

## Outbreak Management Plan/Risk Assessment: Covid-19 staff & learners – Updated December 15<sup>th</sup> 2021

This COVID-19: Risk Assessment and Management Plan document sets out the decisions taken, and measures put in place from 29<sup>th</sup> November 2021 to ensure the college continues to operate in a safe way.

This risk assessment is subject to change as per any positive cases leading to an outbreak within The Oaks community.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- Fire Evacuation Procedures
- Safeguarding & Children and young adult Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Latest Government guidance to educational settings about COVID-19:

[Autumn/Winter Plan September 2021](#)

[Further education COVID-19 operational guidance \(publishing.service.gov.uk\)](#)

[SEND and specialist settings - additional operational guidance: COVID-19 \(publishing.service.gov.uk\)](#)

Latest Government guidance -Transport to college

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

Latest NHS information and advice about coronavirus( COVID-19)

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| <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a><br><a href="https://www.bameednetwork.com/wp-content/uploads/2020/05/BAMEed-Network- Schools-and-Covid-19 -guidance-for-BAME-staff-and-their-employers-2.pdf">https://www.bameednetwork.com/wp-content/uploads/2020/05/BAMEed-Network- Schools-and-Covid-19 -guidance-for-BAME-staff-and-their-employers-2.pdf</a> |  |   |  |                                    |                               |
| Assessment carried out by:<br>Ros Leach Head of College  |  | Date of initial plan 6 <sup>th</sup> September 2021   |  | Review date: Weekly                |                               |
| What are you doing to manage an outbreak?  |  | What further action do you need to take to control the risks?   |  | Who needs to carry out the action? | When is the action needed by? |
| <p>1) All learners and staff are asked to carry out LFD testing twice per week. We can continue to test on site for those who prefer to test at College.</p>   |  | <p>Ensure there is sufficient stock of LFD testing kits for learners and staff to take home.<br/>Learners to undertake twice weekly testing on site supported by College staff.<br/>Ensure the Asymptomatic testing site (ATS) remains clean and available for continued testing to take place for those unable to test at home.</p> <p>STEP UP STEP DOWN APPROACH:</p> <p>1) In the event of any learner or staff member returning a positive LFD test, they must immediately self-isolate from the date of the test and take a confirmatory PCR test.</p> <p>They must not come to College whilst waiting for the PCR result.</p> <p>2) In the event that a learner or member of staff being identified as a close contact of a positive case of Covid -19 ( all variants) they must complete a LFD tests for seven days and report the results to the college.<br/>All the time the learner or staff return a negative LFD result they can continue to attend college.</p> |  | SLT                                | Ongoing                       |
|  |  |   |  | All                                | Ongoing                       |

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|  | <p>2) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting.</p> <p>3) Ensure face coverings are used in recommended circumstances.</p> <p>5) Ensure everyone is advised to clean their hands thoroughly and more often than usual.</p> <p>6) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</p> <p>7) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>8) Consider how to minimise contact across the site and maintain social distancing wherever possible.</p> <p>9) Keep occupied spaces well ventilated.</p> | <p>3) In the event of a learner reporting multiple cases within the home we will request they arrange to take a PCR test as soon as possible ( ideally a drive through the day of the reported cases) and await a negative result before returning to college. All results must be reported to college.</p> <p>4) In the event that a learner or staff member having close contact with a positive case of Covid -19 (PCR) and cannot/ or refuses to test – LFD or PCR the college will ask these individuals to self isolate in accordance with government guidelines.</p> <p><a href="https://www.gov.uk">Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a></p> <p>Those who are not fully vaccinated must self-isolate for 10 days, regardless of the result of the PCR test. If they later start to display symptoms, then the 10-day isolation period starts again. A PCR test must always be sought to confirm Covid-19 infection.</p> <p>Individuals who are <b>not vaccinated on medical grounds do not need to self-isolate but they must take a PCR Test.</b></p> <p>If a learner tests positive whilst on site, they will immediately be removed from their group and put in a safe place, whilst parents/carers are contacted, and they wait to be taken off-site to commence their isolation period.</p> <p>To reduce impact on staffing, wherever possible <b>staff should travel to a test site</b> rather than wait for a postal test.</p> | <p>All</p> <p>All</p> <p>All staff</p> <p>Site staff<br/>Teaching staff</p> | <p>Ongoing</p> <p>Ongoing</p> <p>2<sup>nd</sup> week of term 3, 2022 as a minimum</p> |
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|   | <p>10) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. Response to any infection You must always:</p> <p>11) Manage and report confirmed cases of COVID-19 amongst the setting community, and implement Outbreak Management Plan</p> <p>12) Contain any outbreak by following local health protection team advice.</p> | <p>Remote education will be put in place for anyone self-isolating.</p> <p>Face coverings must be worn by staff and learners in locations outside of classrooms including staff rooms, corridors and all communal areas.</p> <p>All non mandatory meetings to take place remotely to minimise visitors to College.</p> <p>As the colder weather approaches remind staff of the importance of good ventilation in classrooms. Internal doors to remain open, where fire regulations allow, to allow a throughout of air.</p> <p>Site staff will monitor the ventilation in all areas of the college daily.</p> |            |                 |
| <p>Risk of coronavirus infection spreading in</p> | <p>Prevention<br/>Systems of Control</p>  | <p>Leadership to regularly check the latest government advice for further education and to ensure the advice is shared with all staff and daily SLT member to ensure guidance followed.</p>   | <p>SLT</p> | <p>On-going</p> |

