

GLLM RISK ASSESSMENT AND PLAN – ACADEMIC YEAR 2021-22

V5 January 2022

Introduction

Throughout the pandemic the Grŵp has worked in consultation with staff, students, Welsh Government and other colleges in Wales to ensure that our staff and students are as safe as they can be. This approach has proved to be successful in striking the right balance between keeping people safe and getting our students through their qualifications. The Grŵp will continue to take a similar approach as we move through the new academic year, however staff and students will need to **adapt to changes in the various control measures**.

As required by the Welsh Government our aim over the coming term will be to maintain as much in-person on campus learning as possible. Our control measures are designed to support this critically important objective.

In December 2021 'Alert Level 2' came into force in Wales, this meant that some of the control measures that we had used last term had to be strengthened in particular around social distancing. In addition, the Welsh Government published, in agreement with trade unions and colleges, published a revised control framework. This framework has been used previously, the difference being now that we start the new term in January 2022 following a set control measures that are appropriate for the high level of risk posed by the current (January 2022) Covid context, that is rising infection rates, increases in hospitalisations and disruption due to the number of people self-isolating.

This document sets out the Grŵp's approach, recognising that we may be required to strengthen the control measures if the Covid-19 context changes, in particular if the level of risk set out in the Control Framework document increases. However, we will also be able to relax control measures when the level of risk decreases. We all hope that we will be in a position to do this in the coming months, but we must also be prepared for the potential need to strengthen controls if circumstances change.

GLIM will work closely with local authorities & Incident Management Teams (IMT) to determine which measures are required at a given time, depending on the local Covid-19 context.

Balancing Control Measures

There continues to be a legal requirement for employers to take 'reasonable measures' to protect against the spread of Covid-19, aligned to the requirements of the Management of Health and Safety in the Workplace Regulations 1999. However this needs to be balanced with our duty to provide education and training. Importantly, the Control Plan published by the Welsh Government states that education providers should be aiming to minimise disruption to learning as much as possible even in the highest risk categories.

Vaccination Programme

The Grŵp fully supports the vaccination & booster programme and encourages all staff and students to be fully vaccinated. The more people who are fully vaccinated the less disruption we will have to learning.

Self-isolation

The latest rules for self-isolation in Wales can be found [here](#). This guidance states "If you have symptoms of COVID-19, you should self-isolate and take a PCR test as soon as possible. If you have tested positive for COVID-19 you must self-isolate and follow the guidance below."

In accordance with the latest Government Guidance, isolation can cease after 7 days if you have two negative LFT results on days 6 and 7. If you do not have 2 negative results (on days 6 and 7), you will need to continue testing until you produce two successive negative tests or you have completed 10 days of isolation.

Update on Testing

Testing remains a priority, GLLM strongly advises all staff and students to utilise testing kits which are freely available at college. Testing three times a week **or before attending work or college** will help rates at college remain low and support us to maintain face to face education & training.

Remember it is also important to report your result even if you test negative.

Social Distancing & Face Coverings

Social distancing is currently a legal requirement in Wales.

In terms of face coverings, from the 29th November 2021, face coverings will be required in all indoor areas including classrooms and workshops where 2 metre social distancing cannot be maintained.

In the current Alert Level 2 and high risk category staff must maintain 2m from each other and students unless using appropriate PPE. Students must socially distance from students who are not in their group. When in a classroom or workshop they must wear a face covering if they cannot maintain 2m social distancing.

Contact Groups

Contact groups will be required at the very high risk category.

A contact group is a group of learners who are following a main programme e.g. BTEC Level 3 Extended Diploma in Sport, and will be the main cluster/bubble which learners in the group interact with. Where learners need to mix with other learners to complete a part of their programme e.g. Essential Skills, GCSE, CLIF, Sports Academies, A Level subjects etc they will become part of additional contact groups. Should a learner test positive for COVID we will supply details of the contact groups which a learner is part of so that appropriate action can be taken. Short term contact groups will exist as required (for example for examinations, or one-day courses), GLIM views each School Link group as a single contact group, regardless of which schools the learners come from.

Online Remote Learning

Online remote learning will be used where required to maintain teaching and learning or where it is a normal part of the scheme for learning.

Control Measures

Many of the baseline control measures that we have used throughout the pandemic will continue to be in place and could be adjusted as required to support any changes to the level of risk. Different control measures may be used at different times and on different GLIM campuses/sites depending on the advice and guidance received from Welsh Government and local and regional Incident Management Teams (IMT's).

