacher has a zone of 2m where possible at the front of the classroom marked with tape and will not move into the students' area. If movement around the classroom is unavoidable, staff must wear a mask when they leave their 2m zone.</li> <li>• Windows and/or other ventilation must be opened/in use at all times for ventilation. In very cold weather consideration can be given to</li> </ul>	EYS/CJH  CJH  CJH  CJH  EYS  CJH  EYS/RJS	Issued guidance to students on the safe disposal/storage of masks etc.  Students were issued with individual sanitisers in November 2020.  Staff asked to produce new seating plans on return to classrooms from 10 <sup>th</sup> March. Seating plans to be stored centrally to assist with rapid response to need to trace students. Will review to ensure all are 2m.  EYS conducting regular checks of staff compliance with ventilation.

	<p>reducing the numbers of windows open or the extent to which they are open if internal vents and classroom doors are open to ensure effective circulation. If it is too cold for windows to be opened at all times, ventilation to be on trickle venting with students asked to leave the room each hour (at the latest) and open all windows fully for a few minutes to refresh the air. If windows are closed this might be best done in conjunction with the wearing of face masks and keeping speaking in the lesson to a minimum e.g. timed work.</p> <p>Air conditioning units safe to use (HSE guidance on 25/6/20). Improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces through the use of desk fans, provided good ventilation is maintained.</p> <ul style="list-style-type: none"> <li>• Staff to remain 2m away from each other wherever possible. To facilitate this, line managers are organised and used in accordance with a 2m physical distance between staff. Where this can't accommodate all staff then they will be asked to identify other locations including remaining in classrooms over lunch or other free periods to reduce number in workrooms at any one time. Ventilation must be used. HoDs/Support Staff line Managers asked to risk assess and identify how offices will be used by staff. Additional measures to mitigate risks identified including the need for additional Perspex screens and wearing of masks where physical distancing may not be possible.</li> <li>• Active engagement with NHS Test and Trace.</li> <li>• All classes, workshops and other activity where possible will be registered to ensure we are able to give information on students contact in the event of someone developing symptoms or testing positive.</li> <li>• Study areas will be registered and/or monitored. This will be via teacher registration or monitoring PC use as appropriate. On occasion where registration/monitoring is not possible physical distancing of 2m in place and other mitigation including screens and wearing of masks.</li> <li>• Cafeteria will be limited to grab and go (plus limited menu) whilst also adhering physical distancing measures in the seating areas (2 metres).</li> </ul>	<p>EYS/RJS</p> <p>EYS/RJS CR</p> <p>CR</p> <p>TAS/CJH</p>	<p>Guidance from Pharos Emergency Response.</p> <p>Line managers asked to review arrangements for work areas.</p> <p>Seating marked so that it is clear where students can sit. If the weather is good students will be encouraged to eat outside. If the weather is</p>
--	---	---	--

	<ul style="list-style-type: none"> <li>• Additional study/social areas will be made available within College – Hall, Student Services etc and additional seating will be made available outside</li> <li>• The college will notify immediately if they hear of any cases and will engage completely with requests from Public Health England (PHE) and WCC Local Outbreak Response Team.</li> <li>• PPE provided for staff at increased risk and others on request. Required use by those who routinely need it e.g. cleaners, first aiders and those for whom it was identified as part of their personal risk assessment.</li> <li>• Additional protection e.g. screens to be used in LRC, Cafeteria, Hall and some offices e.g. HoYs, and other workspaces.</li> <li>• Some provision to remain remote e.g. some pastoral provision, some enrichment, peripatetic lessons, careers advice and guidance, counselling and other student support sessions.</li> <li>• Wearing of masks is required in classrooms, corridors and communal areas where physical distancing cannot be maintained unless individual exemptions apply or students are involved in strenuous activities i.e. sport.</li> </ul>	<p>EYS/CJH</p> <p>EYS/RJS</p> <p>CJH</p> <p>CJH</p> <p>EYS/RJS</p> <p>EYS</p>	<p>bad they will be asked to go to the classroom that they were last in and will be able to eat cold food in classrooms. Additional covered area installed in the recreational area to assist in poor weather.</p> <p>Physically distanced one-to-one meetings for Learning Support and Counselling risk assessed and taking place. Organised on basis of hierarchy of need. Video shared with staff and students on the safe use of masks.</p>
<p>Risk of virus transmitted through use of public transport</p>	<ul style="list-style-type: none"> <li>• Encourage students to walk, cycle or drive to college whenever they can</li> <li>• Avoid car sharing (students and staff)</li> <li>• Staff and students advised that when travelling on public transport they should: <ul style="list-style-type: none"> <li>- use hand sanitiser upon boarding and/or disembarking</li> <li>- keep distance within vehicles wherever possible</li> <li>- use of face coverings whilst on public transport and college dedicated transport</li> </ul> </li> </ul>	<p>EYS</p> <p>EYS</p>	<p>Communicated with students including Worcestershire County Council change to advise to make wearing of masks on home to College transport from 6<sup>th</sup> October.</p>