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| college to learners and staff | 1) Lateral Flow testing to be carried out as per Government guidance by learners and staff.  | All staff and learners will be issued with home testing kits. Learners and staff are advised to test twice per week at home. If named as a close contact staff and learners, and wherever possible the whole family, are to undertake daily testing and take a PCR test. Staff should attend a drive-in test site rather than wait for a postal test. Any positive cases will be reported to Public Health England as per guidance. | Staff and learners        | From 8 <sup>th</sup> March 2021 until further notice from central Government. |
|                               | 2) Where necessary, wear appropriate personal protective equipment (PPE).  | Avoid contact, where possible with anyone displaying symptoms.  | All                       | Ongoing   |
|                               | 3) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend the setting.  |   |                           |   |
|                               | 4) Informing staff, parents, carers & learners presenting with symptoms or who are ill that they should stay at home and arrange for a PCR test. |   |                           |   |
|                               | 5) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach   | Teachers/Tutors share key information about hygiene daily with learners at start of sessions. Government guidance is 'Catch it, Bin it, Kill it' and staff remind/show/demonstrate to learners how to hand wash regularly (for 20 seconds every time they use toilets and throughout the day) Also remind them to minimise putting their hands near face, mouth, eyes and nose.   | Teachers/Tutors/All Staff | Ongoing   |
|                               | 6) Clean hands thoroughly more often than usual.   | Learners and staff should wash their hands: <ul style="list-style-type: none"> <li>• before leaving home</li> <li>• on arrival at college</li> <li>• after using the toilet</li> <li>• after breaks</li> </ul>  | All                       | Ongoing   |
|                               | 7) Introduce enhanced cleaning, including cleaning frequently  | <ul style="list-style-type: none"> <li>• before eating any food, including snacks</li> <li>• before leaving college</li> </ul>  |                           |   |

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|   | touched surfaces often, using standard products such as detergents.  | <b>Soap and water are more effective than using sanitisers</b> |                           |  |
| 8) Use of face coverings in recommended circumstances | Staff and learners are recommended to wear face coverings in enclosed and crowded spaces where they may come into contact with people they do not normally meet. This includes public transport and home-college transport.<br><br>If an outbreak occurs we may need to reintroduce face coverings throughout the College day.   |  | All                       | 17 <sup>th</sup> May until further notice. |
| 9) Maintain robust hand and respiratory hygiene       | Installation of more hand sanitisers around the entrances and exits  |  | JS                        | Ongoing                                    |
| 10) Enhanced cleaning arrangements                    | Posters displayed in college re hand washing & good hygiene routines   |  | JS - RL                   | Ongoing                                    |
|   | Teacher desk/each learning space to have wipes, box of tissues and sanitizer and pack of disposable gloves.  |  | JS-RL                     | Ongoing                                    |
|   | Where possible, all spaces should be well ventilated using natural ventilation (open windows) or prop open doors, where safe to do so (bearing in mind fire safety and safeguarding).  |  | RL/Teachers/<br>All Staff | On-going                                   |
|   | Staff will move around the groups appropriately to model social distancing and use the phrase – personal space to reinforce this concept.<br><br>Learners and staff are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. |  | All                       | On-going                                   |

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|  | <p>15. Staff and learners to engage in NHS Test and Trace</p> <p>Premises and utilities have been health and safety checked and building is compliant.</p> <ol style="list-style-type: none"> <li>1) Water treatments</li> <li>2) Fire alarm testing</li> <li>3) Grounds</li> <li>4) PAT &amp; electrical testing</li> <li>5) Boiler/ heating servicing</li> <li>6) Internet services</li> <li>7) Any other statutory inspections</li> </ol> <p>Consideration given to premises lettings and approach in place.</p> <p>College cleaning carried out every day by contract cleaning team.<br/><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>A College deep clean takes place 4 times per year.</p> <p>Adequate cleaning supplies and facilities around the college are in place. Arrangements for longer-term continual supplies are also in place.</p> | <p>Any positive cases will need to be provided to NHS Test and Trace by the family. College staff will provide additional information to ensure direct contacts from within College can be contacted.</p> | <p>Staff, learners, families</p> | <p>On-going</p> |
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| <p>Staff who are pregnant</p>       | <p>Staff who are pregnant must inform the leadership in writing.</p> <p>Oakley College will carry out a workplace risk assessment and follow the guidance below.</p> <p><u>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</u></p>  | <p>All pregnant staff members will be monitored by a member of the SLT and risk assessment reviews will be conducted.</p> <p>Staff who are pregnant will be informed of any outbreak within the College community and action will be taken as per their risk assessment.</p>   | <p>SLT</p>        | <p>On-going</p> |
| <p><b>Travelling to college</b></p> | <p>Government guidance followed. Learners encouraged to travel by car with the window open- learners, drivers and escorts to wear face masks.</p> <p>Parents accountable for ensuring they do not send their young person to college if displaying symptoms and follow government guidance for self-isolation and test and trace.</p> | <p><u>The advice from Public Health England is:</u></p> <p><b><i>Advice for Transport businesses</i></b></p> <p><i>If workers have to share enclosed spaces such as the cabs of vehicles, they should keep the window open for ventilation and they should be careful to avoid touching their face at all times and face away from others as much as possible. On leaving the enclosed space, they should wash their hands with soap and water for 20 seconds or more or use hand sanitiser when they cannot wash their hands.</i></p> <p><i>Private vehicles that are used by people from multiple households should be cleaned regularly using gloves and standard cleaning products with particular emphasis on handles and other areas where passengers may touch surfaces.”</i></p> | <p>SLT/ Staff</p> | <p>On-going</p> |

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| <p>Learner/Staff is unwell, and it is believed that they have been exposed to COVID-19</p> |  | <p>Learner -Staff response if unwell:</p> <p>Ensure the YP/Staff are looked after and isolated separately from others-</p> <p><b>COVID- Response room (Medical Room) open windows and doors.</b></p> <p>If anyone in your setting develops a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>This sets out that they must:</p> <ul style="list-style-type: none"> <li>• self-isolate for at least 10 days</li> <li>• arrange to have a test to see if they have coronavirus (COVID-19)</li> </ul> <p>Action list 1.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.</p> <p>2. If applicable, call parents/legal guardian or a member of their household to collect the student and take them home. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection. Ideally the student should be collected by a parent/legal guardian/housemate and travel home by private transport.</p> <p>3. If the student is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>4. Staff caring for a student while they are awaiting collection should maintain 2 metre distancing. If not possible, wear suitable PPE1:</p> <p>Situation PPE 2m distance cannot be maintained A face mask should be worn Contact is necessary Gloves, an apron and a face mask should be worn Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) Eye protection should also be worn 1 More information on PPE use can be found in the Safe working in education, childcare and</p> |  |  |
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|  |  | <p>children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>5. If the student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 6. Staff/other students who have had contact with the symptomatic student must wash their hands thoroughly for 20 seconds.</p> <p>7. Advise the student to get tested and notify you of the results. A small number of testing kits are being provided to you. Consider providing a home testing kit, in line with the guidance on use, where you think providing one will significantly increase the likelihood of them getting tested 8. Once the student has left the premises, thoroughly disinfect/clean all surfaces and touch points they came into contact with (including the bathroom if used).</p> <p><b>In addition to the guidance above:</b></p> <ul style="list-style-type: none"> <li>• If a Learner/member of staff presents with symptoms of COVID-19 staff must notify the Leadership Team immediately, such as a continuous cough or a temperature.</li> <li>• The Learner displaying symptoms will be supported to access the COVID response room with a member of staff supervising and wearing full PPE (gloves, apron, face mask and eye protection). The external door to the room should be opened for ventilation. If a learner vomits, the room must be immediately vacated and locked and site team notified for deep cleaning.</li> <li>• The staff member displaying symptoms will be required to go home and self –isolate and seek medical support and advice.</li> <li>• Learners and staff will be required to have a test and will be able to return to college with a negative result. If the Learner or member of staff tests positive they should follow the Stay at Home Guidance for Households with possible or confirmed Coronavirus (Covid-19) infection and must self-isolate for at least 7 days from the onset of their symptoms.</li> </ul> |  |  |
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- Leadership Team to notify the Chair of the board of trustees of any COVID incidences and seek guidance from Local Public Health.
- In an emergency call 999 if a significant injury, being unwell or life is at risk.

