



# BRADFIELD COLLEGE

## COVID-19 Executive Summary

Document Control	
Document title:	Covid-19 Executive summary
Author:	Shaun Fleming Health, Safety and Security Manager.
Version number:	2.5
Document status:	Approved by H&S executive Committee September 2021
Effective Date:	September 2021
Version number:	2.5 – 27.09.21
Document status:	Modifications to 2.4 approved by Warden in lieu of full council
Effective date:	27 <sup>th</sup> September 2021
Date of next full review:	As required
Documentation Location	Website / Firefly/

Version	Author	Date	Changes
2.5	SF	27.09.21	General view of changes made since last version
			<ul style="list-style-type: none"><li>• Pupils under the age of 18 years and 6 months – Changed from 4 to 6 months.</li><li>• Inserted - Covid-19 contingency plan may be re-introduced by the College to certain year groups</li><li>• Inserted - Wear face coverings indoors and to maintain a social distance from each other and other adults.</li></ul>

(27.09.21 updated from 24.08.21)

## 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 Assessment<sup>1</sup>.
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

- All staff including individuals who were considered clinically vulnerable or clinically extremely vulnerable are able to work at Bradfield.
- Staff must not come to work if they are feeling/showing Covid-19 symptoms or are self-isolating following a positive test.
- Adults who have been fully vaccinated will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Adults will then carry out a PCR test and would only need to isolate if this test was positive.
- All staff working on campus will be provided with test equipment to carry out two weekly LFD tests.
- Staff with positive LFD test will self-isolate and will arrange a Polymerase Chain Reaction (PCR) test.
- Close contacts of a positive test will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.
- All staff will sign a Health Declaration form and receive 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.
- Staff are no longer required to wear face coverings inside buildings, however staff will be encouraged to wear a face covering in crowded areas and some staff may choose to continue wearing a face covering indoors and when teaching year groups with higher COVID-19 positive test results.

### Pupils

---

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

- Covid-19 Control measures that are within the College Covid-19 contingency plan may be re-introduced by the College to certain year groups depending upon confirmed positive PCR test results.
  - All pupils including individuals who were considered clinically vulnerable or clinically extremely vulnerable can return to College.
  - Pupils must not return to College if they are feeling/showing Covid-19 symptoms or are self-isolating following a positive test.
  - All pupils will be requested to carry out twice weekly LFD tests.
  - All symptomatic pupils and asymptomatic pupils with a positive lateral flow device (LFD) test will be immediately isolated and 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.
  - Plans for isolation for pupils who show Covid-19 signs and test positive (LFD) are in place.
  - Pupils under the age of 18 years and 6 months old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.
  - All close contacts of a symptomatic pupil will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.
  - 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
  - Pupils (in year groups with low transmission rates) are not required to wear face coverings, but some may choose to continue wearing a face covering indoors or where social distancing is difficult to maintain.
  - As part of the College Covid-19 contingency plan, Year groups with a high number of positive PCR tests will be advised to follow additional controls measures, e.g. Wear face coverings indoors and to maintain a social distance from each other and other adults.
- b. **Social Distancing. There is a potential risk of infection with a very close or close contact.**
- Perspex screens have been fitted in areas where interactions are more likely (Kitchen Servery, Reception, Admissions, IT Helpdesk and Office Services et al).
  - Staff dining will continue to have an option to 'grab and go' option, but staff will be permitted to eat within the dining halls.
  - Essential school meetings and gatherings should remain virtual wherever possible.
- 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 importance of fresh air within indoor 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, ensuring that fire doors are not left open unattended.
  - 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 (face coverings, 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.
  - 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)<sup>2</sup>, 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)**

---

<sup>2</sup> A combination of senior management representatives and subject matter specialists – Health, Safety, HR.