

Covid-19 risk assessment for college opening – Sept 2020

Version 1.0c Date as Footer

Tier 2 (HIGH) designation, additional measures listed on page 11.

Opening to all students in September

Our plan is that, from September 2020, all our students will return to a full high-quality education programme.

This is possible because the country as a whole is continuing to make significant progress in tackling the virus. The prevalence of the virus has reduced and the NHS Test and Trace system is up and running. Given the improved position, the balance of risk is now overwhelmingly in favour of young people and adults being able to take part in a full education, including attending on site, with appropriate controls in place to manage the transmission risk.

This guidance will be kept under review and will be updated as necessary.

Risk assessment

Camphill Wakefield will protect people from harm. Health and safety legislation requires the charity to assess risks and put in place proportionate control measures. This includes taking reasonable steps to protect staff, students and others from Coronavirus (COVID-19) within the education setting.

We have already assessed the risks as our site has remained open since March, and we welcomed more students back in June. We have implemented proportionate control measures to limit the transmission of Coronavirus (COVID-19) for a limited number of students.

As part of planning for full return, we have revisited and updated risk assessments (building on the learning to date and the practices already developed). We have considered the additional risks and control measures that will enable a return of all students from September. We will also review and update wider risk assessments and consider if additional controls are needed. Camphill Wakefield will implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

We will have active arrangements in place to monitor that the controls are effective, working as planned, and updated appropriately considering any issues identified and changes in public health advice.

We will record details of:

- ❖ risk assessments
- ❖ the measures taken to reduce these risks
- ❖ expected outcomes

We will review our assessments if advice or practice on the ground shows that it is no longer valid and or there has been a significant change in related matters.

Having assessed our risk, and after working through the system of controls, adopting protective measures in a way that addresses the risk identified, we are confident that this will allow us to deliver the education and training to our students, including full educational and care support for those pupils who have special educational needs and disabilities (SEND).

If everyone on site follows this guidance, we will effectively reduce risks and create an inherently safer environment.

Camphill Wakefield System of controls and protective measures.

This is the set of actions we must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections that follow.

Prevention

- 1) Minimise 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 the setting.
- 2) Clean hands thoroughly, more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distance.
- 6) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 are in place in all areas, all the time.

Number 5 is considered for each area and by the use of extended risk assessments and protocols.

Number 6 applies in specific circumstances where we already use PPE as part of a care or support plan or where a suspected case of Coronavirus (Covid-19) is potentially identified onsite.

Response to any infection

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of Coronavirus (COVID-19) amongst our college community.

9) Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 will be followed in every case where they are relevant.

Prevention

1. Minimise 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 our site

Ensuring that students, staff and other adults do not come onto our site if they have Coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the day is sent home, are essential actions to reduce the risk and further drive down transmission of Coronavirus (COVID-19). We will follow these processes and ensure all staff and students are aware of them.

On arrival, staff and students must wait outside reception in an orderly and distanced manner. Face coverings, when used on transports, should be removed and disposed of or be safely stored for future use. There is a queuing system marked outside the main doors. On entering the site through reception all staff students and visitors must register on the Inventory system.

Staff should go directly to their working area. If students are able to do so, they should also go to their first teaching session. Those who need escorting will go as soon as possible. Any student waiting for an escort should take an available seat.

If anyone on site becomes unwell with

- A new continuous cough
- A high temperature
- A loss of, or change in, their normal sense of taste or smell (anosmia),

The duty manager must be informed and they must be sent home (avoiding public transport) and advised to follow guidance for households with possible or confirmed Coronavirus (COVID-19) infection, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have Coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If anyone becomes ill with Coronavirus (COVID-19) symptoms and is awaiting collection they should be moved, if possible, to the high needs area of the Colliery, where they can be isolated behind a closed door, depending on the individual they may need appropriate staff supervision. This should be the staff member who has already had most contact with them. Ideally, the windows should be opened for ventilation. There are two rooms available and an internal phone for contact with reception. If it is not possible to isolate them, move them to an area, which is at least 2 metres away from other people. If they need to go to the bathroom

while waiting to be collected, they should use the separate bathroom that is part of the high needs area. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the individual while they await collection if a distance of 2 metres cannot be maintained. More information on PPE use can be found in the 'Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance'.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with Coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive. They may also be notified by NHS test and trace or the local Healthcare team that they are required to isolate.

