

Queen Alexandra College- General Risk Assessment

It is the policy of QAC to promote the highest possible levels of health and safety so as to lead to the avoidance or reduction of risks to the health and safety of all persons who may be affected by their work activities, the activities of our Staff, clients (Students) and to ensure compliance with all current legislation, in particular the 'Health and Safety at Work Act (1974)'. QAC makes specific commitments to their staff, clients' management with regards to working safely, personal safety, care of the environment and being mindful of safety issues when teaching Food Safety, Hygiene and working in the kitchen environments.

QAC considers that these issues are the responsibility of the Company's management team and rank equally with that of finance, marketing, human resources and commercial issues. The Management of Health and Safety at Work Regulations 1999 require under Regulation 3 that we will ensure that a suitable and sufficient Risk Assessment is carried out. The Principal, Bev Jessop, who is employed by QAC, takes responsibility for the implementation of the College's Health and Safety Policy; she is supported in this by the College's Management Team (CMT).

QAC			
Location RA	QAC – Academic year 2021/2022	Date Assessed	27/01/2022
Person Assessing area	Paul Weston	Date to be Reviewed	15/07/2022
Checked by	BOTCH team	Status and Version of doc.	V3.13

Changes Summary from previous version

Brief overview and summary of what has changed from previous version:

Changes from V3.12 to V3.13 - Due to the changes on the 19th January 2022 updated to reflect the removal of Plan B restrictions, including to update advice for tracing close contacts and isolation of under 5s, remove the recommendation to wear face coverings in classrooms and communal areas, update isolation expectations in a residential setting, remove the mandatory certification section as this will no longer be in place from 27 January, confirm that recovery programmes should continue to be delivered, and reflect that from 27 January government is no longer advising people to work from home if they can. As well as updated the 'Rapid asymptomatic testing in specialist settings' guidance in line with the UKHSA announcement about confirmatory PCR tests. in line with current guidance from Gov.uk, DfE & CQC guidance.

Method Statement

Overview / Description: Quick summary of activity and managements involvement:

QAC continues to follow Government guidance regarding Covid-19. The most recent guidance has been updated to reflect changes to self-isolation rules and is available here;

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance>

Queen Alexandra College- General Risk Assessment

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4>

QAC remains fully committed to ensuring that arrangements enable us to undertake education/support whilst also maintaining the safety and wellbeing of ourselves, our students, clients, colleagues, and other stakeholders. The Government has made it a national priority that education settings should continue to operate as normally as possible during the COVID-19 pandemic. As a college we have a duty of care to ensure the Health, Safety and Wellbeing of staff, learners, residents, third parties and visitors to our facilities it is essential that we all continue to follow the health and safety measures in place and, most importantly, that individuals do NOT attend college if they have any of the following symptoms (most people with coronavirus have at least 1 of these symptoms), for which if you have symptoms a PCR Covid-19 test will be required;

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

If you are worried about your symptoms or are not sure what to do – please do NOT attend college – Use NHS 111 online to check your symptoms and what to do next; <https://111.nhs.uk/covid-19/> and/or telephone our Admissions team for clients and HR team for Staff if you have any queries.

With the rise in the Omicron variant so highly publicised, and with the recent escalation of local figures we need to ensure we are all clear and refreshed about processes for reporting COVID. As always, our priority is that all people are safe and confident in the COVID processes that we have in place.

These are the steps we are taking across QAC to keep our staff, our students/clients, visitors/third parties and each other safe:

- **Continuing the LFD test at home** at least twice per week, ideally on a Sunday and Wednesday as a minimum and report the results to the NHS (& QAC if there is a positive case), it's our best indicator of COVID and enables us to make quick decisions in the event of a positive case (in Residential settings the staff and residents will be required to undertake 3x LFDs per week and Staff 1x PCR per week whilst residents 1x PCR per month as residential care comes under CQC guidance).
- **Ventilate** in order to best ventilate lounges, staff rooms, kitchens, classrooms and offices windows and doors will remain open, we have some extra heaters available on request from maintenance to counteract the cold air, and many areas have these in place already.
- **Hand hygiene, sanitise** - wash hands and sanitise surfaces regularly. From 19th January, the Government guidance on remove Plan B restrictions so the recommendation to wear face coverings in classrooms and communal areas, whilst from the week of the 31st Jan face covering will revert back to gov guidance QAC will continue to help, support and provide face coverings for those that still wish to continue wearing face coverings.

Reporting positive cases or absence due to symptoms immediately (Staff to HR & Students to our Admissions team) so these can be evaluated as soon as possible, and suitable measure taken to mitigate risks for others

Queen Alexandra College- General Risk Assessment

Reporting positive Cases when College is closed - if you need to advise the team of a positive case, the Senior On Call will coordinate the response. They are available by contacting the main college number and our Duty Management team will coordinate out of hours.

The College still has its COVID response team in place which includes managers and staff from all areas of the College including Curriculum, Business Support, Residential, IP, Community and Healthcare. The decision log remains in use where we keep track of incidents and how our response is coordinated.

In accordance with QAC policies we ask all parties if there is a change to any individuals medical status that QAC is informed as soon as possible so the individuals personnel file can be updated i.e. vaccination status or exemptions

We will follow up with further guidance or changes as/should they occur. Attending college is vital for young people's education and for their wellbeing. Time out of an education setting is detrimental to cognitive and academic development, particularly for disadvantaged young people. This impact can affect both current levels of education and young people's future ability to learn, and therefore we need to ensure all students can attend their setting.

The risk to young people themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of college. We know that education settings are a vital point of contact for public health and safeguarding services that are critical to the wellbeing of young people and families.

