

Shooters Hill Sixth Form College opening: Risk assessment.

The measures listed are based on current (as at 3rd March 2022) government guidance:

- [Further Education operational guidance](#)
- [Guidance for secondary college provision](#)
- [Safe working in education settings](#)
- [Public health guidance to support exams from January 2021 - GOV.UK \(www.gov.uk\)](#)
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)
- [What parents need to know about early years providers, schools and colleges during COVID-19](#)
- Any raised risk in the students or staff that will be in college (e.g. if you have BAME staff, take a look at advice from [BAMEed](#))
- COVID-19: people with COVID-19 and their contacts March 2022- GOV.UK (www.gov.uk)

Overarching Guidance for all staff:

There is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, however if you have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.

The following advice is for:

- people with any of the main symptoms of COVID-19
- people who have received a positive COVID-19 lateral flow device (LFD) or polymerase chain reaction (PCR) test result
- people who live in the same household as, or who have had close contact with, someone who has COVID-19

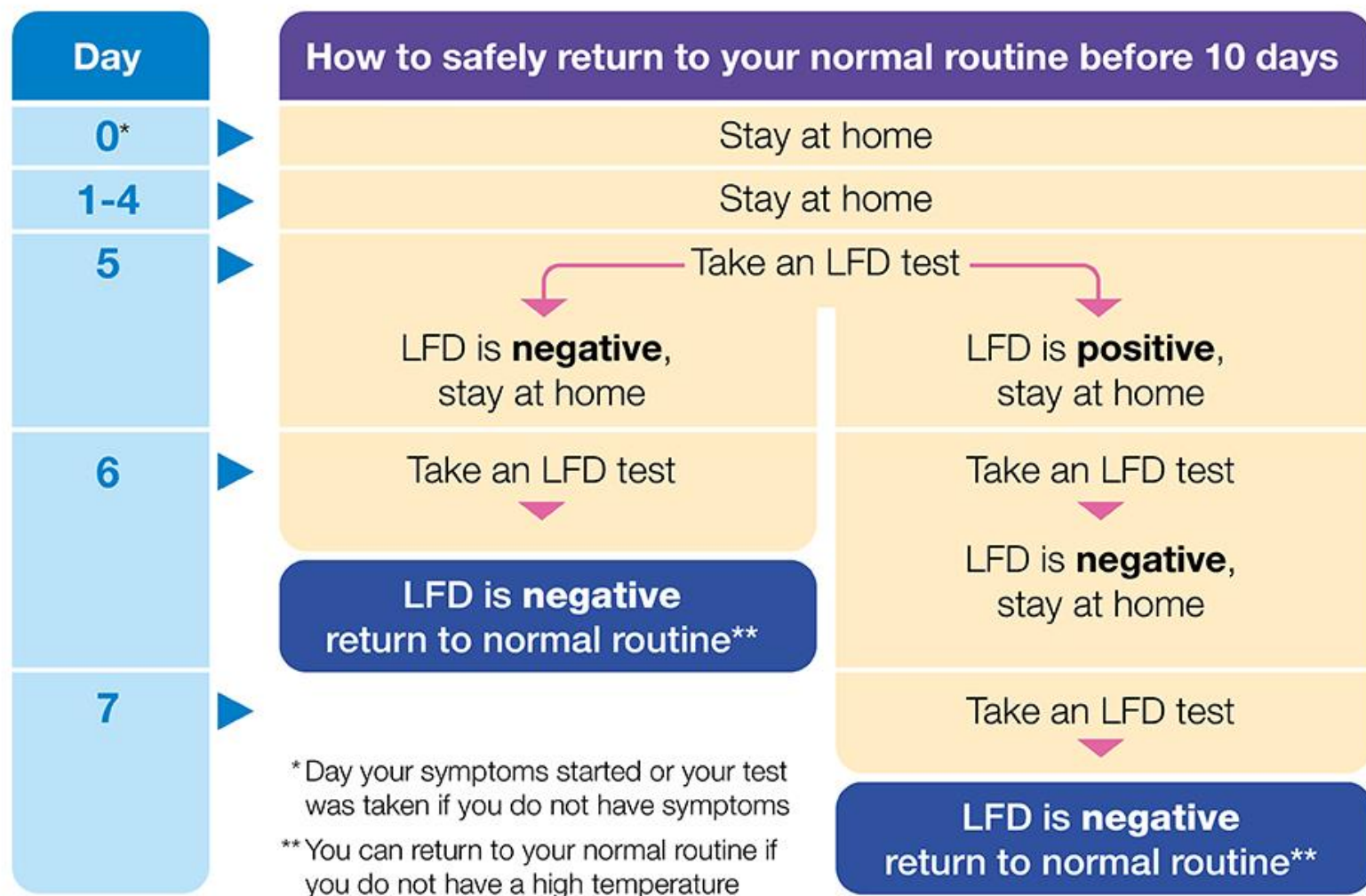
This also applies to children and young people who usually attend an education or childcare setting, with [additional information available for these settings](#).

