

RISK ASSESSMENT FOR COVID-19 PANDEMIC – Latest updates are highlighted

Completed by: Mark Hammond

Date: V32 6th January 2022

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk	
Spread of Covid-19 through BTL Premises from 01 st September 2021	Students	3	4	12	
	Students from vulnerable groups.	3		12	
	Staff	3		12	
	Staff from vulnerable groups.	3		12	
	Visitors	3		12	
Existing Precautions		Additional Precautions		Who	
<p>SOCIAL DISTANCING</p> <ul style="list-style-type: none"> It is expected and highly recommended that personal space is maintained anywhere through Bridge Training sites. Lance Swanston-Cornwell to continue with role at entry door to manage access and exit at AD Reception at Skills Centre to be moved to enable similar role Class sizes to be agreed by MLH/MSH/Teachers – these are not restricted capacities 		<ul style="list-style-type: none"> Staff member to be clearly briefed on role and responsibilities. Staff member on entry to manage this at A/D and SC Individual meetings to be arranged 		<p>LSC(AD)/Reception staff (SC)</p> <p>MLH/MSH/Teachers</p>	<p>In place</p> <p>18th August 2020</p> <p>Completed 24th August</p>

<p>*Close contact is defined as:</p> <ul style="list-style-type: none"> • direct close contacts - having face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering or a face mask) • proximity contacts - having been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelling in a small vehicle, like a car, with an infected person <p>FACE COVERINGS</p>	<ul style="list-style-type: none"> • Timetables completed to ensure safety and contractual compliance • If staff need close contact with students it is recommended that Face covering or Face Covering & Face Visor be worn • Face coverings to be expected and highly recommended to be worn by staff & students in communal areas. Bridge to supply disposable face coverings on entry if requested • Now part of Government Guidance https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance#facecoverings • LATEST GUIDANCE – Face coverings to be worn when moving around the premises, in communal areas and CLASSROOMS https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment 	<p>All staff & Students</p> <p>All persons (except exemptions)</p> <p>All persons (except exemptions)</p>	<p>Completed 01/08/2021</p> <p>26/07/2021</p> <p>26th July 2021</p> <p>29th Nov 2021</p> <p>04th Jan 2022</p>
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<p>STAFF</p> <ul style="list-style-type: none"> • Offices and working arrangements for staff to be reviewed and agreed in line with new guidance • Staff visiting students homes for welfare checks etc • Staff and Student Testing 	<p>data/file/1044534/Further education COVID-19 operational guidance.pdf</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable & pregnant staff should follow latest Govt guidance • Under 18's are no longer considered CEV and off the shielded patient list • Government will not require anyone to shield as of Sep 21 • Increase space available for meetings whilst maintaining a safe approach to working • All offices in line with guidance. Office moves suspended until later in year • Any staff visits to students must be authorised by MW and risk assessed with appropriate control measures put in place. These visits are to be conducted only in the event that all other options are exhausted. • All staff required to complete 2 LFD Tests per week (Sun eve/Mon am&Wed eve/Thurs am) and report result to Bridge/NHS • Students are highly recommended to complete 2 LFD tests per week (same days as staff) irrespective of their 	<p>CEV/Pregnant staff</p> <p>Gov Guidance DfE Email</p> <p>Gov Guidance</p> <p>MSH/MLH</p> <p>MSH</p> <p>MW</p> <p>MLH</p> <p>MLH/LSC</p>	<p>14th July 2021</p> <p>26/08/2021</p> <p>Sep 21</p> <p>By end Aug 21</p> <p>Dec 21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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<ul style="list-style-type: none"> • Staff testing positive 	<p>attendance days at Bridge. Students to report to Bridge/NHS. Student training for home testing is part of their induction.</p> <ul style="list-style-type: none"> • Government Guidance states that staff and students should home test during the holidays and on the evening/morning prior to returning in January • Additional test kits to be ordered <p>https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance#control-measures</p> <ul style="list-style-type: none"> • Staff to report LFD test to NHS T&T, self-isolate immediately as per Govt guidance NO REQUIREMENT to order a PCR test within 48 hours of positive LFD test • Staff member to notify Bridge of positive test and of NHS Test & Trace Account ID – 8 digits beginning with z • Bridge to contact Self-isolation hub on 020 3743 6715 to notify of staff positive test and any co-worker close contacts. 	<p>SMT Communication</p> <p>MLH/LSC</p> <p>ALL</p> <p>ALL</p> <p>MLH/MSH</p> <p>SMT</p>	<p>15th Dec 2021</p> <p>30th Nov 2021</p> <p>Ongoing 11th Jan 22</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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<ul style="list-style-type: none"> • Student Testing positive 	<ul style="list-style-type: none"> • UPDATED – Where a staff member has tested positive for COVID-19, education and childcare settings do not need to routinely contact the NHS Self Isolation Service Hub to provide details of close contacts. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance#tracing</p> <ul style="list-style-type: none"> • Staff to report LFD test to NHS T&T, self-isolate immediately as per Govt guidance NO REQUIREMENT to order a PCR test within 48 hours of positive LFD test • Student to notify NHS T&T/Bridge of positive result <p>https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance#tracing</p>	<p>ALL</p>	<p>Ongoing 11th Jan 22</p>
<ul style="list-style-type: none"> • VISITORS 	<ul style="list-style-type: none"> • Any visitors are required to complete an LFD Test prior to entering any Bridge Training premises 	<p>ALL</p>	<p>Part of Plan B</p>
<ul style="list-style-type: none"> • Working From Home 	<ul style="list-style-type: none"> • Guidance issued requires all education 	<p>MSH</p>	<p>Part of Plan B</p>