A young person's time spent in education is key to their preparation for adulthood. This affects the standard of living that today's students will have over the course of their entire lives. For many households, the closure of education settings has also affected their ability to work. As the economy begins to recover, we need to remove this barrier so parents and carers can return to work.

While it is not possible to ensure a totally risk-free environment for people working in college, there is no evidence that young person transmit the disease any more than adults, and no evidence that staff in education settings are at any greater risk of fatal outcomes than many other occupations. Given the growing evidence base, the balance of risk is now overwhelmingly in favour of young person's attending College. For the vast majority of young people, the benefits of being back in an education setting far outweigh the very low risk from coronavirus (COVID-19), and the link to the guidance below explains the steps settings in the guidance and throughout this document explain what is being taken to reduce that risk still further.

For as long as coronavirus (COVID-19) remains in the community, judgements will need to be made at a setting level about how to balance minimising risks from coronavirus (COVID-19), by maximising control measures, with providing a full educational experience for young people. These processes are not exhaustive and will be regularly reviewed by the QAC Management.

Staff and students are encouraged to test themselves twice a week, using lateral flow device (LFD) tests (Residential is 3x LFDs a week and 1x PCR).

The measures set out in the guidance and this RAMS provides a framework for proportionate protective measures for young people, staff, and our QAC Community which also ensure that all students receive a high-quality education that enables them to thrive and progress.

Queen Alexandra College- General Risk Assessment

Changes to QAC arrangements are highlighted below.

There remain no zones/bubbles, no one way systems so there is more movement around college premises. Face coverings whilst they are no longer needed in accordance with current government guidance QAC will help, support and continue to provide these for anyone who choose to continue wearing these in QAC facilities. We will still be encouraging all parties to regularly hand sanitise, ventilation - windows and doors will be left open to improve ventilation, regular cleaning/wipe down areas before and after use and continue to encourage process like catch it, bin it, kill it. And will continue to encourage and advising all persons to continue conducting weekly LFD testing prior to coming into college where possible.

Tracing Close Contacts

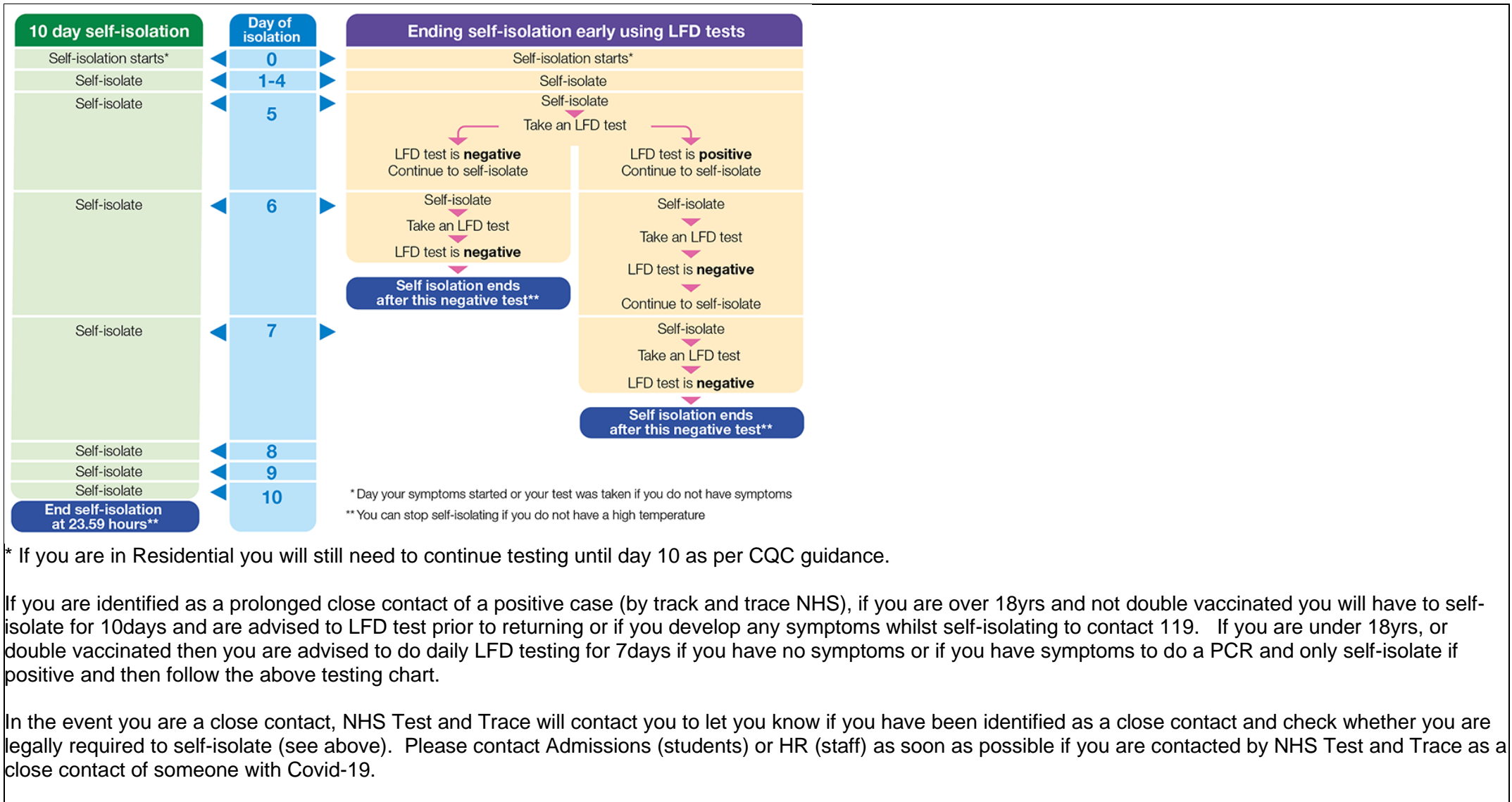
In the event of a positive case, close contacts will now be identified via NHS Test and Trace only and QAC will not be undertaking its own contact tracing via QAC Admissions/HR/Managers.