<p>Risk of transmission via large gatherings</p>	<ul style="list-style-type: none"> <li>Assemblies and large enrichment gatherings such as Ambition will be conducted using Teams.</li> <li>Early and late workshops will mean that lunchtimes will be staggered.</li> <li>Students will be prevented from mixing outside their class bubble using the following methods: <ul style="list-style-type: none"> <li>Students will be able to eat food in classrooms or outside following physical distancing rules to prevent mixing with students outside of their classmates. College rules will be amended to allow some eating/drinking during lessons as appropriate.</li> <li>Breaks spent in classroom and lunchtime staggered.</li> <li>One-way systems used on stairs, in the LRC, Cafeteria and Hall (not available for use during period of mass testing) to reduce crowding in corridors and classrooms will be open prior to the start of lessons to eliminate queuing in the corridors.</li> </ul> </li> <li>All staff (and some other cross-College meetings) will be conducted remotely. SLT will communicate key messages via an electronic briefing.</li> <li>Revised Fire Evacuation Procedures with muster point being extended to include the field area to prevent overcrowding when students gather.</li> </ul>	<p>RJS/GJW</p> <p>CR/RJS EYS/CR/CJH</p> <p>EYS</p> <p>CJH/EYS</p>	<p>Virtual assembly held October 2020.</p> <p>New timetable ensure staggered lunch arrangements.</p> <p>SLT meetings held remotely.</p>
<p>Virus spread by touching of surfaces</p>	<ul style="list-style-type: none"> <li>Enhanced cleaning arrangements ongoing with cleaners working additional hours. This will involve cleaning all toilets, changing facilities, handles and other hard contact surfaces at regular time periods throughout the college day to ensure we have enhanced cleaning regimes at the college. All cleaning products in line with industry and British Standards as per national guidance.</li> <li>Resources in the classroom will require cleaning between each use or a gap of 72 hours for plastics, 48 hours for other resources.</li> <li>Wipes to be provided for students to clean resources and move to online resources encouraged. Students mandated to bring their own resources e.g. pens and paper. Centrally available if required.</li> <li>Visualisers to be used where required.</li> <li>Teaching staff to be able to clean their own desk space as required, as well as additional cleaning regime</li> <li>Student work to be submitted electronically wherever possible</li> </ul>	<p>CJH</p> <p>CJH</p> <p>CJH</p> <p>CR</p> <p>RJS</p>	<p>Staff protocols amended and shared to include requirement for tidy desk and room policy to enable enhanced cleaning.</p>

