



**Harrison College Ltd**  
**Pandemic Continuity Plan / Covid – 19 Risk Assessment**

January 2022

On Monday 21 February, the Prime Minister set out the next phase of the government's COVID-19 response 'Living with COVID-19'. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains.

For the education and childcare sectors, the main changes announced include:

- changes to self-isolation and daily testing of close contacts
- changes to testing in education and childcare settings and children's social care services

From Monday 21 February, the Government is removing the guidance for staff and students in most education and childcare settings to undertake twice-weekly asymptomatic testing.

Staff and secondary-aged students in SEND settings, alternative provision settings, and SEND units within mainstream settings, or equivalent in further education colleges, are advised to continue regular twice-weekly testing.

From Thursday 24 February, the Government will remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days. In addition, the Government will:

- No longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate.
- End routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests. Staff, children and young people should attend their education settings as usual. This includes staff who have been in close contact within their household, unless they are able to work from home.
- End the legal obligation for individuals to tell their employers when they are required to self-isolate.

### **Home Test Kits LFD**

All students will continue to be issued home test kits if requested.

### **Covid Safe Procedures (daily routine):**

- Sanitise on arrival
- Temperature check and write your temperature on the signing in sheet
- If you have done an LFD test at home, then inform College by putting a green dot, next to your signature on the signing in sheet
- Sanitise hands again
- Face coverings can be worn if a student or staff members wishes to.
- Frequent increased hand washing routines to sanitise hands at the beginning of the day, when changing areas, before and after lunch and at the end of the day,
- Cleaning of workstations, tables, equipment including laptops and workstations etc. in-between and before/after each session
- Maintain social distancing where possible from students and other adults – also during breakfast club and lunch

If a student develops any of the 3 highlighted COVID-19 symptoms; high temperature, new continuous cough and loss of taste/sense of smell, they will immediately be sent home and are advised to work at home for a further 5 days or until symptoms have gone.

### **Control measures**

The College will ensure that control measures, previously stated, will be implemented, such as:

1. Good hygiene for everyone - frequent and thorough hand cleaning should now be regular practice. We will continue to ensure that students clean their hands regularly, and this can be done with soap and water or hand sanitiser.
2. Maintain appropriate cleaning regimes – as detailed previously.
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

[Actions for FE colleges and providers during the coronavirus pandemic - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/actions-for-fe-colleges-and-providers-during-the-coronavirus-pandemic)

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

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

Appendix 1

CORONAVIRUS (COVID-19) RISK ASSESSMENT			
RESPONSE STAGE	TRIGGER	Key Actions	Who
<b>STAGE 1 – General</b> (Everyday hygiene and procedures)	None	<ul style="list-style-type: none"> <li>• General reminders for hygiene</li> <li>• Effective handwashing facilities and soap available</li> <li>• Follow usual absence periods for sickness</li> <li>• Upscale quality and frequency of cleaning</li> </ul>	All staff members; site team
<b>STAGE 2 – Prevention</b>	<u>Where an increased risk is present</u> - Increased absence rates of students or staff - Local increases in sickness e.g. flu, gastric, coronavirus - Public health alerts - Suspected cases of specific illness in college or within the community (eg. coronavirus / gastric)	<ul style="list-style-type: none"> <li>• Increase hygiene procedure</li> <li>• Communication with key people including key information (staff, students and families, users of the site)</li> <li>• Specific hygiene lessons in class</li> <li>• Increased enforced use of handwashing before eating of food</li> <li>• Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>• Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points)</li> <li>• Review resources and sharing</li> <li>• Daily review of the situation</li> <li>• Increased attention, when cleaning, to high contact areas</li> </ul>	All staff; families (informed by Principal)
<b>STAGE 3 – Mitigate/ Delay</b>	<u>Where a significant risk is present</u> <ul style="list-style-type: none"> <li>• direct case or increased likelihood of cases</li> <li>• Public health advice for restrictions</li> </ul>	Consider reducing contact situations: <ul style="list-style-type: none"> <li>• College events/trips</li> </ul> Consider: <ul style="list-style-type: none"> <li>• Any screening measures e.g. use of a digital thermometer in college.</li> <li>• Increase time of exclusion from college for those with symptoms (beyond 48hrs) – following advice from Public Health England</li> <li>• Sending home any student with <u>any</u> symptoms as advised by UK Health Security Agency (UKHSA)</li> <li>• Additional Cleaning focus on high traffic areas</li> </ul>	Principal to inform staff and families
<b>STAGE 4 – Containment</b>	<u>Where specific and/or significant changes or restrictions need to be in place.</u> <ul style="list-style-type: none"> <li>• High levels of sickness</li> <li>• High rates of absence</li> <li>• Significance of danger of disease or illness</li> </ul>	<ul style="list-style-type: none"> <li>• Part / full closures of site / classes</li> <li>• Deep cleanse by site staff</li> <li>• Reduction or exclusion of visitors</li> </ul>	Principal; Cleaning team

