



## **Risk Assessment Full Opening of The Oaks Specialist College**

**College Name: The Oaks Specialist College**

**Site Details: Cage Green Road, Tonbridge, Kent TN10 4PT**

**Risk Assessment Completed by: Senior Management Team**

**Risk Assessment Date: 28.02.2022**

This COVID-19: Risk Assessment and Management Plan document sets out the decisions taken, and measures put in place from 28<sup>th</sup> February 2022 to ensure the college continues to operate in a safe way.

The latest changes in Government guidance have suggested that this risk assessment is used to advise how we best protect each other rather than requiring stringent restrictions

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:**

[COVID-19 Response: Living with COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/covid-19-response-living-with-covid-19)

[FE COVID operational guidance Feb 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/guidance/fe-covid-operational-guidance-feb-2022)

[SEND and specialist settings: additional COVID-19 operational guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/guidance/send-and-specialist-settings-additional-covid-19-operational-guidance)

[Special schools and other specialist settings: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/special-schools-and-other-specialist-settings-coronavirus-covid-19)

**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**

[Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/coronavirus)

[BAMEed-Network- Schools-and-Covid-19 -guidance-for-BAME-staff-and-their-employers-2.pdf \(bameednetwork.com\)](https://www.bameednetwork.com/sites/default/files/2020-09/BAMEed-Network-Schools-and-Covid-19-guidance-for-BAME-staff-and-their-employers-2.pdf)

Assessment

<b><i>Leadership to regularly check the latest government advice for further education and to ensure the advice is shared with all staff to ensure guidance followed.</i></b>		
<b>Action</b>	<b>Measures to be taken to control risk</b>	<b>Is action required and by whom? Time frame?</b>
<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>2) (Whilst tests are available)</p>	<p>While stock is available, we will endeavour to provide testing kits for all learners to take home. Learners to undertake twice weekly testing at home/or on site supported by college staff.</p> <p>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><b>STEP-UP STEP-DOWN APPROACH:</b></p> <p>a) In the event of any learner or staff member returning a positive LFD test, they will be asked to remove themselves from others and not attend college for 5 days from the date of the positive test. If symptomatic a PCR test is required.</p> <p>b) 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 will be asked to complete a LFD on day 2 and day 5 and report the results to the college. All the time the learner/staff</p>	<p>Ongoing</p>

	<p>return a negative LFD result they can continue to attend college.</p> <p>C) Minimise contact with individuals who have returned a positive LFD/PCR.</p>	
3) Ensure face coverings are worn if current guidance and regulations require it.	College to have available stock of clean masks	
4) Unvaccinated staff member/learner	Those who are not fully vaccinated and have been a close contact of a positive case of Covid-19 must wear a mask for 5 days whilst in college.	
5) Member of staff/learner testing positive.	If a learner or member of staff tests positive, they should stay at home and avoid contact with other people for at least 5 days. They should do daily Lateral Flow device tests from day 5 onwards, 24 hours apart. They can return to college once they have two negative results or after 10 full days of self-isolation. <b><i>This is the case as long as we have sufficient testing stocks.</i></b>	
6) Learner/staff member testing positive on site	<p><b>Staff member</b> - will be asked to return home and comply as step 5 above.</p> <p><b>Learner</b> - they are to be removed from group to a safe place whilst parent/carer contacted and await to be taken off site.</p> <p>Staff caring for a student while they are awaiting collection should:</p> <ul style="list-style-type: none"> <li>• maintain 2 metre distancing and wear suitable PPE</li> <li>• If not possible, additional PPE should be worn including gloves, an apron</li> </ul>	<p>Remote education to be put in place for any learner that cannot attend college.</p> <p>System in place to monitor engagement of learners and provide support when required.</p> <p>Staff to make regular well-being calls to learner.</p>

	<p>and face mask should be worn to avoid the risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) Eye protection should also be worn.</p> <ul style="list-style-type: none"><li>• More information on PPE use can be found in the Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</li><li>• If the learner 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. Staff/other students who have had contact with the symptomatic student must wash their hands thoroughly for 20 seconds</li><li>• Advise the learner that they cannot return to college for 5 days. They should do daily Lateral Flow device tests from day 5 onwards, 24 hours apart. They can return to college once they have two negative results or after 10 full days of self-isolation. <b><i>This is the case as long as we have sufficient testing stocks.</i></b></li><li>• The college will provide home testing kits whilst they are still available.</li></ul>	
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7) Ensure everyone is advised to clean their hands thoroughly and more often than usual.	<p>Learners and staff should wash their hands:</p> <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> <li>• before eating any food, including snacks</li> <li>• before leaving college</li> </ul> <p><b>Soap and water are more effective than using sanitisers</b></p>	
8) Maintain robust hand and respiratory hygiene	<p>Teachers 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.</p>	<p>Installation and maintenance of hand sanitising solutions though out the college and especially at entrances and exits. Poster displayed in college re handwashing and good hygiene routines. Teachers desks to each have wipes, box of tissues and sanitiser.</p>
9) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents	Where appropriate wear personal protective equipment	
10) Consider how to minimise contact across the site and maintain social distancing where possible		
11) Keep occupied spaces well ventilated	In cold weather, remind staff of the importance of good ventilation in classroom. Internal doors to remain open where fire regulation allow, to allow a flow of air. Site staff to monitor the ventilation in all areas daily.	
12) Response to any infection you must always:	Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.	

<ul style="list-style-type: none"> <li>• Manage and report confirmed cases of COVID-19 amongst the setting community, and implement Outbreak Management Plan</li> <li>• Contain any outbreak by following local health protection team advice</li> </ul>		
<p>13) College cleaning carried out every day by contract cleaning team.</p> <p><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. Adequate cleaning supplies and facilities around the college are in place. Arrangements for longer-term continual supplies are also in place.</p>	
<p>14) Staff who are pregnant must inform the leadership in writing.</p> <p>The Oaks Specialist College will carry out a workplace risk assessment and follow the guidance below.</p> <p><a href="#">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a></p>	<p>All pregnant staff members will be monitored by a member of the Senior Leadership Team 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>On-going</p>
<p>15) Travelling to college</p> <p>Government guidance followed</p> <ul style="list-style-type: none"> <li>• Parents accountable for ensuring they do not send their young person to college if displaying symptoms and follow guidance in point 5 above.</li> </ul>	<p><i>“Operators are free to set their own requirements for wearing face coverings. You should check this with the operator of the service you are using before travelling”</i></p> <p><a href="#">Coronavirus (COVID-19): safer travel guidance for passengers - GOV.UK (www.gov.uk)</a></p>	