In the event of a positive case, once a PCR or LFD confirmation has been received parents/guardians are expected to contact NHS Test and Trace and they will talk them through the process to gain any necessary details <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works> and please contact our Admissions team so they are aware of the absence and any potential close contacts in College premises.

Self-isolation period do not include the day your symptoms started (or the day you had the test, if you do not have symptoms) so day 1 is the day after symptoms have started or the day after you test if asymptomatic.

See table below for Self-isolation guidance;

Queen Alexandra College- General Risk Assessment



Queen Alexandra College- General Risk Assessment

If you are exempt from self-isolation (as above), you should continue to attend college as normal (unless you are unwell, if you are ill or have symptoms you are not to attend college and to dial 119 and follow their guidance). In attending college, you are confirming that you are legally exempt from the duty to self-isolate and may be required to provide evidence of this (e.g. medical exemption) where requested.

If you are not exempt, clients will be required to self-isolate as instructed by NHS Test and Trace.

Anyone who is identified as a close contact is advised to do daily continuous LFD testing for 7days (prior to attending QAC settings);

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/>

Staff are to refer to the QAC guidance from the 4th January 2022



Covid 19 Absence

Guidance - January 21

Within Residential Services the following additional testing is a requirements if you are identified as a close prolonged contract of a positive case;

- For staff they will have to do a PCR test, and the staff/client's member should undertake an LFD antigen test for the everyday for the full 10 days following their last contact with the case (even on days they are not at work/in college and if in Residential it will be 10days). On days the staff member is working, the LFD antigen test should be taken before starting their shift (at home not in college), and the result should be negative before attending site.

If you are over 18yrs and are not double vaccinated, then you will have to self-isolate if you are identified as a close contact, develop symptoms and have a negative LFD prior to returning to residential setting.

(<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>). The self-isolation period does not include the day your symptoms started (or the day you had the test, if you did not have symptoms) so day 1 is the following day see chart above for details as well as for self-isolation period. The individual may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.

Home Test kits:

We encourage and recommend that clients and Staff test twice weekly at home (LFD) until further notice (based on government guidance/announcements) <Residential is 3x LFDs per week and 1x PCR, and only vaccinated staff can attend Residential locations in accordance with CQC guidance>, testing is important because staff, students without symptoms could be carrying the virus and may spread it to others. Testing staff and students without symptoms will support college to operate as safely as possible. Lateral Flow Device (LFD) tests, enable us to rapidly test students and staff, without the need for a laboratory. (Site testing on site will only be available where required for accessibility reasons and any possible cases will be evaluated by the Covid & H&S team).

Home testing kits (LFDs) can be requested through the weblink below or can be obtained through any local pharmacies free of charge.

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

Please report your LFT test results to the NHS via the website;

<https://www.gov.uk/report-covid19-result>

All reporting is now via NHS Test and Trace only so there is no need to contact college with negative results

Queen Alexandra College- General Risk Assessment

Persons who receive a positive LFD result should self-isolate in line with the stay-at-home guidance. If they have symptoms then they are encouraged to call 119 and will likely be encouraged to undertake a PCR test as soon as possible. Whilst awaiting the PCR result, they should continue to self-isolate. If the PCR test is taken within 2 days of the positive LFD and is negative, QAC have decide this no longer overrides the LFD and you should continue to self-isolate until day 5 early release where we will require two consecutive negative LFD tests as per chart above (Proof of the NHS reported results will be required for admission / HR) and you can then return to college, as long as you do not have symptoms and your tests are negative if not you will continue to isolate for the full 10days.

Drop off points - no change from 2020/21

For students studying at the top of campus, by parents/carers only these students can be dropped off and collected at the top of campus on Wood Lane (QA Café/Gym car park) Parents/guardians will be notified prior to students return about which area they will be dropping off/picking students up from.

For all other students, including those arriving in organised transports the drop off/pickup location will be in our main car park on Court Oak Road. In both of these locations we will have staff coordinating and managing the arrival and departure processes at each drop off/pickup point (including vehicle movement on-site)

Remote learning will continue for those who need this.

Whilst the Gov has removed the working from home rule, if there are any reasons for this to continue it will be at individual line managers discretion and as agreed with QAC senior management, remote learning will be happening for all students who still need this help and support (and will remain in place until needed). Our team will help and support learners as much as possible if remote learning is required for whatever reason i.e. self-isolation.

General;

Throughout this assessment we based our evaluations on safe social distancing and movement of all parties and considered quantities of persons on-site based on Gov.uk guidance while continuing to support those identified as most at need evaluating initial student capacities and then taking into account the amount of staff in each of these areas to support the students that may be coming back in (we have based these calculations on case study scenario so for students that will require 1:1 and considering the movement in each of these area to accommodate social distancing and safe access/egress to each area)

This Assessment is based on the gov.uk guidance and Dfe instructions, on web links below, prior to wider re-opening all management have worked together to ensure that QAC is as safe as we can possibly make this for staff, students, contractors and any other parties that may be affected by our actions. QAC understands we have a legal duty of care and regularly revisited and updated our existing risk assessments.

