

OPERATING DURING CORONAVIRUS - RISK ASSESSMENT

<p>Risk Assessment of operating during coronavirus pandemic.</p> <p>Who Might be Affected? Staff, students, contractors and visitors</p> <p>Valid from: 1st September 2021</p> <p>Staff with concerns are asked to contact Rosie Shale rshale@jcc.ac.uk</p>	<p>Date of Assessment: August 2020</p> <p>Reviewed: 1st September 2021</p> <p>Next Review: 1st October 2021 (and monthly onwards)</p> <p>Name of Assessor Andy Hall / Eleanor Collinge of Southalls and Rosie Shale of Joseph Chamberlain College</p> <p>NB: These control measures are in addition to site risk assessments which are held in the College file network and on Safety Cloud and remain applicable for other hazards.</p>
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<p>INTRODUCTION - DESCRIPTION of WORK ACTIVITY / TASK:</p>
<p>This risk assessment outlines general measures to be adopted by all members of the college community. This assessment will be reviewed in line with national guidance (and local epidemiological data) as and when it becomes available. We expect high levels of cooperation from staff, students, contractors and visitors. Where levels of cooperation are less than expected from:</p> <ul style="list-style-type: none"> • Visitors and contractors – they should be removed from site without delay • Staff and students – they should be removed from site without delay and referred to the college disciplinary processes. These individuals will be removed from site until the conclusion of college disciplinary processes. <p>Nothing contained within the risk assessment is intended to prevent action in an emergency, for instance during a fire evacuation or where an individual requires first aid.</p>

Groups at Risk							
X	Staff	X	Students (16 – 19)	X	Contractor	X	Other (see below)
X	Adult students	X	Visitors				
Specific Groups / Individuals at Risk							
BAME individuals							
Clinically vulnerable individuals							
Extremely Clinically Vulnerable Individuals							

Guide to acronyms:

BAME – Black, Asian and Minority Ethnic

BTS – Birmingham Theatre School

CPR – Cardio Pulmonary Resuscitation

DSE - Display Screen Equipment

HR – Human Resources

HVAC – Heating, Ventilation and Air-Conditioning

IPC – Infection Prevention and Control

OLC – Open Learning Centre

PC – Personal Computers

PHE – Public Health England

PPE – Personal Protective Equipment

SBO – Student Behaviour Officers

SLT – Senior Leadership Team

MRAC – Moseley Road Adult Centre

The following tables contain:Pages 2 - 5 **General advice and guidance** about COVID-19 Coronavirus risks and safetyPages 6 – 9 **Detailed overall assessment** of risks of operating in context of COVID-19 CoronavirusPages 10 – 15 Detailed overall assessment of risks in certain **locations**Pages 16 – 19 Appendices – assessment of risks associated with operating **specific college activities**

Overall Risk	General Advice and Guidance:
<p>COVID-19 Coronavirus:</p> <p>Most people are at risk from infection (staff, students, visitors, etc.). The risk of COVID-19 infection is, as we know, higher for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. BAME individuals are also now known to be more likely to be at risk from this virus. The majority of cases lead to mild symptoms</p>	<p>Government guidance is being reviewed on a regular basis to ensure the latest available information is put into practice. https://www.gov.uk/coronavirus The current government guidance and principles (September 2021) are reflected below.</p> <p>Overview</p> <p>The government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.</p> <p>As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to young people’s education - particularly given that the direct clinical risks to young people are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September</p> <p>Current general control measures –</p> <p>College will:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes. 3. Keep occupied spaces well ventilated. 4. Promote vaccination for staff, students and parents. 5. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

(persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.

Working on site and from Home

Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.

All staff are expected to be on site during their hours of work. Students are expected to study on site unless they are one of the very small number of students under paediatric or other specialist care and have been advised by their clinician or other specialist not to attend.

Staff who are clinically extremely vulnerable

Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the [guidance on protecting people who are CEV from COVID-19](#). The Health and Safety Executive (HSE) has published guidance on [protecting vulnerable workers](#).

Staff and students who are pregnant

College will follow the [specific guidance for pregnant employees](#). This also applies in case of a student pregnancy.

Communication

All members of staff and students will be will be briefed on the measures in place in college and in particular about arrangements for working practices as well as precautions regarding the self-isolation process. There will also be regular communication with parents / guardians via newsletters/email bulletins about the coronavirus and our college arrangements in relation to these.

