



BRADFIELD COLLEGE

(12.01.21 updated from 06.11.20)

Covid-19 Risk Assessment Executive Summary

1. **Purpose.** The purpose of this Executive Summary is to identify the salient measures and mitigations contained within the detailed Covid Risk Assessment¹.
2. **Risk Assessment.** The College Covid Risk Assessment has been developed iteratively incorporating Government guidance along with significant stakeholder engagement over several months. The controls that will be implemented and continually monitored will help mitigate the impact of the virus and result in a lower likelihood of an outbreak occurring in the College: it remains a live document. The Risk Assessment has been structured in six themes:

1. **Wellbeing and Safety.**
2. **Social distancing.**
3. **Hygiene and cleaning controls.**
4. **Safeguarding.**
5. **Operational Covid19 hazard controls.**
6. **Compliance and Communication.**

3. **Measures and Mitigations.**

- a. **Wellbeing and Safety. There is a potential risk of infection working and living within the College community.**

Staff

- During the current lockdown (Jan 2021) All staff including individuals who were considered clinically vulnerable are advised to work from home where possible. If they are not able to work from home they may attend work as long as they maintain social distancing and follow all other controls.
- Staff must not come to work if they are feeling/showing Covid-19 symptoms or are self-isolating following a positive test/close contact with a positive test, as defined by the Government's test and trace protocols². The College will provide up to date policies on self-isolation for those testing positive or shielding.
- Staff who are identified as close contacts with work colleagues, will be offered a LFD test for the subsequent 7-days to provide them with a voluntary option that they do not have to self-isolate
- Staff with positive LFD test will isolate and will arrange a Polymersase Chain Reaction (PCR) test.
- Policies on working from home and lone working have been communicated and will be updated as the needs arise.
- Staff are eligible for a financial contribution towards eye care. All High level DSE users, will complete a DSE self-assessment and discuss issues with HR and the H&S manager.
- All staff will sign a Health Declaration form and receive weekly reminders to ensure they understand and agree to the health protocols at the time. HR will work closely with Line Managers to discuss individual situations and concerns as they arise.

¹ The Risk Assessment remains a live document and available for staff, parents and pupils who would like sight.

² This includes return from those countries where quarantine restrictions apply.

Pupils

- As from 6th January 2021, all pupils are required to follow the English National lockdown restrictions and will learn remotely until February half term.
- The College will issue a formal communication to parents after the Jan 2021 National Lockdown ends in order to confirm that there is no change in the health status of their child.

After the lock down has ended,

- All pupils will be offered a LFD test, and a subsequent test 3-5 days later. All staff will also be offered a weekly test LFD test.
- All symptomatic pupils and asymptomatic pupils with a positive lateral flow device (LFD) test will be immediately isolated with a laboratory PCR COVID-19 test arranged. The College will also ensure that a system is in place to ensure the prompt return of the PCR test results within 24 hours if possible.
- This will also apply to siblings of the primary pupil case who have been in close contact within the 48hrs before the onset of symptoms, or 48 hours before to a positive asymptomatic LFD result
- Plans for isolation for pupils who test positive are in place and work.

b. Social Distancing - There is a potential risk of infection with a very close or close contact.

- The College will do all it ‘reasonably can’ to retain **at least 2m Social Distance**³, which is consistent with the current (as at this date) Government guidelines; this social distance is critical for all staff and their interactions with pupils. There are two broad exceptions to this:
 - **Classrooms** will be laid out to ensure desks are at least 1m apart and further where possible. The risk will be further mitigated with seating plans (to help track and trace) and by seating pupils facing forward at the extremities of the room where all possible. Teachers must be at least 2m, ideally 2.5m, distant at all times; they cannot roam around the class.
 - **Boarding Houses** will form ‘households’ by year groups sub divided as pods (c10 – 20 in each) operating under the Government’s household rules. So, pupils within these pods do not need to stay 2m apart, but distancing will be encouraged. Day pupils will form part of their year group pods. Pupils will dine in household pods, so the dining rooms will be laid out with at least 2m between each pod.
- The College has introduced a campus one-way system along with building/departmental one-way systems wherever practical. During the lockdown period staff do not need to follow the one way systems.
- Perspex screens have been fitted in areas where interactions are more likely (kitchen servery, reception, admissions, IT helpdesk and office services et al).
- Essential school meetings and gatherings should remain virtual wherever possible.
- Staff and visitors will be required to wear a face covering when walking around indoor corridors and communal areas.
- Staff using classrooms to assist with remote learning, will not gather with colleagues in any of these indoor areas.

³ Subject to Government Guidance.

- c. **Hygiene and cleaning controls. There is a potential risk of cross contamination at points or places where there is frequent touching (handles etc) and in communal areas.**
- There will be a strong message that reinforces the importance of personal hygiene and the wearing of masks for staff working on campus. It is a requirement to wear a mask at all times in indoor corridors and communal areas.
 - Hand sanitising stations are located throughout the College will be available in all available classrooms.
 - Adequate fresh air will be maintained in classrooms and offices by opening windows and doors.
 - Enhanced cleaning protocols reinforced with staff ‘wipe and use’ self-help regime.
 - Different styles and types of industrial sanitising machines have been purchased.
 - Enhanced PPE (gloves, gowns, thermometers etc.) are all available if the Government, or College, decide that these protective measures are required.
- d. **Safeguarding. There are potential risks that Safeguarding measures could be compromised as a result of Covid measures – particularly through remote learning.**
- Current safeguarding policy reviewed against Covid documents
 - Current safeguarding policy reviewed and in line with current remote learning requirements.
 - Staff provided with an updated child protection policy.
 - DSL team members will be regularly reviewed considering current situation (any self-isolating).
 - Ensure the College is kept up to date with any changes to the DSL safeguarding team
- e. **Operational Hazard Controls. There is a potential risk that contractors who are not part of the community may spread the infection whilst a change in health protocols could undermine operational procedures.**
- Contractor visits arranged to minimise contact with staff.
 - Contractor/visitor numbers on site are monitored and restricted in where they can access.
 - Contractors being asked to confirm health symptom status.
 - Drop off point for deliveries in place and managed.
 - Hand sanitising facilities in place for contractors and visitors and being used.
 - Contractors being asked for Covid RA’s before working on site.
 - Legionella RA updated in line with HSE Covid guidance.
 - Ventilation systems managed as per approved manufacturers’ and national guidance.
 - Ventilation and open window policy / procedures in place and Co2 levels are spot checked.
- f. **Compliance and Communication. There is a risk of being non-compliant as well as not communicating updates and measures clearly enough.**
- The Covid Management Control Group (CovMCT)⁴, has been established to scope and decide the College’s direction. The CovMCT will continue to meet frequently to ensure that the College is up to date with all the most recent guidance as well as dynamically assess the response to the measures at the time.
 - Plans for internal and external communications will be dynamically evaluated.

The College has spent significant time and focus developing the Risk Assessment and believe that it has taken all ‘reasonable’ measures to ensure the College can continue to function as a learning community whilst ensuring staff and pupils are as safe as is possible against this unseen virus. The Risk Assessment remains a live document and will be updated as the conditions and situations dictate.

Covid Management Control Team(CovMCT)

⁴ A combination of senior management representatives and subject matter specialists – Health, Safety, HR.