Content	Page NO.
Method Statement	
Overview / Description	1
Team Roles	8
Medical Provisions	9
Risk Assessment	
Spread of COVID 19	

Queen Alexandra College- General Risk Assessment

<ul style="list-style-type: none"> • Hand Hygiene • Cleaning • Wearing PPE • Symptoms of COVID 19 • Drivers / Travel • Mental Health • All persons who are more vulnerable to virus 	<p>9</p> <p>10</p> <p>12</p> <p>12</p> <p>16</p> <p>17</p> <p>18</p>
Reducing risk of infection through poor ventilation or use of Air Conditioning	20
Control of Substances hazard to Health (CoSHH) COVID 19	21
Contractors and Visitors	21
Additional Documents Referenced in this RAMS	Appendix N0.
Additional Supporting documentations and information Previous RAMS COVID Induction Information Curriculum RAMS Residential RAMS IP RAMS Useful web links	Appendix 2
<p>Team roles QAC employees:</p> <p>Management BOTCH is the Senior Management QAC COBRA style committee – This Bev Jessop – CEO / Principal, Jan Gormley – Deputy Principal, Emma Bryan – Director of Finance and resources, Purdip Bahra Associate Director Resources, Frances Morris – Director HR, Alan Hamer – Director Residential and IP, & Paul Teasdale Assistant Principal of Estates, (they are supported by, Dave Holdaway, Laura Roche, Kim Tierney, Dali Virk, Paul Weston, Louise Smith & Giles Logan – IT, HR, Residential, PA to Principal, H&S, HCC & IP).</p> <p>OCS OCS our Contracted Cleaning and canteen catering company are on site to conduct daily cleaning of all buildings and areas on-site and will be doing deep cleans in preparation for staff return to campus. OCS will provide the cleaning products (they are doing a chlorinated clean) and waste management. The canteen will open as students return and these will be staggered sessions refer to Appendix 1 – Working practices for details</p> <p>Rapid Testing Lead is Jan Gormley & Paul Teasdale, Covid Coordinator is Paul Weston, and they are supported by BOTCH team.</p> <p>All Staff All line managers are liaising with their teams and advise on roles and responsibilities for their staff, if there are any issues, please contact your line managers in the first instance and then if necessary your relevant CMT member.</p>	

Queen Alexandra College- General Risk Assessment

Medical Provisions			
Has a first aid kit been arranged for this area	<input type="checkbox"/>	Are there medical provision on site if needed	<input checked="" type="checkbox"/>
Is there additional Medical requirements needed for activity	<input type="checkbox"/>	Is there a local A&E (http://www.nhs.uk/service-search/accident-and-emergency-services/locationsearch/428)	<input checked="" type="checkbox"/>

If not what provisions are in place? Please detail and add comment below:

There are First aid and AED provisions in place throughout the college. The essential team that will be on-site will be lone working so will be expected to liaise with Maintenance on call and Management.

Guidance for first aiders

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms

Ask for help. If a portable defibrillator is available, ask for it

Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation

If available, use:

a fluid-repellent surgical mask

disposable gloves

eye protection

apron or other suitable covering

Only deliver CPR by chest compressions and use a defibrillator (if available) – don’t do rescue breaths (There are resuscitation shields in all of the first aid kits)

Prevent worsening, promote recovery: all other injuries or illnesses

If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms

If giving first aid to someone, you should use the recommended equipment listed above if it is available

You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

After delivering any first aid

Ensure you safely discard disposable items and clean reusable ones thoroughly

Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

Queen Alexandra College- General Risk Assessment

RISK MATRIX – DO NOT PROCEED IF THE RISK RATING IS HIGH (H)

5	L	M	H	H	H	H
4	L	M	H	H	H	H
3	L	L	M	H	H	H
2	L	L	M	M	H	H
1	L	L	L	L	M	M
0	L	L	L	L	L	L
	0	1	2	3	4	5

<p>Probability</p> <p>Rating 0 = Zero to very low Rating 1 = Very unlikely Rating 2 = Unlikely Rating 3 = Likely Rating 4 = Very Likely Rating 5 = Almost certain</p>	<p>Severity</p> <p>Rating 0 = No injury or illness Rating 1 = First aid injury or illness Rating 2 = Minor injury or illness Rating 3 = "3 day" injury or illness Rating 4 = Major injury or illness Rating 5 = Fatality, disabling injury etc.</p>
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Low Risk	<i>Green</i>	<i>Low</i>
Medium Risk	<i>Amber</i>	<i>Medium</i>
High Risk	<i>Red</i>	<i>High</i>

SPREAD OF COVID-19 CORONAVIRUS						
Spread of Covid-19 Coronavirus	Potential risk of infection through direct / indirect contact and cross contamination	<ul style="list-style-type: none"> Staff Visitors to your premises OCS (Cleaners / Catering) Contractors Drivers Vulnerable groups – Elderly, BAME, Pregnant workers, 	<p>While the nation is easing restrictions we still need to be mindful that the virus is still prevalent and with new Covid19 variants being even more transmissible it is crucial that all parties abide to the processes highlighted throughout the Risk assessment.</p> <p>Hand Hygiene – Washing Regularly and Adequately</p> <ul style="list-style-type: none"> Handwashing is one of the most important ways of controlling the spread of infections, 	Low	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	<p>BOTCH team, CMT, all person working and attending QAC Premises</p>