<p>HYGIENE AWARENESS/MAINTENANCE</p> <ul style="list-style-type: none"> • Posters to be displayed around buildings regarding Covid 19 – washing hands, cleaning, home testing, catch it, bin it, Kill it & symptoms etc • Tissues, hand sanitiser and anti-bacterial cleaner to be available. Toilets to be regularly checked for hand towels and soap. • Disposable gloves, aprons, disposable cleaning cloths, anti-bacterial wipes and disinfectant to be available in case infection cleaning is required <p>• VENTILATION</p>	<p>settings to maintain face-to-face delivery. Staff should continue to attend their place of work.</p> <ul style="list-style-type: none"> • Any staff member wishing to be considered for working from home should speak to their line manager • Lance to print & laminate posters and put up in both sites • Adequate supplies in stock and to be maintained • External windows should be opened to increase the fresh air available in the room space – this has proven benefits for reducing transmission of COVID • During colder periods, even with the heating in operation, windows should still be slightly opened to maintain airflow • Where possible, doors should be opened to increase airflow. Any internal fire doors that are opened need to be shut by the appropriate fire marshal on exit from the building 	<p>LSC</p> <p>MLH/LSC</p> <p>ALL STAFF</p>	<p>By end August 21</p> <p>Ongoing</p> <p>Ongoing</p>
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<ul style="list-style-type: none"> OUTBREAK/GUIDANCE 	<p>To maintain awareness of any local restrictions or increased LOCAL RESTRICTIONS and ensure contact is made, when appropriate, with PHE and local Council (DsPH) to follow required guidance</p> <p>If the threshold of cases is met (see contingency guidance) additional action may be taken if advised by DsPH, PHE. This may include additional testing, restricted attendance, improving communication with students/parents. A review of current hygiene/ventilation protocols should be completed.</p> <p>If the threshold is met, consideration should be given to reviewing if any activities could take place outside, ways to improve indoor ventilation and a one off cleaning focussed on high touch/shared equipment areas https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</p> <p>To check, review and identify any changes to Education guidance and update guidelines/risk assessment as necessary</p>	<p>MLH/MSH/LSC</p> <p>MSH/MLH</p> <p>MSH/MLH</p> <p>MLH/LSC</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in college (staff or pupil develop Covid-19 symptoms whilst in college building, or later on that day). Main symptoms of Covid-19 are: <ul style="list-style-type: none"> • New persistent cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24hrs) • A high temperature or fever • Loss or change in smell or taste 	Students	3	4	12
	Students from vulnerable groups.	3		12
	Staff	3		12
	Staff from vulnerable groups.	3		12
	Visitors	3		12
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Isolate individual in separate room • Close classroom/room where the member of staff/student has had restricted access to that area. If person displaying the symptoms had access to a number of rooms other than for transitional purposes then all areas accessed should be isolated for cleaning. Cleaning to be completed using appropriate PPE and cleaning agents before reoccupation of the classroom (see Govt Guidance) 		<ul style="list-style-type: none"> • Bridge must not publicly name individuals. • Contact any external groups who have access to the building to notify them of any college closure. • Any members of staff who have helped someone with symptoms and any learners who have been in close 	SMT	Ongoing