Everyone must wash their hands thoroughly for 20 seconds or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the Coronavirus (COVID-19) : cleaning guidance.

Public Health England are clear that routinely taking the temperature of individuals is not recommended as this is an unreliable method for identifying Coronavirus (COVID-19).

2. Clean hands more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser. We will ensure that students clean their hands regularly, including when they arrive on site, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

Points to consider and implement include:

The site has enough hand washing or hand sanitiser 'stations' available so that all students and staff can clean their hands regularly. These are situated in the following locations and are outside a toilet or pair of toilets.

Reception:	Outside of the main Disabled toilet. During times when students are arriving and leaving, this toilet should be considered a hand washroom only. If possible direct staff and students to rear toilets.
Craft Hub:	Station outside each set of toilets, two downstairs and one upstairs. Outside toilet has hand sanitising but is not a full scale station.
Aulis:	Rear of the Front Lobby by cleaning cupboard.
New Elmet:	In the front of Toilet areas

Birch:	Downstairs, outside of Laundry
Ruskin:	In main hall outside the Disabled toilet. In each residential pod area
Boyne Hill House:	Near Kitchen and in front entrance toilets
Colliery:	In the High Needs Area
Classroom block:	In the Front Foyer

Additional support, supervision, and help with hand sanitiser use given risks around ingestion for students - skin-friendly, skin cleaning wipes can be used as an alternative.

By building these routines into our site culture, supported by behaviour expectations and helping less able students and those with complex needs understand the need to follow them we will strengthen the culture of hand hygiene on site.

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important, all education settings must ensure that they have enough tissues and bins available to support students and staff in following this routine. As with hand cleaning, it must be ensured that those with complex needs are helped to get this right, and all students understand that this is now part of how the site operates. Some students with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these students and the staff working with them and is not a reason to deny these students face to face education.

Following advice from Public Health England (based on current evidence), we will not introduce routine use of face coverings in the college. Students who feel enabled to attend by wearing a mask will be supported to do so. Staff members will be respected if they choose to wear a mask but will also be expected to consider the impact of mask wearing for the student cohort they have contact with. This includes the use of facial recognition and lip reading. This area will be kept under review using all current information. The college will support all staff and students to use facemasks correctly in situations where this is mandatory such as on public transport or when attending a hospital as a visitor or outpatient. College supported visits offsite will incorporate the correct use of face masks as a life skill and supporting evidence will be included in risk assessments for those activities. This should include necessary steps to be taken to support those who are unable to wear a mask.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

Points to consider and implement include:

Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:

- ❖ more frequent cleaning of rooms / shared areas that are used by different groups. This in practice will be at the beginning and end of each session or activity.

- ❖ frequently touched surfaces being cleaned more often than normal. We will continue with the schedule in place since June 2020. This will be extended to new areas of the college that were not used previously.
- ❖ different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and students must be encouraged to wash and clean their hands thoroughly after using the toilet

We will continue to use advice and implement changes as they become available.

5. Minimise contact and maintain social distance

Minimising contacts and mixing between people reduces transmission of Coronavirus (COVID-19). This is important in all contexts, we will do everything possible to minimise contacts and mixing while delivering a full programme of study.

The overarching principle to apply is reducing the number of contacts between students and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining social distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the student programme, the layout of the building, and the feasibility of keeping distinct groups separate while offering a broad curriculum.

To support test and trace we will ensure the accurate recording of contacts for all staff and students during the college day. In this context a contact is any situation that reaches or breaches the one metre plus guidelines.

How groups will work.

Consistent groups reduce the risk of transmission by limiting the number of students and staff in contact with each other to only those within the group. Maintaining distinct groups that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and to keep that number as small as possible.

The college day can be split into distinct phases.