Queen Alexandra College- General Risk Assessment

		<p>those with existing underlying health conditions</p> <ul style="list-style-type: none"> • Anyone else who physically comes in contact with you in relation to your business 	<ul style="list-style-type: none"> • The recommended method is the use of liquid soap, warm water and paper towels. • Staff and students are encouraged to wash their hands upon arriving on-site, regularly throughout the day, when moving between areas, after using toilet, before and after eating or drinking, after sneezing or coughing and before leaving site. • There are plenty of Hand washing facilities with soap and water in place throughout all facilities. • Stringent hand washing is encouraged and is to taking place for staff and encourage Students and clients to wash hands regularly throughout day following Gov. Guidance for 20seconds (refer to Hand hygiene Poster). <p>Coughing and sneezing</p> <ul style="list-style-type: none"> · Coughing and sneezing easily spread infections. Staff and students are encouraged to cover their mouth and nose with a tissue or do vampire sneezes / coughs in to the crease of the arm (as per posters) if needed. · Wash hands after using or disposing of tissues in a bin. · Spitting is discouraged. 		<p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>In Bradbury Center due to the diverse nature of our students and their needs 3x additional hand wash stations. Signs are in place next to the stations to reiterate the hand hygiene and how to use instructions process and to highlight that as these dispense warm water only this is not drinking water. The hand washing stations are refilled daily at midday by the maintenance team and supported by the OCS cleaning team to refill where needed (these stations are only for handwashing all other activities washing materials should be done at a mains tap as these are refillable units).</p>	
			<p>Cleaning Cleaning is key process to ensure we stop the virus from spreading, this process will take all persons on-site to help and support this process from OCS our contract cleaners /</p>	Medium	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	

Queen Alexandra College- General Risk Assessment

			<p>partners, to staff, students, contractors, visitors, etc</p> <p>Cleaning of the environment,</p> <ul style="list-style-type: none"> • Premises are cleaned with normal household disinfectant. • All surfaces that any person has come into contact with must be cleaned and disinfected, including: • Objects which are visibly contaminated with body fluids. • All potentially cross contamination high-contact areas such as WCs, door handles, telephones, hand-rails in corridors and stairwells, etc. • OCS are using microfiber cloths that are laundered and disposable mop heads, to clean all hard surfaces, floors, chairs, doors, handles and sanitary fittings. As they have suitable and sufficient stock to ensure all areas are covered and to avoid cross contaminating areas (as different crews will be used in each area). For our staff we are using disposable cloths or paper roll and OCS will supply disinfectant spray in all classrooms and key areas • OCS management to monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE <p>Deep Cleaning</p> <ul style="list-style-type: none"> • In the event of a suspected staff or Student member coming down with symptoms or contracting COVID19 a more thorough Clean of the location where they work / study will be organised with OCS and the area isolated (refer to symptoms of COVID section below for further details) Or the area will be Fogged and disinfected until the OCS team can get in 		<p>Regular meetings will be held between OCS and the Assistant Principal of Estates to ensure that the agreed cleaning regimes and protocols are being adhered to and to discuss further actions.</p>	

Queen Alexandra College- General Risk Assessment

		<p>to clean room so area will be vacated and ventilated for at least 1hrs.</p> <ul style="list-style-type: none"> • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected so far as is reasonably practicable, <p>Classrooms / Learning environments;</p> <ul style="list-style-type: none"> • Equipment and resources are integral to education. For individual and very frequently used equipment, such as pencils and pens, where it is possible staff and pupils have their own allocated items that are not shared and stored in their draws / storage areas. Classroom based resources, such as books and games, can be used and shared within the bubble; these are to be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, arts, and science equipment will be cleaned frequently and meticulously. 			
		<p>Wearing of PPE</p> <p>The Department of Education (DfE) from 19th January, the Government guidance on remove Plan B restrictions so the recommendation to wear face coverings in classrooms and communal areas, whilst from the week of the 31st Jan face covering will revert back to gov guidance QAC will continue to help, support and provide face coverings for those that still wish to continue wearing face coverings.</p> <p>If supporting clients with Food and drink then Masks and gloves is mandatory as this is classed as close contact and there is risk of transfer of spillages and bodily fluid movement. While there are no further guidance's that advises PPE is to be worn as we did throughout the past 18mths of COVID measures. The decision is down to individuals to whether they</p>	Low	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. And that hands should still be washed regularly even if wearing gloves</p>	

Queen Alexandra College- General Risk Assessment

			<p>want to wear additional PPE in all general areas. *For Personal Care (PC) refer to PC RAs as full PPE will be required as usual as mandatory.</p>			
			<p>Symptoms of Covid-19</p> <p>As a college we have a duty of care to ensure the Health, Safety and Wellbeing of staff, learners, third parties and visitors to our facilities it is essential that we all continue to follow the health and safety measures in place and, most importantly, that individuals do NOT attend college if they have any of the following symptoms (most people with coronavirus have at least 1 of these symptoms), for which we advise you contact 119 or NHS they will likely advise you book a PCR Covid-19 test if you have symptoms so if you have;</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. <p>If you are worried about your symptoms or are not sure what to do – please do NOT attend college – Use NHS 111 online to check your symptoms and what to do next; https://111.nhs.uk/covid-19/ and/or telephone</p>	High	<p>Staff received information / instructions on return to work and there has been regular CMT correspondence.</p> <p>Internal communication channels and cascading of messages through CMT / line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>CMT / Line managers will offer support to staff or students / clients who are affected by Coronavirus or has a family member affected.</p> <p>If you are contacted by NHS Test and Trace and identified as a close contact of a positive case, you will either;</p> <ul style="list-style-type: none"> - Be exempt from self-isolation and be able to return to QAC (you may be required to provide confirmation of status e.g. Medical exemption proof), either whilst awaiting the results of a PCR test or following a negative test. 	