<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).</p> <ul style="list-style-type: none"> If guidance is required, contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team. The health protection team will also contact providers directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the education setting - as identified by NHS Test and Trace. <p>SELF ISOLATION</p>	<p>contact with them do not need to go home to self-isolate unless:</p> <p>They develop symptoms themselves (in which case, they should arrange a test), If they subsequently test positive through an LFD/PCR test and/or they are requested by NHS Test & Trace. Members of the same household should then self-isolate for 10 days from the first symptoms if they are over 18 & 6 months and not fully vaccinated or they develop symptoms.</p> <ul style="list-style-type: none"> SUPERCEDED (see below): If any person is notified of close contact with an individual who tests positive for the new variant (Omicron) they must self-isolate irrespective of vaccination status and age <p>14/12/21</p> <p>If you have COVID-19 symptoms you should stay at home and self-isolate</p>	<p>ALL</p> <p>ALL</p>	<p>29th Nov 2021</p> <p>14/12/2021</p>
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	<p>immediately. You should arrange to have a PCR test as soon as possible. If this PCR test result is positive, you must continue to self-isolate.</p> <p>If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.</p> <p>If you live in the same household as someone with COVID-19 you are at significantly higher risk of becoming infected yourself.</p> <p>if you are aged 18 years 6 months or over and you are not fully vaccinated*, and you live in the same household as or have been notified by NHS Test & Trace of a close contact with someone with any variant of COVID-19, you are legally required to stay at home and self-isolate</p> <p>if you are fully vaccinated or aged under 18 years and 6 months, and you live in the same household as or you have been notified by NHS Test & Trace of a close contact with someone with any variant of</p>		
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	<p>COVID-19, you are not legally required to self-isolate. However, you are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive</p> <p>*You are fully vaccinated 14 days after having received two doses of an approved vaccine (such as Pfizer/BioNTech, AstraZeneca or Moderna/Spikevax) or one dose of the single-dose Janssen vaccine.</p> <p>NEW GUIDANCE 02ND Jan 2022</p> <p>You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from the sixth day of your self-isolation period, and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. 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 should not take an LFD test before the sixth day of your self-isolation period, and you should only end your self-isolation following 2 consecutive</p>	<p>ALL</p>	<p>04th Jan 2022</p>
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<ul style="list-style-type: none"> • In the case where the pupil may have spent their college day in a number of classrooms, all rooms should be closed and cleaned as per guidance. • Inform staff (using appropriate caution) • Contact parents or a member of the same household and request immediate pick up • Only in exceptional circumstances, and when agreed with SMT, should a student be transported by a member of staff. If this is necessary, a risk assessment and control measures must be implemented • If a student or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home, advised to self-isolate for at least 10 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 	<p>negative LFD tests which should be taken at least 24 hours apart. If you take an LFD test from the sixth day of your self-isolation period, and the test result is positive, wait 24 hours before you take the next test.</p> <p>How long to self-isolate - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <ul style="list-style-type: none"> • In vehicles, face coverings to be worn by passenger and driver. 2m distancing to be adhered to. If possible ventilate area by opening windows • If tested positive, Student/staff member cannot return to Bridge unless a negative test has been confirmed or they have followed the correct self-isolation procedure and show no further symptoms. Govt guidance states that we should not request to see evidence of negative test but request the result immediately • If student/staff is self-isolating because they have 	<p>SMT</p>	<p>14/12/21</p>
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<p>119 via telephone if they do not have internet access. NHS Test & Trace advice should be followed after the test result is received</p> <ul style="list-style-type: none"> Any waste generated during contact with a suspected case of Covid 19, including PPE, tissues & cloths, should be placed in a plastic bin bag, tied, placed in a second bin bag then stored in a secure place marked for storage for 72 hours Complete an HSE RIDDOR on line (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) as a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease. Refer to latest Government guidance on what to do if someone develops symptoms of Covid-19 in a college or other educational setting. 	<p>been notified by NHS Test & Trace that they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10 day isolation period - this is because they could still develop coronavirus (COVID-19) within the remaining days and seek guidance from 119.</p> <p>LATEST GUIDANCE 02nd Jan 2022</p> <p>You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from the sixth day of your self-isolation period, and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. 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 should not take an LFD test before the sixth</p>	<p>ALL</p>	<p>02nd Jan 2022</p>