Travel to College

- Staff and students are reminded that wearing of face coverings on public transport is advised. Car travel is covered by this guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles>

Arrival at college

- Staff, students, and visitors to the college are reminded of the symptoms of coronavirus (COVID-19) at the point of entry to the site by:
 - a) Posters displayed at site entrances
 - b) Site rules displayed at visitor / contractor checking in points

Self-Isolation

- The college is following government guidance on self-isolation. If any member of college is exhibiting symptoms, they must self-isolate and get a Covid-19 PCR test. If symptomatic, they must self-isolate until the result of the test. If the test proves to be positive, they should continue to isolate until the 10th day from the onset of symptoms and can leave isolation on the 11th day. For contacts of a positive case of Covid-19, a 10 day isolation period is required, commencing from the day of last contact with the case. However, if a member of the college has been double vaccinated for more than 14 days or is aged under 18 and 6 months, they are no longer required to self-isolate. The latest advice is here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Social distancing

Social distancing is no longer required by government guidelines in places of work or education, however, we strongly advise the avoidance of handshakes, hugs and other close contact greetings.

Personal Hygiene

- Staff and students are encouraged to use common control measures which include sneezing into a tissue or elbow and not just into the hand, followed by immediate disposal of tissue and frequent hand washing.
- The college will ensure that all students, members of staff and visitors maintain excellent standards of hand hygiene by providing additional hand washing and sanitising facilities.

Face Coverings and College Contingency Plan

- Masks are optional in classrooms for staff and students on the main site and we will actively support any member of the college who chooses to wear one. The college actively encourages the use of face coverings in enclosed and crowded spaces where an individual may come into contact with people they do not normally meet.
- The college has a Covid-19 Contingency Plan in place to step up its control measures in the event of increased risk of Covid-19 on site.
- The first indicator that the contingency plan might be implemented is a significant rise in the local case rates.
- The first in this series of contingency measures would be the reintroduction of the wearing of face coverings.
- The next indicator would be the college reaching the government thresholds for a potential outbreak situation where:
 - 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
 - 10% of students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.
- Other measures such as increased testing, and limiting large scale events and educational visits would be implemented according to the Contingency Plan, in collaboration with PHE and guided by their advice.

Ventilation

All available external doors and windows are to be open for increased ventilation including classroom and shared office/workroom doors, as well as doors in the Crescent study areas overlooking the garden area and all doors of social spaces. Such doors and windows are to be opened at least 1.5 hours before lessons commence in the morning and at least 1.5 hours after lessons have finished at the end of the college day.

Cleaning and Disinfection

- A significantly enhanced cleaning regime will be in place with frequent extensive cleaning measures regularly employed.

Meetings

- Larger meetings may include the use of masks and the college actively encourages the use of face coverings in enclosed and crowded spaces where an individual may come into contact with people they do not normally meet and where close proximity with others may be hard to avoid. Staff should consider the use of a virtual meeting as a safer option.
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Vaccinations

- Student and staff Covid-19 vaccination will be promoted actively as this lowers the risk to the whole college community.
- It is now a college requirement for staff to inform HR of vaccination status because this will make a difference to individual risk assessments and self-isolation requirements. Staff should inform HR of the dates of first and second vaccines.
- Students will notify college about any vaccinations via the JCC Connect site at key points through the year – this will be kept as a central record to be used as part of our assessment of Covid-19 tracking in case of outbreaks or isolated cases.
- Personal staff or student vaccination records will be kept confidential.

First Aid

- A first aid needs assessment has been undertaken to determine the specific needs of the college. The College Nurse will be the first point of call for first aid issues. PPE will be provided for dealing with first aid emergencies.

Fire Safety

- All staff will be advised on any changes to fire evacuation procedures (Fire Marshals will be chosen according to the staff present in the building.)
- Fire doors in corridors will not be propped open without the use of a Maglock or similar linked to the fire alarm system. Classroom and shared office or workroom doors should be open for ventilation during use of the room, they must be closed at the end of the college day.

Other GENERAL Safety Measures

- DSE - PC users classed as habitual have completed a Display Screen Equipment Assessment.
- Enhanced cleaning regime in place throughout college.
- College nurse to provide materials for sanitising and disinfecting each room.
- Site manager to oversee use of HVAC systems.

Lateral Flow Testing

- The use of lateral flow testing will support college efforts in managing the control of COVID-19.
- Use of home lateral flow test kits will be issued to staff and students who will be encouraged to test twice a week and submit results online both to college and to the NHS Test and Trace service.