There is separate guidance for those [working in health and social care settings](#).

This guidance applies in England.

Preventing the spread of coronavirus still involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- 2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.
- 4) cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
- 6) COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk)



Staff Principles

1. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
2. Continue to use the 'catch it, bin it, kill it' approach.
3. Avoid touching your mouth, nose and eyes.
4. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
5. Continue good practice and help your class on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc.
6. Prevent your class from sharing equipment and resources (like stationary) as much as practicable.
7. Keep your classroom door and windows open if possible, for air flow air monitors will be installed in classrooms to aid this.
8. Realistic Working Environments should follow industry principles.
9. Face coverings can be worn by all staff and visitors if they wish so.
10. A full time cleaner will be around the college from 8.30am for regular cleaning of touch points.

Student Attendance Principle

1. Enrichment sessions are now up and running.
2. Additional seating areas have been implemented to spread the number of students across the site.
3. Face coverings can worn by any student wishing to do so.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	Staff Students Contractors Visitors	Anyone with COVID-19 symptoms or a positive test result should stay at home.	HR for staff AR for students PS for contractors EC-For visitors	Week ending 04/03/2022	This will be monitored regularly.
	Staff Students Contractors Visitors	A deep clean will take place in the areas that an asymptomatic person has been in, PPE will be disposed of properly, following decontamination guidance .	PS AR for students	Week ending 04/03/2022	Staff /students will be reminded weekly via emails
	Staff Students Contractors Visitors	From the 23 rd August 2021 the college opened to all students. We will continue to follow the governments guidance and flexibilities. The following actions and controls will be implemented; <ul style="list-style-type: none"> Start formal face to face teaching from 13th September Any person (staff or students) testing positive will be asked to stay at home. 	HR for staff AR for students.	Week ending 04/03/2022	Staff, students will be reminded of government guidelines signage & emails To make sure PPE is still available for those who still require it.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Spreading infection through contact with coronavirus on surfaces	Staff Students Contractors Visitors	<p>Everyone in college will continue to:</p> <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands Clean their hands on arrival, before and after eating, and after sneezing or coughing Be encouraged not to touch their mouth, eyes and nose Use a tissue or elbow to cough or sneeze, and use bins for tissue waste If they wish to wear a suitable face coverings <p>Students will be encouraged to continue to learn and practise these habits in lessons and by posters put up across the college.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p> <p>When using the staffroom or kitchen, staff will ensure they wash their hands before and after using the fridge, microwave or water dispensers. Crockery and cutlery should be for personal use only and should not be shared by others.</p>	<p>All staff, students</p> <p>Teaching staff</p> <p>PS</p> <p>PS</p> <p>All staff</p>		The College will continue to provide hand sanitiser stations.
Spreading infection through contact with coronavirus on surfaces					

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Spreading infection through contact with coronavirus on surfaces	Staff Students Contractors Visitors	<p>Cleaning staff will regularly clean throughout the day and of an evening frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between washes. Areas of the college not in use will be shut off to make cleaning more manageable. Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of students using it and multiple groups won't use it simultaneously.</p>	<p>PS</p> <p>PS CL Cleaners/teaching staff</p>	Ongoing	<p>The cleaning staff will continue to clean all areas after the end of the college day in accordance with SLA. a day cleaner is available from 8.30am to 4.30pm</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Spreading infection through contact with coronavirus on surfaces	Staff Students Contractors Visitors	To minimise inhalation, absorption and ingestion no food preparation should take place in staff rooms. Antibacterial wipes or spray will be provided in each staff room.	All staff	Week ending 04/03/2022	
Spreading infection due to excessive contact and mixing between students and staff around the college	Staff Students Contractors Visitors	Toilet use will be managed to avoid crowding. Staff use of staff rooms and offices will be staggered to limit occupancy. There is an improved catering facility to aid more efficiency and limit excessive queues.	All Staff	Week ending 04/03/2022	
		Where possible, meetings will still be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.	All Staff	Week ending 04/03/2022	
		Where possible, to continue to limit the number of external visitors to the college, all meetings, including annual reviews meetings, TAC and other professional meetings will be held remotely via Teams. If a parent wishes to meet a member of staff because they cannot access Teams, this will be strictly by appointment.	All Staff	Week ending 04/03/2022	Via Teams where possible

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES