

Northampton College Response to Covid-19 and reopening of College risk assessment

Other related Documents

- Curriculum Sequencing Plan
- Revised Classroom Layouts
- HR Staff Risk Assessments
- New staff handbook
- New student handbook and code of conduct

Risk	Mitigation Measures	Actions to put in place	
1. Cross contamination risk at Entrances and moving around College	Minimise number of people in College; Staff work from home when possible Students timetabled in and to leave when lessons finished Minimal/no visitors	Define working patterns for business support staff, to reduce numbers people on site. Implement working from home guidelines. Staggered course start times and dates. Blended learning for all course delivery.	
	Implement hygiene measures.	All people to wash hands/sanitise hands before/entering College and leaving College. Sanitisers in place. Classroom sanitisers in place. Communication strategy in place.	
	Reduce risk of spread infection.	All people temperature checked on entering the College. Hand held & Infra-red thermometers. All people (staff & students) to wear face coverings whilst moving around the College. One-way system on stairs (where possible) and in corridors (keeping to the left). Markings on stairs and in corridors. External floor tape used to denote two-metre social distancing on walkways leading to main entrance. Signage in place at entrance to remind those queueing of the need to socially distance. Floor tape used in entrance lobby to denote two-metre social distancing.	

		Entrance and exit barriers to be kept open during COVID-19 restrictions. Screens in reception and other areas where students are face to face with staff.	
	Use of passenger lifts.	Limited to one person at a time, except when 1-1 assistance is required (PEEPs must be in place).	
	Infection control for toilets.	Air driers disabled in all toilets with multiple cubicles, paper towels supplied. Recommend washing hands on entering and exiting toilets. Regular wipe down of door plates by cleaning staff. Number of toilets limited.	
2. Risk of infection for vulnerable students and staff	Identify staff and students who fall within the PHE criteria. Identify new groups as advised by PHE and WHO.	All staff with underlying health issues have been risk assessed following government guidelines. Refer to policy for BAME staff.	
	Students who have been classed as clinically extremely vulnerable due to pre-existing medical conditions advised to shield or high risk groups.	These students will not be expected to attend College and they should continue to be supported at home as much as possible or in small group support.	
	The College communicates appropriately with their most vulnerable students and a risk assessment form is completed for all students with an EHCP to ensure necessary support is provided.	Individual communication, assessment plan for each student. Risk assessment for each student, review as necessary.	
	If a student lives in a household with someone who is extremely clinically vulnerable, it is advised they only attend College if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn at home.	Individual learning plans will inform the delivery method for these students.	
	Students and parents are informed of hygiene expectations and for the need to follow these in the home environment.	Addendum to current student behaviour policy completed review of policy completed for new term Implement a communication strategy. New student code of conduct includes COVID advice	

		<p>Expectations leaflet updated with new information.</p> <p>Expectations to be delivered to students as part of induction and sent to student as part of welcome pack.</p>	
3. Precautionary transmission measures	<p>Staff will not report for work if feeling unwell due to COVID-19 symptoms or if in self-isolation until the full recommended period of self-isolation has expired.</p> <p>Staff should report absence as normal stating suffering COVID-19 symptoms or self-isolating. Staff should work from home if possible.</p> <p>Similarly, if a member of staff is unwell due to any other illness, they should follow normal procedures.</p>	<p>Communicate new strategy for COVID-19 to all staff vis NC updates.</p> <p>The staff handbook has been circulated</p> <p>Further define the need for staff to follow NC sickness reporting policy and new Covid policy.</p>	
	<p>Staff who are presenting with COVID-19 symptoms, should contact HR and immediately book a test for COVID-19. Education staff are considered essential workers.</p>	<p>https://www.gov.uk/apply-coronavirus-test-essential-workers</p> <p>Further communications now in place.</p>	
	<p>Students who are unwell with COVID-19 symptoms will not be allowed to attend college.</p> <p>Student triage system implemented</p> <p>If anyone in the household has developed a fever or a new continuous cough the household should remain in isolation for 14 days.</p>	<p>They should report their absence as usual, stating they have Covid-19 symptoms.</p> <p>Isolation room in place – staff full PPE.</p> <p>They must then follow the guidance on self-isolation and not return to college until their period of self-isolation has been completed.</p> <p>Student must self-isolate for 14 days.</p>	