DETAILED RISK ASSESSMENT FOR OPERATING DURING CORONAVIRUS

Hazards	How might harm occur and to whom?	Control Measures
<p>Spread of Covid-19 Coronavirus</p>	<p>Students and staff, contractors and visitors might have contact with symptomatic individuals and might contract the virus and/or pass it to others.</p>	<p>The college will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household with symptoms, do not attend college.</p> <p>Knowledge and awareness of symptoms - Most common symptoms of coronavirus (COVID-19) include the recent onset of:</p> <ul style="list-style-type: none"> • a new continuous cough • a sore throat • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia). • We will offer any member of staff living with an ECV person, or who has symptoms not officially noted as the primary ones relating to Covid-19 (e.g. a headache) additional tests, where appropriate and desired. <p>Response to any infection - The following measures will be followed where relevant:</p> <ul style="list-style-type: none"> • The college will engage with the <u>NHS Test and Trace</u> process where the threshold for doing so is reached or where advice and guidance is required. • The college will manage confirmed cases of COVID-19 amongst the college community. • Local Health Protection Team advice will be followed in order to contain any outbreak. https://www.gov.uk/guidance/contacts-phen-health-protection-teams#west-midlands-east-hpt • The college will communicate with members of staff, students and parents/guardians and carers about NHS Test and Trace, and where necessary, will supply details of how to book tests. • Parents/guardians, students and members of staff are asked to inform the college immediately of any test results. • Control measures outlined below will be followed where testing is undertaken. <p>Advice if you have coronavirus (COVID-19) symptoms:</p> <ul style="list-style-type: none"> • do not go to a GP surgery, pharmacy or hospital • you do not need to contact 111 to tell them you're staying at home • Arrange a COVID-19 test for everyone in your household (over the age of 5) via the NHS at: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ • Everyone from your household and your support bubble must isolate until you receive the test results, you will be advised if you and others need to continue to self-isolate. • If you test positive you must self-isolate for 10 days after the symptoms started (or ten days after the test date if asymptomatic).

		<p>Adherence to following measures:</p> <ul style="list-style-type: none"> • Where students, members of staff and other adults have tested positive in the last 10 days for coronavirus (COVID-19) they should stay at home and not attend the college. • <u>COVID-19: guidance for households with possible coronavirus infection</u> must be followed as listed below. (Guidance on timescales may change.) • If you live alone and have symptoms of coronavirus illness (COVID-19), however mild, get a test, and if positive, stay at home for 10 days from when symptoms started. • If you live with someone who tests positive, you'll need to self-isolate for 10 days from when their symptoms started unless you are under 18 and 6 months or have had your second covid-19 vaccine more than two weeks ago. If fully vaccinated or under 18 and 6 months, self-isolation is now not required. • If anyone else in your household displays later symptoms, they need to get tested and if positive stay at home for 10 days from when their symptoms appeared, regardless of what day they are on in the original isolation period. • If you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999. • If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you need to follow the same guidance on self-isolation again.
Spread of Covid-19 Coronavirus	Students and staff, contractors and visitors working on site might have contact with asymptomatic individuals and might contract the virus and/or pass it to others.	<p>Teaching activity (see appendices)</p> <p>As classes and other activities are now at full capacity and social distancing has been removed, the additional control measures are –</p> <ul style="list-style-type: none"> • Active promotion of vaccination for all staff and students. • Increased ventilation • Increased hygiene, cleaning and handwashing or sanitiser • The wearing of masks by students in lessons; the use of face coverings by staff is optional, though strongly recommended while circulating student desks in the classroom. • In busy or crowded spaces or in large gatherings where mixing with new people, masks may be required by the organiser of the relevant activity. <p>Classes will be at full capacity, the usage rules relating to alternate seating which previously applied will no longer be valid, however, the following should be adhered to strictly in these lessons:</p> <ul style="list-style-type: none"> • Where possible, students will remain in a static seating plan. • Seating plans are to be updated whenever a student moves classes or joins a class.
	Students and staff, contractors and visitors	<p>The college will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does have symptoms, do not attend college.</p> <p>Symptoms of Covid-19</p>

	<p>working on site might present as symptomatic at the workplace</p>	<ul style="list-style-type: none"> • If anyone in the workplace becomes unwell with COVID -19 symptoms, they will be sent home and advised to follow the ‘stay at home’ guidance. • Government guidance will be followed: <u>Safe working in education, childcare and children’s social care.</u> <p>Actions to be taken for cases of symptomatic individuals on site:</p> <ul style="list-style-type: none"> • For staff / students unable to leave the premises immediately, a quarantine area has been identified with suitable welfare facilities for the sole use of symptomatic individuals. • This area will be deep cleaned after the individual has left the site. • Face masks can be used by staff supporting these individuals only where social distancing cannot be maintained. • Disposable gloves, masks and aprons can be used by staff where contact is reasonably foreseeable. • Where students or members of staff have been in close contact with or helped a student who has displayed symptoms, they will remain at college, unless they develop symptoms themselves or the symptomatic person tests positive for coronavirus. • Members of staff, students and parents/carers will be advised that close contact means: <ul style="list-style-type: none"> ➢ face-to-face contact with someone less than a metre away ➢ being within one metre for one minute or longer without face-to-face contact ➢ being within 2 metres of someone for more than 15 minutes ➢ travelling in a car or other vehicle with an infected person. • The college will maintain records of student and staff groupings, along with records of any close contact that takes place between students and adults in different groups. • Line managers will maintain regular contact with staff members during periods of self-isolation. • Pastoral staff will maintain regular contact with students during periods of self- isolation. • Where the student or staff member tests negative, they can return to their work and the fellow household members can end their self-isolation. <p>• Containing Outbreaks by following local Health Protection Team advice</p> <ul style="list-style-type: none"> • The college will work with their local Health Protection Team upon identification of an outbreak. • The college’s Covid-19 Contingency Plan may be put in to action if the local Public Health Authority requires this. • Controls that may be implemented in the situation of an outbreak (as opposed to single unrelated cases) may include larger numbers to be self-isolated than usual practice, as precautionary measure, as well as other measures including increased testing and a restriction in the activities undertaken that involve larger numbers or crowded situations. • Where staffing levels may be reduced due to absences within the college the Principal / SLT on site will undertake an assessment of the necessary controls to operate the college with a reduced capacity. • Where the Principal is affected by self-isolation, the Business Continuity Team will meet to agree necessary steps to ensure continuity of leadership in the College.
<p>Spread of Covid-19 Coronavirus</p>	<p>Risk to Mental Health and Wellbeing</p>	<p>Mental Health https://hse.gov.uk/stress</p> <ul style="list-style-type: none"> • College managers will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.