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	<p>day of your self-isolation period, and you should only end your self-isolation following 2 consecutive negative LFD tests which should be taken at least 24 hours apart. If you take an LFD test from the sixth day of your self-isolation period, and the test result is positive, wait 24 hours before you take the next test.</p> <p>How long to self-isolate - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>14TH DECEMBER 21:</p> <p>If you have COVID-19 symptoms you should stay at home and self-isolate immediately. You should arrange to have a PCR test as soon as possible. If this PCR test result is positive, you must continue to self-isolate.</p> <p>If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.</p> <p>If you live in the same household or have been</p>	<p>ALL</p>	<p>Reviewed and superseded</p>
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	<p>notified of a close contact with someone with any variant of COVID-19 you are at significantly higher risk of becoming infected yourself.</p> <ul style="list-style-type: none">• if you are aged 18 years 6 months or over and you are not fully vaccinated*, and you live in the same household as or you have been notified of a close contact with someone with any variant of COVID-19, you are legally required to stay at home and self-isolate• if you are fully vaccinated or aged under 18 years and 6 months, and you live in the same household as or you have been notified of a close contact with someone with any variant of COVID 19, you are not legally required to self-isolate. However, you are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive	ALL	
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	<p>*You are fully vaccinated 14 days after having received two doses of an approved vaccine (such as Pfizer/BioNTech, AstraZeneca or Moderna/Spikevax) or one dose of the single-dose Janssen vaccine.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>FROM 29th NOVEMBER, If any person is notified of a close contact with an individual who is suspected of or tests positive for the new variant (omicron) they must self-isolate irrespective of vaccination status and age</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance#tracing</p> <p>From 16th August, any person under 18 (up to 18 & 6 months)</p>		
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	<p>fully vaccinated adult will not need to self-isolate if notified by NHS test & trace of a close contact or if there is a case in their household, instead testing guidance will be issued by NHS test & trace.</p> <p>**IF A POSITIVE TEST RESULT IS RECEIVED, THE PERSON MUST START SELF-ISOLATION AS PER GUIDANCE**</p>		
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Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in staff member or pupil or staff with a family connected to the college. No symptoms of Covid-19 displayed within the college or later that day.	Students	3	4	12
	Students from vulnerable groups.	3		12
	Staff	3		12
	Staff from vulnerable groups.	3		12
	Visitors	3		12
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Staff member or student not to attend college and to self-isolate as per Government Guidance 		<ul style="list-style-type: none"> It is recommended that 	Staff and	Ongoing

<ul style="list-style-type: none"> • If staff member/student has accessed building, they are to be sent home to self-isolate as per Government Guidelines. Parents or a member of the same household to be contacted in the case of students and students isolated • Contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team. The health protection team will also contact providers directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the education setting - as identified by NHS Test and Trace. • If a staff member or student is admitted to hospital with COVID 19 the DfE Helpline on 0800 046 8687 (option 1) must be contacted and informed. • Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails. • If a student or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. • Any waste generated during contact with a suspected case of Covid 19, including PPE, tissues & cloths, should be placed in a plastic bin bag, tied, placed in a second bin bag then stored in a secure place marked for storage for 72 hours • Follow process for 'showing symptoms' 	<p>regular contact is made to SMT.</p>	<p>families</p>	
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APPENDIX

DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. (to be contacted in the first instance in event of a suspected COVID Case)

Local Health Protection Team details

Contact

Avon, Gloucestershire and Wiltshire HPT

Public Health England South West

2 Rivergate

Temple Quay

Bristol

BS1 6EH

Telephone 0300 303 8162 (option 1, then option 2)

Out of hours advice 0300 303 8162 (option 2)

NHS Test & Trace

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>