	<ul style="list-style-type: none"> <li>• Staff with specialist tasks will continue to use appropriate PPE e.g. cleaners, First Aid etc</li> <li>• To mitigate any increased risk to cleaning staff they have been informed of COVID related cleaning protocols. Training and supervision including correct use of PPE. Where a cleaner is in a location where known or suspected individual may have been or for cleaning bodily fluids they will be provided with enhanced PPE to include respirator style face mask and eye protection. Showers and changing facilities available for cleaning staff and first aiders to clean themselves &amp; change clothes on site. Cleaners are using the corner of the main hall for meeting and putting on PPE and are storing valuables in lockers. Cleaners to maintain 2m distance from other cleaners and PPE to be double bagged and left for 72 hours before disposable.</li> <li>• Staff with underlying health conditions or anxiety will be provided with PPE in response to their requests/risk assessments</li> <li>• Screens utilised in study areas such as the LRC and in areas where staff may have prolonged close contact with students e.g. HoYs</li> <li>• Teachers provided with their own portable keyboard to move between classrooms.</li> <li>• Individual hand sanitising spray made available to staff.</li> </ul>	<p>CJH</p> <p>CJH</p> <p>CJH</p> <p>CJH</p> <p>CR</p> <p>CJH</p>	<p>Update training on how to safely put on and take off PPE.</p> <p>Physically distanced one-to-one meetings for Learning Support and Counselling risk assessed and taking place. Organised on basis of hierarchy of need.</p>
<p>Infected member of the public transmitting the virus</p>	<ul style="list-style-type: none"> <li>• Visitors (including parents) by appointment only or in an emergency. Restrict visitors' site access to a designated room rather than permitting their further movement through the site. Visitors must not be permitted to enter the college through any other point of entry and should be informed of this in advance. Visitors only permitted in a limited number of circumstances - informed of the college's COVID-related protocols in advance including need to wear mask.</li> <li>• Contractors permitted on site where essential. Details of date and time contractors on site recorded for test and trace purposes. Work should be prioritised for times when site is not busy (e.g. before/after the College day, weekends or holiday periods). Method statements to be requested and COVID-related control measures reviewed. Contractors will be informed of the College's COVID-related protocols.</li> </ul>	<p>EYS/DJB</p> <p>CJH</p> <p>CJH</p>	



	<ul style="list-style-type: none"> <li>Deliveries to continue to be taken to designated location where they can be safely stored/disseminated. Staff trained on how dispose of packaging safely.</li> <li>External lettings will only be permitted (out of College hours) after risks have been assessed and mitigating actions identified e.g. netball.</li> </ul>	CJH	
Loss of key personnel as a result of COVID-19	<ul style="list-style-type: none"> <li>Attendance will be compulsorily for staff and students alike, unless they have reason to suspect infection or are self-isolating with a family member.</li> <li>All line managers have department operational plans detailing how they will deal with absences due to self-isolation etc.</li> </ul>	EYS RJS	
Potential of disruption caused by further lockdown or the need for hybrid delivery due to increased restrictions	<ul style="list-style-type: none"> <li>Should we need to return to a lockdown situation, all departments have written plans that enable transition to a remote delivery method.</li> <li>Remote learning policy in place to support any further period of closure.</li> <li>Staff development will continue to have a focus on Teams and Digital learning in 2020/21.</li> </ul>	RJS RJS SJJ	Departments were able to successfully implement remote delivery plans January - March 2021.
Increased anxiety and other mental health presentations by students	<ul style="list-style-type: none"> <li>Staff to monitor student's wellbeing and be alert to potential need for greater emotional support if they have suffered or suffer a COVID-related bereavement or long term effects of COVID.</li> <li>Signpost to support services and external resources</li> </ul>	JUF JUF	
Staff welfare. Increased anxiety and other mental health presentations by staff	<ul style="list-style-type: none"> <li>Proactive line management and discussion of concerns with colleagues.</li> <li>Involve colleagues in the review of risk assessments so they can help identify potential problems and identify solutions</li> <li>Signposting to EAP and other support resources</li> </ul>	LMS LMS DJB	
Increased risk of COVID for high risk staff and students.	<ul style="list-style-type: none"> <li>Individual discussions with staff and students who are shielding as a consequence of their own underlying health condition or that of a member of their household where required.</li> <li>Staff who believe that are in an at risk group encouraged to raise/discuss concerns.</li> </ul>	EYS/HoYs EYS	Individual risk assessments for staff in high risk groups. Ongoing review and monitoring.

	<ul style="list-style-type: none"> <li>• Individual discussions and risk assessments with staff in high risk groups.</li> <li>• Advice and guidance to be shared with students about at risk groups. Students who fall into this category to be encouraged to discuss concerns with their tutor in the first instance.</li> <li>• Individual arrangement to be agreed with staff and students as appropriate.</li> <li>• Should an arrangement need to be agreed whereby a member of staff will work remotely, working at home risk assessments to be reviewed and updated with consideration of measures to mitigate risk of muscular skeletal conditions.</li> </ul>	<p>EYS</p> <p>EYS</p> <p>EYS/HoYs</p> <p>LMs</p>	
--	--	--	--