		<ul style="list-style-type: none"> • Line managers to ensure regular communication of mental health information and an open-door policy for those who need additional support. • A staff well-being committee has been set up to support staff under pressure at this time and in the future. <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>
Spread of Covid-19 Coronavirus	Risk of poor Infection Prevention and Control (IPC)	<p>Adoption of IPC principles outlined in Implementing Protective Measures in Education and Childcare Settings (11/05/2020)</p> <ul style="list-style-type: none"> • Minimise contact with symptomatic individuals and those from a household with symptomatic individuals. • Cleaning hands on arrival and more frequent cleaning of hands with soap and water (preferred) or alcohol (60%) hand sanitiser. • Cleaning and disinfecting frequently touched surfaces often. <p>Hand Washing</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> • Hand washing facilities available, with soap and water in place. Portable hand washing stations will be located in the courtyard. • Drying of hands with disposable paper towels advised. <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <ul style="list-style-type: none"> • Staff encouraged to protect the skin by applying emollient cream regularly <p>https://www.nhs.uk/conditions/emollients/</p> <ul style="list-style-type: none"> • Gel sanitisers will be provided in any area where washing facilities are not readily available and for those unable to use the handwashing stations. <p>Additional advice</p> <ul style="list-style-type: none"> • All to be reminded to catch coughs and sneezes in tissues – and to follow the slogan ‘Catch it, Bin it, Kill it’. • All to be reminded to avoid touching face, eyes, nose or mouth with unclean hands. • Staff will be encouraged to report any problems and carry out skin checks.
Spread of Covid-19 Coronavirus	Risk of high viral loading on contact surfaces	<p>Cleaning</p> <ul style="list-style-type: none"> • An enhanced cleaning regime will ensure the more frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use, such as desks, computer screens, keyboards, computer mice, phones, photocopiers, door handles, stair rails, light switches, lift contact points, kitchen surfaces, toilets and taps etc using appropriate cleaning products, disinfectant and appropriate methods. • Bins are covered, provided with bin bags, and collected for disposal daily. • Rigorous checks will be carried out by cleaning manager and site manager to ensure that the necessary procedures are being followed.
Spread of Covid-19 Coronavirus	Risk related to provision and use of PPE	<p>Disposable PPE will be promoted over the use of re-usable PPE</p> <p>Government guidance will be followed: <u>Safe working in education, childcare and children’s social care.</u></p>

	<p>including the possibility of over-reliance on PPE or lack of understanding of IPC</p>	<ul style="list-style-type: none"> • Disposable PPE such as gloves will not be issued routinely to staff as there is a risk from poor / ineffective decontamination practices by the user of PPE. • Where Risk Assessment identifies wearing of gloves / masks as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove these carefully to reduce contamination and how to dispose of them safely. https://www.hse.gov.uk/skin/videos/gloves/index.htm • Staff will be reminded that wearing of gloves is not a substitute for good hand washing Disposable PPE should be either: (A) Sealed in packaging (B) Worn (C) In the bin • Once used, PPE must be considered contaminated with infectious material and: • Disposable PPE must be placed in a sealed bag before entering the normal waste stream. • Re-usable PPE decontaminated in accordance with the manufacturers' instructions. Where manufacturers' instructions do not provide detailed instructions on the decontamination from microbiological organisms they should not be re-used. Cleaning materials should be placed in a sealed bag before entering the normal waste stream. Clinical waste collection should be prompt and regular.
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RISKS RELATING TO KEY LOCATIONS



Hazards	How might harm occur and to whom?	Control Measures
Spread of Covid-19 Coronavirus	Risks to those people using public transport to journey to college	<p>Travel to College</p> <ul style="list-style-type: none"> • Staff and students are encouraged to wear face coverings on public transport in travelling to college where possible. • Walking and cycling to college is to be encouraged and promoted. • College transport has been provided for students and staff who are able to make use of this facility and this route.
Spread of Covid-19 Coronavirus	Risks associated with people arriving at college gates and entrances	<p>Arrival at college gates</p> <ul style="list-style-type: none"> • On arrival staff and students will be required to show ID cards. • If an ID card has not been bought to college, a temporary replacement will be available. Temporary cards will be disinfected once returned and stored securely for 72 hrs before re-issue. • On arrival staff and students should self-declare any recent illness of themselves or contacts.

Spread of Covid-19 Coronavirus	Risks to those people using college reception areas	Reception areas <ul style="list-style-type: none"> • Signing in for college visitors who have a booked appointment is via a computer terminal, the screen is cleaned with a sanitising spray regularly. The sign in screens include a declaration that they are not symptomatic nor have tested positive in the last ten days. • All entrants to the College will be required to use the hand sanitiser / hand washing stations after using turnstiles. • Hand washing stations to be located in the courtyard for students to use and sanitiser for any student unable to use the washing stations.
Spread of Covid-19 Coronavirus	Risks associated with classroom use	The following measures will be in place when the college is open for general teaching: <ul style="list-style-type: none"> • Students will remain in a static seating plan, which is to be submitted for the purposes of contact tracing where required. • Records of student / staff vaccination will be sought and held confidentially in order to assist in decisions about self-isolation. • Masks are optional for staff and for students but are strongly encouraged in crowded situations where mixing with others outside of normal groupings is encountered. • Close face to face contact will be avoided. • Each classroom to be equipped with a sanitising station with hand sanitiser, disinfectant wipes and tissues. • Staff and students should use hand sanitisers on entering the classroom and may also choose to use disinfecting wipes to clean own desk at the start of a session. • Classroom shared Chromebooks and computers may be used if each keyboard, mouse and screen is sanitised between users. • Students and teachers can take text books home but unnecessary sharing will be avoided. Good hand hygiene when handling these resources is emphasised. • A 'clear desk' practice is to be actively encouraged. • Portable fans are not to be used in classrooms. • Air conditioning units to be switched off where the air used is recirculated air. • Windows and doors to classrooms (except fire doors without automated closing devices) to remain to open to increase ventilation. These are to be open for 1.5 hours before and after the college day. • Ventilation system to vent only air from outside, no recirculation of air is permitted. • Where this is not possible, use of air purification units with HEPA filters should be considered.
Spread of Covid-19 Coronavirus	Risk associated with large rooms such as hall/sports hall	Large gatherings <ul style="list-style-type: none"> • Masks may be worn in larger gatherings and organisers of events are strongly advised to require this where close proximity with others may be hard to avoid. • Masks are strongly encouraged in crowded situations where mixing with others outside of normal groupings is encountered. • Large rooms should have open doors when occupied to increase ventilation.
Spread of Covid-19 Coronavirus	Risks associated with social and eating areas	Eating and drinking <ul style="list-style-type: none"> • Students and staff are encouraged to use outdoor seating areas. • Arrangements will be made to clean lunch and break tables regularly throughout the day. • Staff and students should use hand sanitisers or wash hands before eating. • Contract caterers will provide evidence to the college of the measures that they are taking to be COVID-secure.

<p>Spread of Covid-19 Coronavirus</p>	<p>Risks of working in offices and staff work rooms</p>	<p>Staff offices and work rooms</p> <ul style="list-style-type: none"> ● Each office or work room to be equipped with a box containing hand sanitiser, disinfectant wipes and tissues. ● Staff should use hand sanitisers on entering the room and may also choose to use disinfecting wipes to clean own desk. ● Shared computers may only be used if the keyboard, mouse and screen are sanitised between users. ● A 'clear desk' practice is to be actively encouraged. ● Staff members are discouraged from using other colleagues' phones, work tools and equipment, cups and drinking / eating vessels where possible. If necessary, clean and disinfect them before and after use. ● Doors of shared office spaces are to be open for ventilation. ● Larger gatherings in such rooms might need to be re-located or conducted remotely ● Portable fans are not to be used. ● Air conditioning to be switched off if recirculated air is used in the air conditioning units.
<p>Spread of Covid-19 Coronavirus</p>	<p>Risks associated with hand hygiene and toilet use</p>	<p>Students and staff to maintain handwashing hygiene - according to current government guidelines.</p> <ul style="list-style-type: none"> ● Posters are to be displayed around the college site showing a good hand washing technique i.e at least 20 seconds with soap and water followed by thoroughly drying hands. ● Staff and students are informed to avoid physically greeting others for example, the shaking of hands or nudging elbows is discouraged. A simple 'good morning' or 'good afternoon' will suffice. ● Paper towels and hand driers are provided in WCs to encourage good hand hygiene. ● Site team to check soap dispensers and paper towels are fully stocked.
<p>Spread of Covid-19 Coronavirus</p>	<p>Risks associated with student social and study areas and corridors</p>	<p>Students and staff to maintain social distancing according to current government guidelines.</p> <ul style="list-style-type: none"> ● Masks are optional in these areas. However, masks are strongly encouraged in crowded situations where mixing with others outside of normal groupings is encountered. ● Doors of social spaces should be open to increase ventilation. ● Students to be encouraged to use outdoor spaces in preference to indoor areas.
<p>Spread of Covid-19 Coronavirus</p>	<p>Risks associated with Prayer Room</p>	<p>Students and staff to avoid large gatherings where possible</p> <ul style="list-style-type: none"> ● Hand sanitiser is to be used before entering and on leaving the prayer room and Friday prayers. ● Shoes to be placed in designated shoe rack spaces only. ● Students to bring own individual prayer mat – no sharing is to be allowed. ● Friday prayers in the main hall will be streamed live to the prayer room.
<p>Spread of Covid-19 Coronavirus</p>	<p>Risks associated with external college areas</p>	<p>External areas are not areas considered to be high risk, so students and staff are encouraged to make use of</p> <ul style="list-style-type: none"> ● Garden ● Courtyard
<p>Spread of Covid-19 Coronavirus</p>	<p>Risks associated with working outside the JCC site at other centres</p>	<p>Staff to work in accordance with JCC risk assessment guidance over and above any local centre guidelines:</p> <ul style="list-style-type: none"> ● External organisations' risk assessments to be collected and communicated to all relevant staff and students. ● All principles included in this JCC risk assessment to apply to working at other centres – away from main site - where relevant. ● Managers to communicate JCC Covid-19 Safety protocols and expectations to their staff at other centres. ● Staff to communicate JCC Covid-19 Safety protocols and expectations to their learners at other centres.

RISKS RELATING TO COLLEGE ACTIVITY

- OTHER THAN REGULAR CLASSROOM CONTACT:

Hazards	How might harm occur and to whom?	Control Measures
Spread of Covid-19 Coronavirus	Risk related to delivery of Personal Care	<p>Disposable face masks / visors and other items of PPE will be provided for staff required to provide personal care to students.</p> <ul style="list-style-type: none"> • This is anticipated to affect a very small number of staff as the number of students requiring personal care is likely to be very limited. • Guidance on PPE use will be communicated to this specific 'at risk' group before those students return to premises. • This guidance will be based on NHS / PHE advice on the provision of community-based care. (Fluid repellent mask, disposable aprons and disposable gloves).
Spread of Covid-19 Coronavirus	Provision of First Aid	<p>First aid will be provided within current governmental guidance.</p> <ul style="list-style-type: none"> • Face masks will be provided for staff providing first aid if required. This will affect a very small number of staff. • Current guidance on the provision of CPR will be provided to First Aiders. Rescue breaths must not be applied without the availability of appropriate equipment. • First aid guidance will be based on NHS / PHE advice on the provision of community-based care. • College nurse will notify management if she becomes aware of any change in national first aid guidelines. • No vulnerable staff to provide first aid cover.
Spread of Covid-19 Coronavirus	Risks associated with lettings of college facilities	<p>College lettings</p> <ul style="list-style-type: none"> • Sports hall and Saturday school lettings may resume this academic year and will be subject to all of the controls listed in this risk assessment.
Spread of Covid-19 Coronavirus	Risks of running trips and visits off site	<p>Student trips or visits are permitted within government and college guidelines.</p> <ul style="list-style-type: none"> • If college minibuses are to be used for this purpose, hand sanitiser will be provided for use by students and staff members when getting onto and off the vehicle. • Outdoor visits are preferable to the planning of any indoor activities.
Spread of Covid-19 Coronavirus	Risks of running Enrichment activity	<p>Enrichment activity will resume.</p> <ul style="list-style-type: none"> • Any sporting activity will be carried out according to the regulations of the appropriate sporting bodies. • College sports activity will be re-started in accordance with national guidelines. • Other enrichment activities must be carried out the control measures listed in this document, bearing in mind the need for enhanced hygiene and ventilation.
Risks related to Fire Safety in	A wariness of close contact in an emergency	<p>Fire Safety</p> <ul style="list-style-type: none"> • Staff and students are encouraged to use hand sanitiser or hand washing stations when re-entering the building / classrooms following a fire evacuation.