Specific Issue	Actions (with any messages)	Who
Suspected case in college (staff or pupil)	<ul style="list-style-type: none"> <li>Contact relevant agencies e.g. NHS 111 / DfE / UK Health Security Agency (UKHSA)</li> <li>Deep clean core areas</li> <li>Inform staff</li> <li>Core reminders of hygiene</li> <li>Contact parents – general information about sickness etc.</li> </ul>	Principal
Confirmed case in college	<ul style="list-style-type: none"> <li>Deep clean core areas</li> <li>Inform staff</li> <li>Core reminders of hygiene</li> <li>Contact parents – general information about sickness etc. and the key next steps</li> </ul>	Principal; all staff if informing
Suspected case in a family	<ul style="list-style-type: none"> <li>Parent/carer informs college</li> <li>Parents to ensure student washes hands before leaving the house.</li> <li>Student to wash hands immediately after coming into college</li> <li>Increase monitoring of students</li> </ul>	Families
Confirmed case in a family	<ul style="list-style-type: none"> <li>Parent/Carer informs college as soon as possible</li> <li>Students in the family to remain at home for the 10 days self-isolation period</li> <li>Deep clean of the college</li> </ul>	Staff; site team
Teacher shortage	<ul style="list-style-type: none"> <li>Supply</li> <li>Where too many – partial closure or part time / AM / PM</li> </ul>	
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>Identify who these young people are, e.g. underlying health conditions that may be affected by the current threat</li> <li>Discuss with parents the initial steps and agree key actions re: isolation/seclusion</li> <li>Weekly 'check ins' via phone call or home visit and recorded on CPOMs</li> </ul>	Principal
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> <li>Ask them to contact their consultants to seek advice on their condition</li> <li>Consider working from home if relevant</li> </ul>	
Staff with symptoms	<ul style="list-style-type: none"> <li>Stay at home; follow NHS 111 advice; discuss with the Principal</li> </ul>	
Admin shortage	<ul style="list-style-type: none"> <li>Cover of the college phone, using Microsoft Teams</li> </ul>	Principal

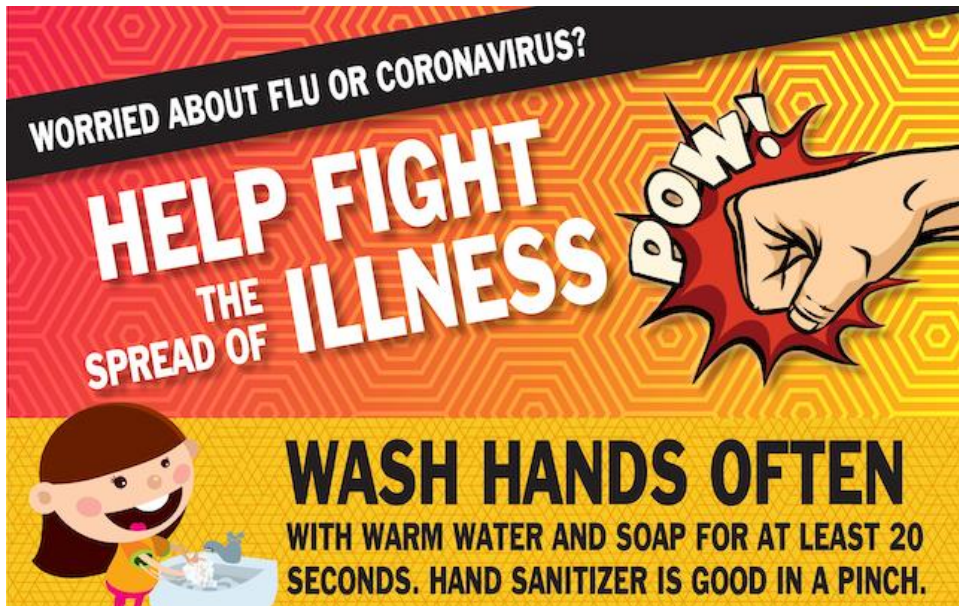
Useful contacts:

- NHS 111
- Foreign and Commonwealth travel advice: <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>
- Self-isolation: <https://publichealthmatters.blog.gov.uk/2020/02/20/what-is-self-isolation-and-why-is-it-important/>
- Handwashing: <https://youtu.be/bQCP7waTRWU>
- Educational resources: <https://campaignresources.phe.gov.uk/schools>
- DfE Coronavirus Helpline Phone: 0800 046 8687
- Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Opening hours: 8am to 6pm (Monday to Friday)