Queen Alexandra College- General Risk Assessment

			<p>our Admissions team for clients and HR team for Staff if you have any queries.</p> <ul style="list-style-type: none"> • PCR test required either because you have possible Covid-19 symptoms or sue to routine testing in Care settings. <p>Students/staff who have Covid-19 symptoms or receive a positive LFD result should self-isolate in line with the stay-at-home guidance. Only if they have symptoms and advised by 119 / NHS will they need to get a free PCR test as soon as possible to check if they have Covid-19. We encourage all persons to Rapid lateral flow test LFD routinely twice a week and these are to be done prior to coming on-site (Sunday and Wednesday) for non-care staff and three times a week and 1 PCR per week for Residential care.</p> <p>You should notify Admission (if student) and HR (if staff) of the outcome of any positive test results or if there are any positive test results in your household.</p> <p>Self-isolation period do not include the day your symptoms started (or the day you had the test, if you do not have symptoms) so day 1 is the day after symptoms have started or the day after you test if asymptomatic*.</p> <p>* For anyone Under 18yrs or that are double vaccinated - You may be able to end your self – isolation period before the end of the 10 full days. You can take an LFD test on days 5 after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later.</p>		<p>Be legally required to self-isolate (e.g. if you do not meet the criteria for exemption).</p> <p><u>Exempt from self-isolation</u> If you are exempt from self-isolation you should continue to attend QAC as normal unless you are ill or have Covid19 symptoms. In attending QAC, you are confirming that you are legally exempt from the duty to self-isolate and may be required to provide evidence of this (e.g. Medical exemption proof) where requested.</p> <p>People who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific guidance.</p> <ul style="list-style-type: none"> • Vaccination and booster vaccination is recommended. • You should continue to follow general guidance on staying safe and preventing the spread of COVID-19. <p>However, as someone with a health condition, you may want to consider, alongside any advice from your clinician, if additional precautions are right for you.</p>	
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Queen Alexandra College- General Risk Assessment

			<p>If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result. You MUST Report your LFD test results NHS GOV site - https://www.gov.uk/report-covid19-result as QAC will require proof of the test results for early returning staff or students these are to be sent through after taking each test.</p> <p>Day 0 - 1st symptoms/test day Day 5 - LFT test Day 6 - LFT test Return (if 2 LFT negative) (If you are in Residential you will still need to continue testing until day 10 as per CQC guidance). Refer to chart in method statement section on page 5 For those that are over 18yrs and not double vaccinated they will need to self-isolate for the full 10days.</p> <p>If you are identified as a prolonged close contact of a positive case (by track and trace NHS), if you are over 18yrs and not double vaccinated you will have to self-isolate for the full 10days and LFD test prior to returning to QAC settings. If you are under 18yrs, or double vaccinated then you are advised to do continuous daily LFD testing for 7days. If you test positive or develop symptoms you are advised to Self-isolate and contact 119/NHS.</p> <p>In the event you are a close contact, NHS Test and Trace will contact you to let you know if you have been identified as a close contact and check whether you are legally required to self-isolate (see above). Please contact Admissions as soon as possible if you are contacted by NHS Test and Trace as a close contact of someone with Covid-19.</p>		<ul style="list-style-type: none"> • Whilst individual risk assessments are not required, please discuss any concerns or personal advice received with HR/your line manager. • Risk assessments and guidance apply for pregnant employees (updated 14 December 2021); <p>Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk)</p> <p>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p>	
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Queen Alexandra College- General Risk Assessment

			<p>Staff are to follow the same process but contact HR instead of admissions.</p> <p>If you are exempt from self-isolation (as above), you should continue to attend college as normal (unless you are ill or have symptoms in these cases please stay off and contact 119/NHS). In attending college, you are confirming that you are legally exempt from the duty to self-isolate and may be required to provide evidence of this (e.g. Medical exemption) where requested.</p> <p>If you are not exempt, clients will be required to self-isolate as instructed by NHS Test and Trace.</p> <p>Anyone who is identified as a close contact is advised to so continuous daily LFD testing for 7days (7days in residential care and 1 PCR for staff); https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/ Staff are to refer to the QAC guidance from the 4th January 2022</p> <p>For students if you are under 18yrs or double vaccinated if you are a close contact or not symptomatic you are not required to self-isolate but will need to do daily LFD testing for 7days (If you are symptomatic you are to self-isolate and contact 119 and self-isolate for the period specified above* or 10days if LFDs are not negative as guided by NHS/111).</p> <p>*Within Residential Services the following additional testing requirements apply;</p> <ul style="list-style-type: none"> • Following the negative PCR result, the staff/client's member should undertake an LFD antigen test for the everyday for the 7 days following their last contact with the case (even on days they are not at work/in college and if in 			
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Queen Alexandra College- General Risk Assessment

			<p>Residential it will be 10days). On days the staff member is working, the LFD antigen test should be taken before starting their shift (at home not in college), and the result should be negative before attending site.</p> <p>If you are over 18yrs and are not double vaccinated, then you will have to self-isolate if you are identified as a close contact, develop symptoms and book a PCR (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/)).</p> <p>If you have symptoms of COVID-19</p> <p>a high temperature a new, continuous cough a loss or change to your sense of smell or taste Stay at home until you get your test result – only leave your home to have a test. Check if people you live with need to self-isolate https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ Get a PCR test if you have symptoms of COVID-19 on GOV.UK</p> <p>Rapid tests if you do not have symptoms About 1 in 3 people with COVID-19 do not have symptoms but can still infect others.</p> <p>Rapid tests help to check if someone has COVID-19. If people test positive and self-isolate, it helps stop the virus spreading.</p>			
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Queen Alexandra College- General Risk Assessment