<p>the context of Covid 19</p>	<p>may lead to an increase in evacuation time and promote fire spread throughout the building</p>	<ul style="list-style-type: none"> • Practice evacuations will resume as normal this year instead of last year's 'walk through' drills. • Weekly in-house testing of the fire alarm / emergency lighting will continue. • Corridor fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a frequent basis throughout the day, as per government guidance. • Classroom and shared workroom / office doors should remain open to ventilate the room during use. These doors should be closed when a room is not occupied at the end of the day.
<p>Spread of Covid-19 Coronavirus</p>	<p>Contractor visits, External workers AND parental visits to college</p>	<p>External visitors and contractors to be controlled and monitored on site as follows:</p> <ul style="list-style-type: none"> • Visits such as those concerned with the management of fire safety, legionella, gas safety, electrical safety, and examinations of ventilation systems will be pre-arranged with the relevant contractor. The following measures will be adopted, where possible: <ul style="list-style-type: none"> a) The room will be well ventilated, where possible. b) Contractors will be issued with additional site rules at reception, including expectations in terms of cleaning, respiratory hygiene and hand hygiene. The contractor must confirm that they are not symptomatic. c) Hand sanitiser gel will be provided for use upon entry to the site. • Cleaning, catering and facilities contractors, including landscaping: <ul style="list-style-type: none"> a) Site rules including those on cleaning, hand hygiene and respiratory hygiene expectations will be issued to each contractor. b) Posters will be displayed within kitchens, cleaning cupboards, and facilities offices regarding, hand hygiene, etc. • OFSTED visits have been confirmed as resuming in the autumn term. The management of such a visit would be planned in a light of this risk assessment. • Parents' evenings and open evenings will take place in person, though masks are advised in such large gatherings. Each event will be covered by a separate risk assessment, which may include the introduction of Lateral Flow Testing for parents who come on to site for the event. • Safety Consultant and enforcement officer (e.g. food safety officers) visits may be unannounced. The following control measures will be implemented: <ul style="list-style-type: none"> a) Visitors must book in at reception. b) They must confirm that they are not symptomatic (for COVID-19). c) They will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene. d) Hand gel will be provided at reception for use.
<p>Spread of Covid-19 Coronavirus</p>	<p>Risk of operating public examinations during Coronavirus pandemic</p>	<p>Joseph Chamberlain College will follow guidance in relation to the conduct of public examinations as outlined in government guidance.</p> <p>Exam room set up:</p> <ul style="list-style-type: none"> • Exam rooms will be cleaned before each examination session, specifically exam desks and chairs will be cleaned, including any staff desks and chairs which are at the front of the exam room. • Exam desks will be set up to be forward facing. • Exam desks will be set up at a one metre distance from each other from the centre point of each candidate's chair and desk.

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| | <ul style="list-style-type: none">• There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.• Portable fans are not to be used.• Ventilation must be provided through open doors and windows where possible. <p>Candidate conduct:</p> <ul style="list-style-type: none">• Candidates should not attend college for any examination if they have symptoms of Coronavirus. If any member of their household has symptoms or has tested positive they may attend the exam if they are under 18 and 6 months or have been double vaccinated at least 14 days prior to the examination.• Candidates should not attend college for an examination if they are awaiting a Coronavirus test result, instead they should self-isolate.• Candidates will be allowed to enter the examination room early and will not be gathered in groups before the examination. Candidates will be asked to queue in an orderly fashion.• Candidates will use hand washing stations (or hand sanitiser) before entry to their examination, including any late arrivals.• Candidates will be strongly advised against bringing bags and phones with them to public examinations.• Candidate departures from an examination will be carefully staggered, with row by row exit being carefully supervised, and a significant time left between each group leaving the room. <p>Face coverings:</p> <ul style="list-style-type: none">• Face coverings are optional for candidates and invigilators for the duration of the examination but are strongly recommended. <p>Invigilators:</p> <ul style="list-style-type: none">• Invigilators may walk up and down aisles between desks, and may also stand at the front of the exam room and see all the candidates in the room.• Invigilators should minimise close contact with students and staff.• Invigilators should wash their hands thoroughly and more frequently than usual and particularly after handling exam papers and candidate answer booklets.• Invigilators should be aware of the definition of a 'close contact' as being someone within a distance of 1 metre for less than a minute or within 2 metres for 15 minutes or more. |
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APPENDICES - RISK ASSESSMENTS FOR SPECIFIC TYPES OF TEACHING AREAS

1. Subjects with a practical element such as art, PE, drama, science

Hazards	How might harm occur and to whom?	<p style="text-align: center;">Control Measures</p> <p style="text-align: center;">The following measures will be in place when the college is open for general teaching:</p>
Spread of Covid-19 Coronavirus	Risks associated with teaching of art subjects	<p>In subjects with a practical element, the following principles and protocols will be followed in addition to the more general guidance above:</p> <ul style="list-style-type: none"> • Students will be issued with their own PPE e.g. eye protection or disposable aprons where required. • Students will be offered the option of buying from the college a lab coat and eye protection for their own personal use. • Sharing of equipment is to be discouraged and any shared equipment must be sanitised after use and between each user. • Any unused surfaces are to be kept clear in order to facilitate an enhanced college cleaning regime. • Open shelves should be cleared and any resources should be stored in cupboards. • Where practical work takes place, all equipment must be issued by staff and must be disinfected or quarantined between users. Dishwasher will be used to ensure all equipment is disinfected between users, provided it meets CLEAPS guidance on safety. • Practical work should be designed to minimise movement around the room where possible. • Computer keyboards, screens and mice should be disinfected between users. • For drama, a Covid-19 risk assessment must be produced at least two weeks before each performance. • CLEAPSS guidance to be followed by all staff in relevant subjects. • Portable fans are not to be used in classrooms. • Classroom doors will be open for ventilation.