- ❖ Travelling to and from college
- ❖ Intersessional times, including lunches
- ❖ Morning and afternoon sessions
- ❖ Moving around the site
- ❖ Offsite activities and use of college vehicles

All of the above areas will have their own bubble approach. In the event of a suspected case on site the tracing and isolation will be for that individuals known contacts in their bubbles. Whilst this may still create disruption to programme by the need for multiple staff and student isolations it should still avoid the need for a full closure initially. By being covid aware we can reduce the impact further by effective early isolation of suspected cases.

We will reduce and monitor contacts between individuals and groups, once the group has started it will maintain distance where possible from other groups and individuals. Tea breaks will be restricted to the active current group. There will be allocated access and facilities for each group. Where groups share toilets then tea breaks will be staggered and a clean down will occur between the breaks.

We will maintain previous group sizes. Students and staff may be in different groups at different times of the day. The whole college is in this respect treated as one large bubble. Given the complexities of individual programmes, support needs and transport there are no practical solutions within current physical settings or staffing levels.

By limiting and recording contact between different groups, we will reduce the impact of one person in a group tests positive for Coronavirus (COVID-19), we can be confident about who they have had close contact with and reduce the risk of a whole college isolation.

Once groups are established, they will be kept apart and logistics such as start and finish times, and lunch and break times, will be reviewed and set to ensure this.

Although passing briefly in the corridor or external areas is low risk, we have assessed our routes and have highlighted passages and spaces with a greater risk by the use of red and white tape and notices. In these zones everyone should avoid stopping or talking with each other until safety outside the zone. We will use staggered break times to avoid two bubbles sharing common spaces. We will not have any whole college activities and will avoid more than two groups meeting even where distancing could be possible. At lunch the table spaces will be distanced to 1metre+ standards and the tables themselves distanced. Staff should avoid close support at more than one table. Table places will be set and recorded if any changes are needed.

It is worth remembering that a contact in this context is

- Being closer than 1metre for more than 15 minutes
- Working face to face for more than 15 minutes
- Sharing poorly cleaned contaminated surfaces

Safe times are reduced and the risk increases by

- Poor hand hygiene
- Failure to follow good respiratory hygiene practice (catch it, bin it, kill it)
- Large group sizes
- Physical contact, especially hugging and face contact
- Hand shaking or holding hands
- Working in small confined spaces with poor ventilation

Mitigation for the above includes:

- Outdoor activities where possible
- Increased access to personal hygiene facilities
- Recording of body temperatures

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' so each person works with only a few others.
- Reducing contact hours each week
- Allowing more time for room preparation and cleaning.
- Limited and specific use of agreed PPE

Finally, if people must work face-to-face for a sustained period with more than a small group of people, then we will specifically assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. We will not allow group sizes to be larger than 12 in any circumstances, nor will staff or students work within more groups than is necessary per week. There should be no sustained face-to-face working on site.

Both the approaches of separating groups and maintaining distance are not 'all or nothing' options and will still bring benefits even if implemented partially. We will keep students in their groups for the majority of the time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport. Endeavouring to keep these groups at least partially separate and minimising contacts between students will still offer public health benefits as it reduces the network of possible direct transmission. It will reduce the scope of self isolation in the event of a positive case on site and allow easier tracing.

We recognise that some staff will need to move between 'cohorts', for example tutors delivering Mathematics and English education or general support workers supporting the group rather than individuals. These staff will adhere to broader protective measures such as maintaining distance from students where possible and higher standards of hand washing.

Measures within rooms and workshops

Maintaining a distance between people whilst inside and reducing the amount of time they are in face-to-face to contact lower the risk of transmission. It is strong public health advice that staff maintain distance from their students, stay at the front of the room, and away from their colleagues where possible. Ideally, staff should maintain 2-metre distance from each other. In particular, they should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. However, it will not be possible when working with some students who have complex needs or who need close contact care. These students' educational and care support will be provided following more depth risk assessments using the mitigation methods above.

Students will also be supported to maintain distance and not touch staff or their peers where possible. This will not be possible for all students with complex needs and it's not feasible in some areas where space does not allow. Doing this where we can, and even doing this some of the time, will help.