			<p>Research shows rapid tests are a reliable test for COVID-19. They give a quick result and do not need to be sent to a lab.</p> <p>Even if you're vaccinated, you could still catch the virus or pass it on. Doing rapid tests helps to protect yourself and others. Get rapid COVID-19 tests if you do not have symptoms</p> <p>Other reasons to get tested If you've been in close contact with someone who's tested positive</p> <p>If you've been in close contact with someone who's tested positive for COVID-19 and you're:</p> <ul style="list-style-type: none"> • fully vaccinated or under 18 years and 6 months old you should do daily rapid tests (1 a day for 7 days). Find out more about daily testing on GOV.UK • if over 18yrs and not fully vaccinated, self-isolate and contact 119/NHS they if you develop symptoms then they will request you get a PCR test get a PCR test to check if you have COVID-19 on GOV.UK <p><u>What does close contact mean?</u> A person is considered a close prolonged contact if they are within 2m for 15min+ or within 1m for 1min+.</p> <p>Getting tested can tell you if you had COVID-19 at the time you did the test.</p>			
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Queen Alexandra College- General Risk Assessment

			<p>If you test positive, you can help the NHS contact people who may have caught the virus from you. They can then self-isolate and avoid passing it on to others.</p> <p>Travelling abroad from England You may need to take a test before, during and after your trip. This depends on where you are going, please check the rules for the destination you are travelling to on the foreign office website. Check the travel abroad from England during coronavirus (COVID-19) guidance on GOV.UK</p> <p>Care home residents and staff</p> <p>Care home managers can get PCR tests for staff and residents even if they do not have symptoms. Get PCR tests for a care home on GOV.UK Following the negative PCR result, you should undertake an LFD antigen test every day for the 7 days following your last contact with the Covid-19 case (even on days you are not at work). COVID-19: management of staff and exposed patients or residents in health and social care settings - GOV.UK (www.gov.uk)</p> <p>It is now mandatory for any staff, contractors or third parties accessing Residential to be at least double vaccinated as part of QAC policies.</p> <p>In addition to having a PCR test, additional risk management measures may apply, where appropriate.</p> <p>Home Testing / Lateral Flow Device (LFD)</p>			
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Queen Alexandra College- General Risk Assessment

			<ul style="list-style-type: none"> • Students and staff should continue to test twice weekly at home (LFD) until further notice on Government reviews. • The LFT testing will be used to identify trends and patterns if there are patterns emerging in positive tests from the track and trace as previously these will be evaluated with PHE to discuss further action and the RAMS will be reviewed. <p style="text-align: center;"> LFT Guidance (1).pdf</p> <p>General information; For up-to-date COVID-19 guidance relevant to educational settings, please see: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings Please check the guidance regularly for new updates</p>			
			<p>Drivers / Travel</p> <p>Drivers All QAC drivers are MIDAS trained, all QAC vehicles are to be cleaned and wiped down after each use. Drivers are to ensure vehicles are ventilated while transporting others and are supplied with PPE, and are to wear PPE (unless medically exempt) provided while driving or in vehicle with others Open windows where possible and safe to do so to better ventilate the areas</p> <p>Travel</p>	Medium	<p>Drivers to be supplied with adequate PPE and to ensure vehicles are cleaned and wiped down after each use, as well as adequate breaks available with proper welfare facilities at each QAC facility.</p> <p>Any external events/activities will have an individual RA that will be approved by line manager and H&S</p>	

Queen Alexandra College- General Risk Assessment

			<p>The Department of Education (DfE) from 19th January, the Government guidance on remove Plan B restrictions so the recommendation to wear face coverings in classrooms and communal areas, whilst from the week of the 31st Jan face covering will revert back to gov guidance QAC will continue to help, support and provide face coverings for those that still wish to continue wearing face coverings.</p> <p>For all transport booked for students / clients this is done through approved and vetted suppliers (refer to their RA for details). Unless the student transport is booked through local authority in these cases refer to local councils RAs</p> <p>Where public transport is to be used users are advised to adhere to government guidance</p>			
			<p>Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> <p>Both staff and young person's especially those with special educational needs have been away from an educational environment, will need time to adjust and reintegrate back into their routines and roles, facilities, environments and the new ways of working / learning. QAC team and management will aim to help facilitate and</p>	<p>Medium</p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	

Queen Alexandra College- General Risk Assessment



			<p>guide throughout these transitional periods and support any who need help reintegrating as this will be a difficult time for all parties and we will need to work together as one team. If anyone has any concerns, they are to raise these immediately with their line manager or other management so we can help and support and work together.</p> <p>We know from experience of previous lockdowns that this is an important area to monitor with all staff and students, so it is important that regular contact is maintained throughout.</p>			
			<p>All Persons who are more Vulnerable to Virus</p> <p>Although the advice to shield has ended (from the 31st March 2021 and the return to work from gov.uk on the 19th January 2022), we are advising clinically extremely vulnerable people to continue to take extra precautions to protect themselves especially with new variant being more transmissible. You are advised to follow the practical steps described throughout this doc to minimise your risk of exposure to the virus.</p> <p>Any person advised by NHS to previously shield should ensure they follow the Gov.uk guidance and the guidance throughout this RAMS and be more stringent with adhering to the controls to keep them and their loved ones safe.</p> <p>There may still be people from this list that are still being advised by their medical practitioners to Shield or individuals that still choose to shield in these instances we ask you to please contact</p>	<p>Medium</p>	<p>Management to work with employees/clients who raise any concerns, or anxiety.</p> <p>Where needed an individual Risk Assessment will be created and QAC will work with individual to consider / implement anything so far as is reasonably practicable.</p> <p>If the individual has any health concerns e.g. if they had previously been shielding or a member of their household had previously been shielding we would urge them to contact their GP to see if there is any specific medical guidance or precautions that we may need to take in to account when reviewing their individual RA and any necessary control measures.</p>	