2. Classroom based subjects (e.g. history, English, religious studies, psychology, sociology etc...)

Hazards	How might harm occur and to whom?	<p style="text-align: center;">Control Measures</p> <p style="text-align: center;">The following measures will be in place when the college is open for general teaching:</p>
<p>Spread of Covid-19 Coronavirus</p>	<p>Risks associated with classroom based subjects with little or no practical work involved</p>	<p>Students and staff to maintain control measures listed above according to current government guidelines and in addition:</p> <ul style="list-style-type: none"> • Where possible, students will remain in a static seating plan for each of their different subjects. • Where this is not possible, risks will be lowered by the use of regular cleaning. • Records of student / staff vaccination will be sought and held confidentially in order to assist in decisions about self-isolation. • Masks are optional in classrooms for staff and students on the main site, however, the college has a contingency plan in place which will step up its control measures in the event of a potential outbreak. • The college actively encourages the use of face coverings in enclosed and crowded spaces where an individual may come into contact with people they do not normally meet. • All unnecessary teaching resources will be removed from learning environments to assist the cleaning process. • Each classroom to be equipped with hand sanitiser, disinfectant wipes and tissues. • Staff and students should use hand sanitisers on entering the classroom and should use disinfecting wipes to clean own desk at the start of a session. • Close face to face contact will be avoided. • Classroom shared Chromebooks and computers may be used if each keyboard, mouse and screen is sanitised between users. College headphones are not to be issued or shared – students may use their own. • Classroom resources are not to be shared and any equipment issued to an individual (such as a camera in film studies – for example) will be kept by the individual student until its return. • A ‘clear desk’ practice is actively encouraged. • Portable fans are not to be used in classrooms. • Air conditioning units to be switched off, where no additional ventilation is provided in the classroom. • Windows and doors to remain to open to increase ventilation. These are to be closed when college is locked at the end of the day. • Ventilation system to vent only air from outside, no recirculation of air is permitted. • Where this is not possible, use of air purification units with HEPA filters should be considered.

3. ADULT LEARNING AT MRAC

Hazards	How might harm occur and to whom?	<p style="text-align: center;">Control Measures</p> <p style="text-align: center;">The following measures will be in place when the college is open for general teaching:</p>
Spread of Covid-19 Coronavirus	Risks associated with learning at Moseley Road Adult Centre (MRAC)	<p>MRAC is a separate site with adult learners, and is a building which has small rooms and narrow corridors, with a variety of heating methods, hence the following precautions will be undertaken:</p> <ul style="list-style-type: none"> • Hand sanitising materials to be available on entry to each room. • Where local heating is provided by a fan unit, this must not be used. • Where windows open they should be used to provide ventilation. Where this is not possible, use of air purification units with HEPA filters should be considered. • Classroom doors should remain open for ventilation. • A one-way system remains in operation. • Courtyard door should be used to increase air circulation and ventilation in the building where weather permits. • Classrooms must adhere to rules as applied on main college site and additional control measures such as sanitiser, disinfectant wipes, ventilation should be used - as listed above. • Where possible, students will remain in a static seating plan. • Adult students should wear masks. This is because data suggests that vaccination take-up rate in adults studying at MRAC is at a significantly lower level than the national rate. Staff are strongly advised to wear masks when circulating in the classroom. • Vaccination against Covid-19 is to be actively promoted. • Records of student / staff vaccination will be sought and held confidentially in order to assist in decisions about self-isolation.

4. INCLUSIVE LEARNING SUPPORT

Hazards	How might harm occur and to whom?	<p style="text-align: center;">Control Measures</p> <p style="text-align: center;">The following measures will be in place when the college is open for general teaching:</p>
Spread of Covid-19 Coronavirus	Risk of students and staff working closely together in	<p>Government guidelines and advice is here: https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</p>

	learning support context	<ul style="list-style-type: none">• Government SEND legislation was previously amended to require schools and colleges to make ‘reasonable endeavours’ to meet the needs of students with additional needs – either with or without an EHCP. This amendment has now been withdrawn and previous legislation relating to SEND provision has been reinstated.• The following controls will be used to deliver learning support:<ul style="list-style-type: none">a. Equipment will not be shared. Any equipment issued will be kept by the individual student until its return, after which it will be disinfected before re-issue.b. Assistance for students with disabilities requiring increased levels of contact – for example assistance with a wheelchair – will be carried out using increased levels of hand hygiene and disinfection.c. Vaccination is strongly advised for those staff and students who are considered to be more vulnerable to the risks of Covid-19 infection.
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Please contact Rosie Shale at JCC or Eleanor Collinge at Southalls in the event any of the controls within this risk assessment require updating or changing so amendments can be recorded.