When staff or students cannot maintain distancing, we have reduced the risk by keeping students in the smaller, class-sized groups described above.

We will make small adaptations to rooms or workshops to support distancing where possible. That might include moving unnecessary furniture out of rooms to make more space, considering desk layout, and seating students side by side and facing forwards, rather than face -to-face or side on. Group and session leaders are responsible for including this planning as part of their session management

Measures elsewhere

When timetabling, we will try and ensure that groups are kept apart and movement around the site kept to a minimum.

We have considered how shared staff spaces are set up and used to help staff to distance from each other. Social mixing between staff in larger groups is not allowed on site. In this respect staff who support sessions are a bubble for the time before and after the session is held until they either leave site or are deployed to other activities.

Measures for arriving at and leaving settings

Transport providers will determine what appropriate protective measures can be put in place on transport and students must comply with any requirements set.

We will remind students and staff that it is the law that they must wear a face covering when travelling in England on a public bus, coach, train, tram, or other forms of public transport, as per the safer travel guidance for passengers. We will support those who are unable to do so.

Arrival time slots will be agreed upon with all student transports and students will be escorted or invited into the building in an orderly manner. On departure, drivers will inform reception that they have arrived and students will be called from sessions to leave.

Activities such as singing and/or playing instruments will not take place. The government is continuing to work on scientific and medical advice around how such activities can best be managed safely and further guidance will follow on this shortly.

Other considerations

Some young people with SEND, whether they have an EHC plan or not, will need specific help and preparation for the changes to routine that this will involve. This might include, for instance, visits to the college site, social stories, and other approaches that colleges would normally use to enable a young person with SEND, who has spent some time out of education to return to full-time attendance. We will ensure that appropriate support is made available for students with SEND, for example in deployment of learning support assistants and in enabling specialist staff to work with young people in different cohorts.

Supply staff and other temporary workers can move between providers, we will consider how to minimise the number of visitors to our setting where possible. Where it is necessary to use supply staff and to welcome visitors such as peripatetic staff, those individuals will be expected to comply with our arrangements for managing and minimising risk.

To help us minimise the numbers of temporary staff entering our premises, and secure best value, we will try and develop longer assignments with supply staff and agree a minimum number of hours across the academic year. This advice also applies to other temporary staff working in our settings.

Tier 2 (HIGH) additional measures

After the decision on 12th October 2020 to place Wakefield into tier 2 (HIGH) the following additional measures have been adopted to ensure that Contact and social distancing are minimised. These are guided by advice from both the Department for Education and the Department of Health and Social Care

Use of face coverings on site:

The reception and admin building are designated as public areas, as such the use of face coverings falls under the presumption of use, subject to the usual exemptions. Students will be supported to maintain the use of their coverings until they have arrived at their first session. During the day it is an option to wear or not. At the end of each day students will apply their face coverings prior to leaving for their transports and wear them through the reception building when they sign out.

Staff working in shared spaces will be required to use masks, where no other mitigation methods are available, when not engaged in student support or teaching.

Visits to residential accommodation:

We will restrict further the access to the residential accommodation on site to students who live there, support staff and planned maintenance visits etc. Parents will be asked to contact the house on arrival and sign in and wait in reception or their vehicles. Students will be escorted to meet them there.

6. Where necessary, wear appropriate personal protective equipment (PPE)

The staff in our setting will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual becomes ill with Coronavirus (COVID-19) symptoms while on site, and only then if a distance of 2 metres cannot be maintained
- where a learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used

We will ensure that all staff have read the guidance on 'Safe working in education, childcare and children's social care for more information about preventing and controlling infection', including when and how PPE should be used, and what type of PPE to use. All staff have undertaken online training and in house training to reinforce this area of mitigation.