All PPE must be disposed of in yellow sacks – cable tied and disposed of correctly.

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|   |  | If they need to go to the bathroom whilst waiting for parent/carer/family member to collect, they should use the toilet – (next to medical/Covid response room) and staff are advised not to use until it has been deep cleaned.   | ALL                   | On-going |
|   |  | If they need to go to the bathroom whilst waiting for parent/carer/family member to collect, they should use the toilet – (next to staff room) and staff are advised not to use until it has been deep cleaned.  | Staff & SLT           | On-going |
|   |  | The medical area and designated toilet will need to be cleaned once they have left using normal disinfect cleaning products.   | GF/ Contract cleaners | On-going |
|   |  | Staff member who has been in contact with learner does not need to be sent home but should – <ul style="list-style-type: none"> <li>• wash hands thoroughly for 20 seconds</li> <li>• dispose of PPE securely in bin provided (Yellow sack)</li> <li>• change their clothes</li> </ul>   | SLT                   | On-going |
|   |  | Contact with the local Public Health England Protection Team will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken. An assessment will be undertaken by SLT with relevant staff. Advice on the management of learners and staff will be based on this assessment.  | SLT                   | On-going |
| 3. A case of COVID-19 (Learner or staff) is confirmed | <p>Follow self-isolation guidance<br/><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</a></p> <p>Follow stay at home guidance given following a positive test result<br/><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-</a></p> | <p>What to do if a Learner/Staff tests positive for coronavirus (COVID-19)</p> <ol style="list-style-type: none"> <li>1. You must take swift action when you become aware that someone who has attended your setting has tested positive for coronavirus (COVID-19).</li> <li>2. <b>You can contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</b></li> <li>3. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team (HPT).</li> <li>4. The advice service (or HPT if escalated) will work with you to carry out a rapid risk assessment and identify appropriate next steps.</li> </ol> | SLT                   | On-going |

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|  | <u>households-with-possible-coronavirus-covid-19-infection</u> | <p>5. With support from the advice service (or HPT), identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for 14 days in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>6. For students who are isolating, ensure access to remote provision so that they can continue to learn remotely.</p> <p>7. A template letter will be provided to you, by the advice service or the health protection team, to send to students, parents, carers and staff if needed. 8. Settings must not share the names of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>In addition to the above:<br/>The SLT will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as classrooms, breakout areas and toilets will be given by the Chief Operating Officer (NHS)</p> |          |          |
|  |  | <p>If there is a confirmed case, a risk assessment will be undertaken by the SLT with advice from PHE In most cases, closure of the college will be unnecessary, but this will be a local decision based on various factors such as establishment size and learner mixing.</p> <p>Once PHE have consulted with the college, the college will inform parents/carers accordingly of any necessary adjustments to the colleges COVID-19 protocols.</p>  | SLT      | On-going |
|  |  | <p>Teaching staff will provide on-line learning activities for learners via Microsoft teams.</p>   | Teachers | On-going |

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| 4. Learners are missing education and falling behind in their learning. | Ongoing remote learning timetabled.  | System in place to monitor engagement of learners and provide support where required.   | Tutors             | On-going |
| 5. Teacher shortage   | Regular review of staff wellbeing  | Backup plan in place  | SLT                | On-going |
| 6. Protection for most vulnerable learners                              | Weekly contact with those identified   | Ask them to contact their consultants to seek advice on their condition<br><br>Consider working from home   | Parents/carers     | On-going |
| 7. Staff with health issues (e.g. Heart)                                |  |   | Staff              | On-going |
| 8. Pregnant staff   | Separate Risk assessment will be carried out   | Ask them to contact their midwife to seek advice; consider working from home  | Parents            | On-going |
| 9. Meals on site  |  | Learners to provide packed lunches – FSM arrangements in place  | Parents/OC         | On-going |
| 10. Site/cleaning team shortage   |  | Discuss with cleaning contractor.   | JS/RL/GF           | On-going |
| 11. Accident or first aid incident at college- Non Covid 19 related     | First Aiders on site   | At least one trained first aid staff member to be available and on-site during the college day.<br><br>First aid administered in groups where possible. Medical area to be available if appropriate. Follow normal procedures/protocols | First Aider        | On-going |
| 12. Propping open fire doors  | Evacuation routes are confirmed, and signage accurately reflects these.<br><br><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> | To reduce risk of spread of COVID-19 by allowing natural ventilation and access for learners for break & lunchtime.<br><br>Teachers must ensure fire door closed on exit if fire breakout to minimise risk of fire spread.              | Teachers/All Staff | On-going |
|   |  | All learners with Personal Evacuation Plan will be supported by identified staff.   | Teachers/All Staff | On-going |