	<p>Nobody will be allowed to stay on site if they have come from (or visited, or been in contact with someone in the last 14-days) a region that has been subjected to a partial lockdown.</p>	<p>Visitors and Contractors must complete a Triage form prior to visiting the site (by appointment only). They will then complete a questionnaire upon arrival.</p> <p>Visitors (by appointment only) will be asked a set of relevant questions upon arrival to ascertain recent travel and destinations with local lockdown, travel restrictions.</p>	
	<p>Government advice on PPE is changing. The WHO advises that face coverings should be used in all public places.</p> <p>Face coverings are to be worn in all areas of the college except single occupancy offices and when eating and drinking, especially when moving around the building and where social distancing cannot be maintained.</p>	<p>Ensure all PPE is available for staff and students. Review and implement strategies as required. Work with UCU on agreements.</p> <p>Face covering strategy in place.</p> <p>Implement supervision strategies within college buildings.</p>	
	<p>Face coverings should not be worn in any circumstance by those who may not be able to handle them as directed, for example, young children (nursery) or those with special educational needs or disabilities; as it may inadvertently increase the risk of transmission.</p>	<p>Keep abreast of scientific and Public Health England guidance.</p> <p>Staff training to be made available to all staff on the correct use of face masks and shields.</p> <p>Both face mask and face shields must be worn where close contact cannot be avoided, i.e. HBAAT students. Task specific risk assessments required where close contact cannot be avoided.</p>	
	<p>Everyone entering the College (staff, students, visitors) must wash hands/sanitise hands every time they enter the college and regularly whilst in College; including before and after eating, before and after visiting toilets and before and after using shared equipment i.e. kettles, using lifts.</p>	<p>Communicate safety protocols through NC update and intranet – return to work guide.</p> <p>Signs in place.</p> <p>Enforce behaviour change through constant messaging and visual aids.</p>	

	Teaching staff to minimise the use of offices/shared work spaces and maintain social distancing; staff should work from home whenever possible.	Implement working from home strategy. Offices re-arranged to ensure social distancing.	
	Business Support areas will make appropriate arrangements to minimise the number of staff in College. This is likely to involve rotating staff into College. However, all functions should be maintained and any issues reported to the line manager.	Business Support managers to implement working from home strategy for teams if appropriate. Rooms to be re-arranged if necessary and possible to maintain social distancing.	
	All Staff will only make drinks / food for themselves (and not for colleagues).	Update staff handbook, signage.	
	Where possible staff (and students) will use the same classroom, office, room, area each day.	Implement strategy. Communicate message to staff via NC update. No travel between sites.	
	Behaviour and hygiene protocols, expectations are communicated to all students, parents and staff; and reinforced by all staff.	How to behave in College protocol, sent to all students, prospective students, and parents. To be reinforced at induction and thereafter by all staff. Staff behaviour protocol sent to all staff.	
	All staff follow and regularly reiterate the catch it, bin it, kill it hygiene message to students/students; <ul style="list-style-type: none"> • cover your cough or sneeze with a tissue • if you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands 	Communicate message to staff via NC update and poster campaigns. Boxes of tissues in class rooms and offices. More cleaning of classrooms. Students to sanitise their desks and equipment.	
	All students/students are asked and reminded to wash their hands; <ul style="list-style-type: none"> • before leaving home • on arrival at college • after using the toilet • after breaks and sporting activities 	Student code of conduct updated to include information. Code of conduct included in expectations leaflet and sent out to students as part of welcome communications.	

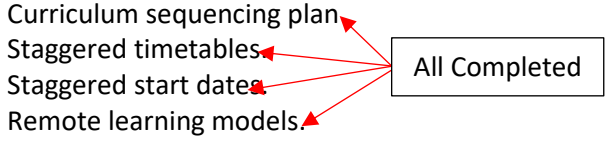
	<ul style="list-style-type: none"> • before and after food preparation and eating any food, including snacks • before leaving college 	<p>Signage.</p> <p>Networks: IT, Moodle.</p>	
4. Staff, students or visitors develops symptoms of coronavirus (COVID-19) on site	<p>Implement strategy for identifying those who may be infected.</p> <p>Isolation rooms allocated for those waiting to be picked-up Booth Lane A1.01 Lower Mounts room LM2.0.27 Daventry room Dav0.37</p>	<p>Develop guidelines</p> <p>Student/staff (or visitor) to leave site as quickly as possible, and advised to self-isolate for 14 days. Student/staff must be collected if unable to travel home in their own vehicle. Public transport and taxis must not be used.</p> <p>All staff / students will be requested to book a test if they display symptoms of coronavirus, and inform College of the result.</p> <p>Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).</p> <p>Where the student/student or member of staff tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p>	
5. Confirmed staff or student Covid- 19 case	<p>Where the student/member of staff tests positive, the rest of their group should be sent home and advised to self-isolate for 14 days.</p> <p>The other household members of that wider class or group do not need to self-isolate unless the student/staff member they live with subsequently develops symptoms.</p>	<p>Develop local lock down plan.</p> <p>Develop swift shift to remote learning and ensure precise communication strategy to all involved.</p> <p>Refer confirmed case to local health protection team, HR.</p> <p>The College is working with NCC and Public Health.</p>	