Queen Alexandra College- General Risk Assessment

			<p>HR (for staff) or Admissions (for clients) so we can effectively continue to help and support you remotely.</p> <p>A report by UK Health Security Agency (UKHSA) formerly Public Health England PHE found that other factors might also increase the risk of being seriously ill from coronavirus; including age (risk increases as you get older), gender (male appear to be more at risk according to studies), certain other health conditions (refer to Gov.uk guidance to see high vulnerable risk health conditions, from high to clinically extremely vulnerable including ethnicity (studies are showing that being from a Black, Asian or minority ethnic background/being born outside the UK are potentially more at risk / susceptible to the virus), as well as factors including geography/certain job roles. Further information is available here: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p> <p>QAC highly recommends and encourages our community to take the vaccine when this is offered we understand that this in each individuals decision we here at QAC will continue to ensure we make this environment as covid Secure as we can and will work with our students/ clients, staff and the rest of our community to help and support as much as we can, we recognise vaccination is not mandatory, and therefore this will not preclude you from returning to work / learning now that shielding has been lifted.</p>			
Reducing risk of infection through	Poor workplace ventilation leading	All staff, students, / clients, contractors	Follow the HSE guidance on heating ventilation and air conditioning (HVAC)	Low	All air circulation systems are part of our statutory	Maintenance on call, Campus Supervisors,

Queen Alexandra College- General Risk Assessment

<p>poor ventilation or use of Air Conditioning (A/C)</p>	<p>to risks of coronavirus spreading</p>	<p>and any other persons needing to use this equipment</p>	<p>https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p> <p>Fresh air is the preferred way of ventilating any environment so where you can we encourage you to open windows and doors (that are not fire doors) to help where this is practical to do so. Please note with eh winter and colder weather windows do not have to be wide open (so only opened a few inches each so sufficient ventilation is constant, finding a happy balance for the room and amount of persons present) and during periods when rooms are not occupied it is suggested that windows are closed and doors left open to regulate the temperature.</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</p> <p>As we approach the autumn and winter months this is likely to be less tempting but we still encourage you to do this throughout the day as it will help ventilate areas increasing the air flow to areas reducing risk of winter bugs. This will be reviewed periodically and if we identify the need to explore additional ventilation e.g. mechanical ventilation, desk fans, air movers etc. The team in these areas will be communicated with as well as the H&S Committee and CMT</p> <p>For areas that have Dual Air-conditioned units, these have external condensers so by switching heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than</p>		<p>inspection compliance and are services periodically in line with manufacturers' recommendations</p> <p>As part of the review of this RA we will be evaluating if there are any needs for additional ventilation to increase air flow in any or parts of any working environments as staff and students return (while we have not identified any currently as team and clients return this is something we can monitor and review).</p> <p>Where necessary Air quality monitors will be installed if we have areas of concern but have currently assessed that all areas are suitable and sufficiently ventilated and have access to fresh air through windows and doors based on the numbers we have in each area.</p>	<p>any staff working and BOTCH team</p>
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Queen Alexandra College- General Risk Assessment

			recirculating air this as above will help increase air flow in areas.			
CoSHH Contact with substances like Bleach and other cleaning chemicals	Staff (who clean) risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems.	All Parties	<p>As part of staff awareness, team will be advised to familiarise themselves with any substances that are in situ to help prevent or aid with infection control i.e. soap for regular hand washing / hygiene, hand sanitisers, wipes or disinfectants. Information and instruction will be made available for staff and any users e.g. follow instructions on the label, use any PPE advised and all products should remain in their original packaging but if they don't ensure that containers clearly labelled. (Safety data sheets and CoSHH are available upon request).</p> <p>OCS are the contracted cleaning company and will be supplying all cleaning products are stored in a secure location in a lockable area.</p> <p>Where possible, cleaning products marked 'Harmful' not purchased and milder alternatives bought instead.</p> <p>Hands are to be washed after using Substances and prior to preparing or consuming food or drinks.</p> <p>As part of the student familiarisation we ask the staff to inform students of any hazards and work with them to encourage safe use of these substances and awareness of their safe use and precautions</p>	Medium	<p>Staff reminded to check for dry, red or itchy skin on their hands.</p> <p>As part of statutory inspections QAC have had TWS our contractor doing regular maintenance and monitoring of the taps, WCs, Showers to ensure water is not permitted to stagnate and avoid legionella</p>	Maintenance on call, Campus Supervisors, any staff working and BOTCH team
Contractors and visitors	Potential exposure and contamination	All staff, and any third parties on-site	All external visitors or third parties are to be by appointment only and all external persons will log in and out as part of our visitor process in reception (this also doubles as our fire register and track and trace for external parties). Any nonessential external parties or contractor	High	<p>Only approved and vetted external parties will be used</p> <p>Any essential visitors will remain in reception areas and the host will manage</p>	Maintenance on call, and BOTCH team

Queen Alexandra College- General Risk Assessment

			<p>maintenance and servicing on-site are to be delayed until out of term periods where possible, when it is safer to do so or risk is reduced of cross contamination.</p> <p>Where essential contractors are coming on-site, they will be hosted by a team member that will run through any relevant information and they are to all of the above Health and Safety protocols (We ask that all parties do an LFD at least 48hrs before attending site and if the are unwell or present with any symptoms they do not attend site).</p> <p>If access during term time, then strict access protocols will be put in place so we can avoid risking contamination of any areas.</p> <p>Contractor RAMS, and liability insurance will be collated and evaluated prior to works commencing.</p> <p>There are wall dispenser hand sanitiser stations in key locations throughout all buildings including in reception</p>		<p>these persons ensuring they are aware of our protocols</p>	
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