Response to any infection

7. Engage with the NHS Test and Trace process

We support and endorse the NHS Test and Trace process. We are clear on how to contact our local Public Health England health protection team. All staff and parents/carers have been informed and understand that, if instructed by NHS test and trace or the local Public health team, they will need to be ready and willing to:

- book a test if they are displaying symptoms - staff and students must not come onto our site if they have symptoms, and must and will be sent home to self-isolate if they develop them on our premises
- provide details of anyone they have been in close contact with if they were to test positive for Coronavirus (COVID-19)
- self-isolate if they have been in close contact with someone who develops Coronavirus (COVID-19) symptoms or someone who tests positive for Coronavirus (COVID-19)

Anyone who displays symptoms of Coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

We will ask students and staff to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to Coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

- if someone tests positive, they should follow the guidance for households with possible or confirmed Coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return onsite only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

8. Manage confirmed cases of Coronavirus (COVID-19) amongst the FE provider community

We will take swift action when we become aware that someone who has attended site and has tested positive for Coronavirus (COVID-19). The principal will contact the local health protection team. This team may also contact us directly if they become aware that someone who has tested positive for Coronavirus (COVID-19) attended our premises - as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, you must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contact, face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice to us on who must be sent home. To support them in doing so, we will keep a record of students and staff in each group and any close contact that takes places between students and staff in different groups. We will try to ensure that this isn't an extra burden on groups.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the learner or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms

themselves within their 14-day isolation period they should follow guidance for households with possible or confirmed Coronavirus (COVID-19) infection. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period - this is because they could still develop the Coronavirus (COVID-19) within the remaining days
- if the test result is positive, they should inform us immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14 day isolation period), their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed Coronavirus (COVID-19) infection

We will not request evidence of negative test results or other medical evidence before admitting students or welcoming them back after a period of self-isolation.

Further guidance is available online on testing and tracing for Coronavirus (COVID-19).

9. Contain any outbreak by following local health protection team advice

If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where Coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with our local health protection team who will be able to advise us if additional action is required.

In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure - perhaps the whole site or a specific group. If we are implementing controls from this list, addressing the risks we have identified and therefore reducing transmission risks, whole site closure based on cases within our setting will not generally be necessary, and will not be considered except on the advice of health protection teams. However if the number of staff affected raises questions of safe working levels then such a decision may still be needed.

Students who are shielding or self-isolating

We now know much more about Coronavirus (COVID-19) and so in future there will be far fewer young people and adults advised to shield whenever community transmission rates are high. Therefore, the majority of students will be able to return. We note, however, that:

- a small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has Coronavirus (COVID-19).

- if rates of the disease rise in local areas, students (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below)
- some students no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning in September (usually at their next planned clinical appointment) - read advice from the Royal College of Paediatrics and Child Health
- where students are not able to attend settings because of public health advice, we will endeavour to offer them access to remote education. We will monitor engagement with this activity.

Individual Risk assessments for Student attendance

Each person who is coming onsite for college activities will either be asked to complete their own risk assessment or have a risk assessment completed for them.

In priority order the areas of additional concern are as follows:

- ❖ Transport — can the person travel to college safely and in a bio secure transport? We will not be able to accept multiple occupancy taxi journeys but can accept escorted taxis. Each taxi firm will need to be prepared to share their own risk assessments and mitigation measures. We reserve the right to suspend a placement if we have any concerns about the safety of a journey.
- ❖ Personal health - are there any underlying health conditions that create additional risks for the person.
- ❖ Personal hygiene - is the person able to maintain personal hygiene without physical support and do they understand the need to wash hands distance and maintain hygiene.
- ❖ Behaviour support -are there any support needs or agreed interventions that mean close physical contact is needed on a regular basis. If it is a physical intervention, what risk is there of bodily fluids making contact, from spitting, biting, kissing etc.

All completed student risk assessments will be available in the normal online student resource areas.

Staff Travel and welfare on site

Staff should, where possible, travel to college alone and by their own transport. Parking should be at the Wood Lane entrance. Avoid leaving or gaining access to your car if someone in an adjacent car is present.

Once logged in, staff should go to their own working area or student activity area. Once there, please wash your hands again. There is no congregating in tea break areas, this includes conversations over a cup of tea, or catching up in a corridor or outside a room.

Immediate team members for the next work activity can meet up prior to student arrival and will need to engage in cleaning and preparation as a small team.