	Classrooms(s), offices and other room(s) used by the student /staff member with a confirmed case of Covid-19, are closed off for enhanced cleaning.	Enhanced Cleaning and Disinfecting Coronavirus (COVID-19) guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	
	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal with additional cleans on all hand rails, door plates etc.	Respond with additional cleaning.	
	All are required to follow the governments test and trace programme.	Revisit lock down curriculum areas and whole college response.	
6. Hygiene provision and effective cleaning	Soap dispensers and paper hand towels within toilets are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply.	Teams deployed to ensure this action. Ensure purchase to meet need. Hand sanitisers in classrooms.	
	Regular checks are made throughout the day to ensure adequate supply	Regular checks throughout the day.	
	Provide suitable and sufficient rubbish bins for paper hand towels. Ensure that bins are emptied throughout the day.	All bins open; bins in toilets/corridors emptied every 2 hours.	
	Toilet doors to be sanitised regularly	Toilet doors to be wiped down every hour.	
	Installation of hand sanitisers are located at key points around the site e.g. reception, corridors, cafeterias	Sanitisers installed, each teaching space to have a bottle of sanitiser located on PPE table located in each room.	
	All hand contact surfaces to be cleaned throughout the day; special attention given to contact points i.e. light switches, hand rails, door handles, lift buttons and toilets etc	Good supply of anti-bacterial wipes.	
	All resources to be cleaned before and after use (including computers) by users. Anti-bacterial wipes are the preferred	Students and staff will wipe down their areas.	

	method to clean such surfaces.	Implement a process of students and staff cleaning desks and equipment.	
	Access to toilets limited to a specified number.	Break times / lunch times staggered. Signage in place. Alternate urinals and sinks to be taken out of use and appropriate signage put in place.	
	Any unnecessary contact with bins should be removed in order to reduce the risk of potential cross-contamination.	Lids removed from all swing-lid bins.	
	Use of shared equipment (such as photocopiers and 'Follow-me' printers).	Antibacterial wipes and appropriate signage to be stationed at each photocopier/printer with instructions to clean the touchscreen/buttons etc. before and after use (and to deposit used wipes into open-topped bin provided).	
	Eliminate risk of potential cross-contamination from advertising leaflets and prospectuses.	Clear desk policy. Staff have removed personal belongings and non-essential files.	
	Where safeguarding and security is not adversely affected, all <ul style="list-style-type: none"> • internal doors that are not designated fire doors • fire doors with automatic closers • doors that do not need to be kept closed for security reasons are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates. • 	All corridor fire doors to be wedged open and manually closed by staff as they vacate the building. All students to be briefed regularly on fire procedures.	
	Full PPE is only needed for staff providing personal care and first aid if a distance of 2 metres cannot be maintained. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	Ensure guidelines are clear and communicated to appropriate staff.	

7. Transport	Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive at college (considering touch points and adjusting as they go to wash their hands thoroughly) Face masks now required on public transport this includes taxis.	Implement staff guidance. Train staff on new measures, small group staff inductions to new guidance.	
	Encourage staff and students to walk or cycle to college.	4 additional bike storage areas created. Bike and scooter policy being implemented.	
	Make sure transport providers do not work if they or a member of their household are displaying any symptoms of COVID-19.	Transport Providers under NCC / Employer framework that includes these stipulations. Information included in college contracts with providers.	
	Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.	Transport Providers under NCC / Employer framework that includes these stipulations. Information included in college contracts with providers.	
	Liaise with bus companies to co-ordinate services with revised start times.	Stagecoach East Midlands to provide a scholar service for students attending college sites. Timetables and expected numbers provided.	
8. Fire	The operational Fire risk assessment has been reviewed and appropriate controls are in place.	Implement strategy and monitor.	
	The Fire alarm drill has been revised bearing in mind the following 1) Social Distancing 2) Reduced staffing levels 3) Limited areas	Communicate to staff. All students to be briefed regularly on fire procedures.	