## Appendix 2

Example signage around the building



All users of the building are asked to follow the following guidance:

### Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell



### Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

## Appendix 3

### Outbreak Planning Grid (Doncaster LA)

Prevention	Suspected case response	Coordinated support \Multi-Disciplinary Team	Outbreak Control Measures (inc. test and trace)	Infection Prevention & Control	Lead:
<p><b>What actions are possible to anticipate, educate, enforce or empower to prevent circumstances that cause spread of infection for this group/place/setting?</b></p>	<p><b>What steps are needed if someone becomes symptomatic on site / within setting?</b></p>	<p><b>Which partners should work alongside a core resource to provide support for this group/place/setting?</b></p>	<p><b>What are the most likely effective outbreak control measure approach group/place/setting? How will targeted Test and Trace be applied?</b></p>	<p><b>What is most likely effective approach to infection prevention and control for this group/place setting</b></p>	
<ul style="list-style-type: none"> <li>minimising 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, do not attend childcare settings, schools or colleges</li> <li>cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>cleaning frequently touched surfaces often using standard products, such as detergents and bleach</li> <li>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> <li>Coordinate support across Senior Leadership including Governors</li> <li>Coordinate support across school to address risks proactively</li> <li>Review Risk Assessment</li> <li>Communicate expectations with staff</li> <li>Has Risk Assessment been shared</li> <li>Raise awareness of visitors to schools.</li> <li>Ensure children are prepared for return to school i.e. video/pictorial</li> <li>Monitoring/Review of systems in place</li> <li>Raise awareness the importance of staggered entry/exit.</li> <li>Having a designated area for suspected cases</li> <li>Ensure PPE arrangements are understood.</li> <li>Ensure PPE training is completed</li> <li>Ensure appropriate hand hygiene protocols are clearly understood.</li> <li>Undertake individual risk assessments for vulnerable pupils</li> <li>Ensure strict adherence to pupil/staff group or bubble</li> </ul>	<p><b>Pupil Symptomatic</b></p> <ul style="list-style-type: none"> <li>Staff take pupil to designated space and supervise</li> <li>Continue protocol for isolating pupils <a href="#">here</a></li> <li>Grab Bags</li> <li>Parents informed and notified of need to establish test and inform school of outcome</li> <li>Notify LA through EDULOG if it is a confirmed positive test</li> <li>minimising 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, do not attend childcare settings, schools or colleges</li> <li>Consider requirements for Deep Clean</li> </ul> <p><b>Staff Symptomatic</b></p> <ul style="list-style-type: none"> <li>Remove themselves from site</li> <li>Register for test</li> <li>SLT to liaise with staff</li> <li>Notify Public Health England Health Protection Team, telephone 0114 321 1177 and LA through EDULOG if it is a confirmed positive test</li> </ul>	<ul style="list-style-type: none"> <li>Senior Leadership including Governors</li> <li>EDULOG</li> <li>Public Health</li> <li>Other relevant agencies working with the child</li> </ul>	<ul style="list-style-type: none"> <li>Increased segregation in school</li> <li>Prevent staff cross contamination and securely lock down groupings</li> <li>Develop contingency plans for loss of workforce capacity</li> <li>Review Risk assessment in light of circumstances surrounding organisation and make amendments as necessary to update protocols in light of the review clearly communicating with staff / parents/ pupils as required.</li> <li>To follow guidance from the Health Protection Team (HPT) / Outbreak Control Team and distribute letters provided by PHT accordingly</li> <li>To follow advice on additional swabbing of staff or pupils and inform HTP of any further cases or outbreaks</li> </ul>	<ul style="list-style-type: none"> <li>Regular reviews of systems and process with all staff.</li> <li>Clear and concise communication with all stakeholders</li> <li>Ensure clear guidance for visitors</li> <li>Implement 'train the trainer' approach</li> <li>Support on deep cleaning</li> <li>Support staff maintaining PPE and hygiene supplies</li> <li>Vigilance on further guidance from Public Health and DFE</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate support across Senior Leadership including Governors</li> <li>Designated Senior Leader</li> </ul>

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<p>Guidance document  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control</a></p>	<p><b>Other Actions Following Positive Test</b>  Follow DfE Guidance</p> <ul style="list-style-type: none"> <li>Where the child, young person or staff member tests positive, the rest of their class / group/ bubble within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> <li>Follow the guidance of Covid-19 Cleaning in non healthcare settings  <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></li> </ul>				



**Covid19 Response Self Isolation**

In response to the Covid-19 crisis, Harrison College will ensure that any student who is required to self-isolate can access the teaching and learning taking place in college during their period of isolation. It is the responsibility of teaching staff to ensure that the resources are available and that the process, below, is followed.