Food should be eaten in your work area and there is no access to or use of college ovens or kitchens; this specifically includes the craft hub and reception kitchen.

Tea and coffee will be available but should be made only for yourself or those you are working in a team with. Personal food should not be left in any fridge overnight or in between shifts. Any food for lunches brought in must be sealed in a polythene type container and clearly marked with a name and a date.

Identity Badges must be visibly worn at all times. No badge will suggest that you have not completed bio security and you may be escorted off site.

Working environments, including student teaching areas, should be kept well ventilated, clean, and uncluttered. Shared desks will still be used but personal possessions must be removed between uses and the surfaces cleaned down and sanitised between occupants.

On site measures

All pathways and common spaces, outside and inside, have been assessed and where appropriate, simple floor based signage and decals used to reinforce 2 metre social distancing, appropriate separation in traffic and avoidance of overcrowding in buildings or areas that are less easy to distance in.

The basic rules used in signing spaces and paths are as follows:

- ❖ Walk on the left where this is possible. This will be indicated using arrows or foot print symbols. Normally this will be in white, green or yellow.
- ❖ Always give way to others who are leaving the building or room, coming down the stairs or moving towards the exit of the site. This will ensure that there is minimal overcrowding.
- ❖ Red signage is used to indicate where additional awareness is needed. Most red areas just need extra sensitivity and not to stop moving. There will be narrower paths, or steps. Give way to those who are moving towards the exit of the building or site.
- ❖ Stick to the main pathways. Please do not walk through the garden or farmyard. These are working areas. Respect other's space. This includes not visiting another workshop just to see what they are doing.
- ❖ Blue markings indicate where the common areas start. Don't cross a blue line unless you are working or living there. Respect signs which say where you are. For example 'You are now entering the small animal area'.
- ❖ Each room or space will have details of its capacity and any restrictions or advice for safely using it. This will usually be outside the main entrance.

Minimising risks in reception

Visitors will be asked to wait at an individual seat in reception and whoever they are seeing will be informed. Tours involving viewing the inside of any buildings by visitors is strictly by appointment and planned to minimise contact with groups, hand hygiene should be followed on entering and leaving buildings. Specific arrangements will be produced in the event of any transition visits. It is possible to walk through the estate as far as the Aulis front area using the main foot path only. The tables on the Boyne Hill House lawn may be used for distanced outside meetings.

All deliveries will report to reception and leave larger packages outside. Post inside a franking bag will be accepted. Delivery personnel will not have access to the toilets. In emergency they will need to be 'bio signed in' with a temperature, name and contact phone number. They will also need to sign a consent form to hold the details 14 days for the tracing of site contacts.

Everyone must also leave site via reception and be signed out.

Student badges handed in will be sanitised with a wipe (disposable cloth with Clen) prior to storage.

The Reception desk will be staffed by one person and have screens fitted to prevent air borne transmission.

A second designated staff member will be on duty at scheduled times to complete testing and direct people.

A PPE and hand hygiene station will be set up outside the toilet. PPE is only for those needing intimate personal support for toileting and involved in the regular cleaning of the reception space.

Staff involved in temperature taking or cleaning should use gloves and a disposable apron. Eye protection is not needed. At times of entry and exit staff should use the rear toilets. Disposal of used PPE must follow the guidance in Appendix A.

The reception area should be considered the highest risk area on site and distancing and numbers must be maintained and respected.

- ❖ The reception printer is not accessible until there is further relaxation of social distancing. Printing may be sent via email to reception@camphill.ac.uk and collected when you are informed that it is ready. Post may be collected by arrangement.
- ❖ There is no unauthorised access to the post shelves, stationery store or photocopier. Any of this must be requested, ideally in advance or by appointment. Reception's internal phone number is 210. This will allow post to be available for immediate hand over and reduce waiting times in the reception space
- ❖ Outgoing post may be left in the tray on the high top by the rear door.

The reception area will be cleaned every hour and key items in-between each group arrival. This will be using the basic method set out in Appendix A.