	During the COVID-19 restricted period on hearing a fire alarm all people should evacuate the building, keeping a social distance, and muster on grassed areas and await further instruction, keeping socially distanced.	Staff to remove door wedges as they vacate rooms.	
	Personal Emergency Evacuation Plans (PEEP) are reviewed and in place for students/staff who need assistance to evacuate the building, as now.	Implement strategy. Monitor.	
9. Deliveries	If practicable drivers should wash or clean their hands before unloading goods and materials.	Monitor.	
	Do not approach delivery staff, allow packages to be left in a goods in store.		
	Delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices. Hands are to be thoroughly washed after handling all deliveries or waste materials.	Anti-bacterial wipes available at Goods In.	
10. Contractors	Visitors to the site to be kept to a minimum and scheduled when possible to times when there are reduced numbers on site. However, it is important that essential maintenance necessary to the safe running of the college is still carried out on the site.	Essential visits only.	
	Contractors allowed on site will comply with new protocols regarding social distancing, good hygiene and accessing College, in addition to normal requirements.	Manager action. SDC building NCCA have their own protocols which have been checked by Estates.	
	All contractors are to wash/sanitise their hands upon entering the site.	Manager action.	
11. Teaching in College Cross Infection of teacher and students; in addition to provisions above	Reduce number of students in College by 50%	IT strategy completed <ul style="list-style-type: none"> • Cameras • Laptops and Chromebooks loan system • WiFi for those without access 	

	<p>Minimise movement around College</p> <ul style="list-style-type: none"> • Students timetabled in one classroom as much as possible • Students to come in only for timetabled sessions and leave College after timetabled session • If students have morning and afternoon sessions they bring packed lunches to eat in their classroom • No self-study in College • Catering 7.00am – 11am <p>Social Distancing in Classrooms: 2m spacing between student places.</p> <p>Cleaning: students to wipe down desks at start and end of each lesson.</p> <p>Hygiene: wash hands & sanitise at start and end of lesson instructions.</p> <p>PPE: protection for teachers and support staff</p> <ul style="list-style-type: none"> • Face coverings – can be washed / reused; • Visors – protect whole face, will need wiping down • Gloves: plastic disposable <p>PPE provided for Covid19 is not to be shared If delivering care or first aid</p> <ul style="list-style-type: none"> • FFP2 Mask • Gloves 	 <p>Curriculum sequencing plan Staggered timetables Staggered start dates Remote learning models</p> <p>Grab bags collected from catering.</p> <p>Majority of classrooms have 2m spacing. Others have protective screens.</p> <p>Revised layout of rooms, seating plan for each classroom. Student to always sit at same space Anti-bacterial wipes in classrooms.</p> <p>Sanitiser in corridors and classrooms. Wipes to be kept in each teaching space. Minimise movement for all staff and students</p> <p>PPE is available.</p> <p>Communication strategy in place.</p> <p>Over and above strategy being held.</p>	
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	<ul style="list-style-type: none"> • Goggles • Apron <p>If demonstrating requires closer working, staff and students must wear masks.</p> <p>Minimise use of shared kit: Students/bursary purchase or are loaned a kit of small tools for personal use</p> <p>Ensure stock of PPE available at start of term</p> <p>Shared kit to be sanitised after use</p> <p>Timetable blocks of practical work to complete projects in one block where practicable.</p> <p>All practical spaces. Surfaces and equipment to be wiped down at the start and end of each session by students</p>	<p>Identify & Purchase sets of tools/kit purchased or loaned.</p> <p>PPE is available.</p> <p>Practical areas to identify shared kit and set out protocols for sanitising before use and after use; ensure stocks of sanitiser is in place.</p> <p>Curriculum Sequencing Plan completed.</p> <p>Wrap around support implemented.</p> <p>Cleaning plan implemented and monitored.</p> <p>Students and staff expectations set.</p>	
<p>12. Catering Cross contamination between students and staff, in communal area</p>	<p>Breakfasts in Lookout: Takeaway service only in Express, eating in LOOKOUT not allowed</p> <p>Lunches: Takeaway meals:</p> <ul style="list-style-type: none"> • delivered to Supported Learning, ACE centre, Oak, Cherry & (ESOL): to be eaten in classrooms or off site <p>Lower Mounts – as for Booth Lane Daventry – as for Booth Lane</p>	<p>Screens at each counter (2)</p> <p>Ordering and payment software</p> <p>Student Services manager to manage off site food parcels.</p>	

	<p>Students should go home immediately after timetabled sessions and not arrive too early for timetabled sessions. If they have timetabled sessions before and after lunch they are to bring packed lunches and eat in classroom or outside in their zoned areas.</p> <p>Staff if in College to bring packed lunches and eat in offices</p> <p>Hygiene: Regular hand washing; cards only (no cash)</p> <p>PPE: Screens at tills (regular wipe down); masks, visors, gloves, aprons available.</p> <p>Card payments only</p>	<p>Limited packed lunches will be delivered to classrooms.</p> <p>Supervision rota in place.</p> <p>Student and parent handbook clearly set out expectations.</p> <p>Screens installed as required. Staff to be issued reusable masks and face shields where required.</p> <p>Cashless payments implemented.</p>	
	<p>Use of vending machines.</p>	<p>Antibacterial wipes and appropriate signage to be stationed at each vending machine with instructions to clean the touchscreen / buttons etc. before and after use (and to deposit used wipes into open-topped bin provided).</p>	
<p>13. Offices/Staff Rooms Cross contamination between staff, in communal area</p>	<p>Social Distancing;</p> <ul style="list-style-type: none"> • space out tables / chairs • Rota staff in offices • Staff to work from home (not college) when possible • <p>Cleaning: Regular wipe down of surfaces and keyboards by staff</p>	<p>Managers have implemented staff rotas.</p> <p>Anti-bacterial wipes in Office.</p>	

	<p>Hygiene: Regular hand washing; sanitising</p> <p>PPE: Face coverings available</p>	<p>Gel dispensers in Office.</p> <p>Strategy on face coverings in place.</p>	
14. Public facing areas: Reception, Student Services, Enrolment Office Cross infection	<p>Access by appointment only</p> <p>Enquiries serviced remotely by phone, skype, email etc</p> <p>PPE available (face coverings, gloves)</p> <p>Remove all leaflets, prospectuses, magazines, newspapers, books</p> <p>Screens in place</p>	<p>Strategy implemented.</p> <p>Reduce visitors' communications to collect PPE in place.</p> <p>Screens installed in key areas. New areas identified.</p>	
15. Mental health	<p>Well-being Policy in place.</p>	<p>HR support available (internal)</p> <p>Employee support helpline available (external): Tel: 0800 068 6729.</p> <p>Student Mental Health post agreed.</p>	
16. Physical interventions	<p>Contract security (Norse) on-site.</p>	<p>Security trained in control and restraint.</p> <p>Security staff to follow Norse procedures.</p>	
17. First-aid	<ul style="list-style-type: none"> • Maintain social distancing if possible. • Avoid touching your mouth, eyes and nose. • Thoroughly wash hands with soap and water after contact. • Where social distancing is not possible, wear disposable gloves and apron, fluid repellent surgical face mask and disposable eye protection (visor or goggles). • If CPR is required it is advised that you DO NOT perform rescue breaths or mouth-to-mouth ventilation (perform chest compressions only). If you do, you MUST use a resuscitation face shield. 	<p>Follow latest Public Health England (PHE) guidance: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>	

<p>18. Ventilation</p>	<p>All Buildings, except LM1, Oak & ACEC have a non-recirculatory ventilation system and can be used normally.</p> <p>Clean air is drawn in on one side of the building and used air expelled on the opposite side (no mixing).</p> <p>Buildings with air conditioning systems are turned off and isolated. (Oak and ACEC)</p> <p>LM1 ventilation system is a mixture of AC units and AHUs. AC units only supply the IT server room. AHUs supply ground and first floor only; the rest of the building is naturally ventilated except toilets that have extract only</p> <p>Desk Fans and portable AC units removed from offices.</p>	<p>Monitor indoor temperatures.</p> <p>Ventilation obtained by opening windows.</p> <p>Monitor Advice on ventilation.</p> <p>Monitor Advice on ventilation</p>	
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