Timetabled Student activities

Students will be part of “fixed teams”. Within the working space that you are allocated or using you will need to follow distancing as much as possible but remember the following:

- ❖ All people on site have passed a bio security check and arrive “clean”
- ❖ You must establish and maintain a regular routine of hand washing
- ❖ There will be reduced hours on site with most sessions lasting about three hours.
- ❖ There will be staggered tea break times for each group. This is to facilitate the shared use of toilet and hand wash stations for each group. After each group has used the shared areas they must clean down prior to the next use, this is to maintain the bio security.
- ❖ The groups will be maintained for as long as possible, if changes are needed it will be as few as possible. This again is to build group resilience.
- ❖ Members of the group will also have breaks together. Please do not wander off to see friends.
- ❖ The staff in the group are responsible for doing a clean down after the students have left. Please follow the guidance in Appendix A, you may need to accompany students to reception first.
- ❖ Students will be in differing fixed groups for lunches. The guidelines above still hold. Do not mix with the group more than needed.
- ❖ Fixed table plans and distancing between tables will reduce the risk.
- ❖ Maintain appropriate distance where ever and whenever possible but you can reasonably work alongside to show a new skill or provide support parallel working. Avoid demonstrating or teaching face to face, even working at an angle is better than this. Avoid physical touch where possible, but if it occurs and, when necessary, stop and wash hands before continuing.
- ❖ If you suspect a student or anyone else is masking symptoms, or is unwell, isolate them as well as you can and call reception who will alert the duty team. You may be asked to accompany the person to the Coronavirus (Covid-19) quarantine area in the Colliery.
- ❖ Students who previously did not receive individual support do not need it now, unless the Coronavirus (Covid-19) risk assessment shows otherwise. Please be aware of any plans and follow them carefully.

Residential Houses

Ruskin will be open as normal. In addition to following all government guidance on maintaining residential provision in educational settings and where appropriate, CQC guidance, the following Camphill Wakefield specific guidelines will apply:

Staff working in Ruskin should sign in in the house at the start and end of shift.

Staff who are on sleeping nights should be clear on the lines of support and communication.

All maintenance work if deemed essential shall be completed when the students are in college activities and areas will be cleaned down in between. This includes any water flushing and system checks.

Where possible social distancing shall be maintained in the house setting. Larger gaps between spaces at the tables for example and having fewer people on sofas or games areas.

Social activities must pay due respect to the current general public rules.

If a vehicle is used, it should be surface wiped before and after use, and as much distancing as possible maintained. Journeys should be planned and risks assessed and have a good reason.

Where needed, students should be supported to maintain video or telephone contact with parents and their extended family. They should also expect to be given privacy as well in these times.

In the event of a suspected Coronavirus (Covid-19) case involving a student they should be supported to stay in their own bedroom and immediate area. Additional PPE is available from the Coronavirus (Covid-19) quarantine area in this event.

Appendix A – Cleaning Guidelines

What you need to know

- ❖ cleaning an area with normal household disinfectant routinely and after someone with suspected Coronavirus (Covid-19) has left will reduce the risk of passing the infection on to other people
- ❖ wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- ❖ using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- ❖ if an area has been heavily contaminated, such as with visible bodily fluids, from a person with Coronavirus (Covid-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- ❖ wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Background

Experience of new Coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- ❖ the type of surfaces contaminated
- ❖ the amount of virus shed from the individual
- ❖ the time the individual spent in the setting
- ❖ the time since the individual was last in the setting

The infection risk from Coronavirus (Covid-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (Covid-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept) or there is visible contamination with body

fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary.

All staff including non-healthcare workers will be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres.

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- ❖ objects which are visibly contaminated with body fluids
- ❖ all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- ❖ use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- ❖ a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- ❖ if an alternative disinfectant is used, this should be checked to ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- ❖ Should be put in a plastic rubbish bag and tied when full.
- ❖ The plastic bag should then be placed in a second bin bag and tied.
- ❖ It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from students. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- ❖ if the individual tests negative, this can be put in with the normal waste
- ❖ if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, we will arrange for collection as a Category B infectious waste either by our local waste collection. They will supply us with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.