A summary document of showing the Grŵp's control measures at each risk level of the control framework can be found [here](#)

Our main Control Measures are:

1. The increased cleaning regime will continue.
2. LFD tests should be used by staff and students three times per week on Monday, Wednesday and Friday. Part time students or those attending campuses irregularly should test prior to attending sites or a work-based meeting.
3. Rooms **must** continue to be well ventilated when occupied.
4. One-way routes in college buildings will remain in place and **must** be strictly adhered to.
5. Hand-sanitising stations **must** be used when entering a college building, area and classroom/workshop.
6. Face coverings **must** be worn in all communal areas within college buildings, as well as on college transport and in classrooms where 2m social distance can't be maintained (unless exempt).
7. Those wishing to wear face coverings **must** be allowed to do so.
8. The appropriate industry guidance **must** be adhered where required e.g. in hair and beauty.
9. Refectory services will operate on a grab and go basis.
10. Student social spaces will be closed.
11. GLIM has a legal duty to ensure staff work from home unless their work is impractical to be delivered offsite, for example the delivery of teaching and learning or provision of a support service on site. Lecturers should work from home when not teaching if it is practical to do so.
12. Those with Covid-19 symptoms **must** not attend college.
13. Staff and students **must** cooperate with the Test Trace and Protect teams to support the containment of the virus. Staff and students required by TTP to self-isolate **must** do so.
14. Individual risk assessments **must** be reviewed for staff & students in the clinically extremely vulnerable (ex-shielding) category.

In addition to these baseline control measures, the Grŵp will also require the following measures to be adhered to:

15. Programme Area's **must** utilise hybrid learning for at least 10% of the provision for their full-time provision.

16. Timetables **must** minimise the use of free periods during the day.
17. Programme Area timetables **must** continue to reduce the number of free sessions during the week and provision **must** utilise all weekdays evenly.
18. Seating plans **must** be utilised **at the very high risk level**.
19. Lecturing staff are strongly encouraged to utilise their allocated working from home hours in full.
20. Meetings can take place in person on campus but remote meetings should continue to take place where appropriate.

The Grŵp's Covid incident response process will remain in place and will continue to be managed by Steve Lloyd.

Miscellaneous Areas of Guidance

- **Visitors** – Only essential visitors can attend the college at the higher risk levels, they **must** follow the college procedures.
- **Trips and visits** – At the higher risk level only trips and visits that are essential for assessment (within the catchment area of Grŵp Llandrillo Menai) these can take place following the normal approval process.
- **Competitive sport** – can take place in line with Colegau Cymru guidance.
- **Gyms and sport centre hire** – At the higher risk levels, the Gyms and Sport Centres can open for assessment purposes only. In line with WG sector guidance, the hire of external facilities such as sports pitches can take place for community groups.
- **Work placements** – Only if required for assessment or as part of an Enhanced / Creative Solutions Programme and in line with provider risk assessments and regular testing
- **Meetings on external premises** – for example for work-based learning, can take place .
- **Hospitality & salons** – can open for assessment purposes only and **must** be in line with industry guidance
- **College transport** - can be used in line with WG guidance i.e. face coverings and ventilation.
- **The hire of on-campus venues for non-college related business** – will not take place unless approved by the Principal/Executive Director with responsibility for the site/campus. The decision will take into account based on impact on support services, i.e. Estates and Cleaning etc). All such activity must be appropriately risk assessed.
- The number of Covid cases across the GLLM will be shared with staff via the Grŵp portal.
- CO2 monitors provided by the Welsh Government will be installed in suitable rooms.
- **Open evenings** - Will be reviewed at the planning stage

Monitoring & Review

As has been the case over the period of the pandemic the Grŵp will continue to review the controls and procedures for any required changes. The Covid SHE committees will continue to meet to support the review process. It is anticipated that the control measures set out in this document will be reviewed in full at the end of **January**. Opening the refectories to a more normal service is an example of the types of changes that we would hope to be in a position to introduce.

The control measures set out in this document designed to reduce the risk that Covid could have, both on an individual's health and wellbeing and on disruption to learning. This is a challenging balance and will only work if staff and students play their part in adhering to the control measures. As an organisation we reserve use the policies and procedures available to us should these measures be persistently breached.

APPROVED OVERARCHING RISK ASSESSMENT FOR REOPENING Spring 2022

Note: This is a dynamic risk assessment and will be subject to change.

The following section contains a detailed breakdown of the perceived hazards and controls that GLLM will put in place to reduce the risk to as low as practicable for the Spring term where the following will apply in line with WG guidance; in the current Alert Level 2 and high risk category:

- Staff must maintain 2m from each other and students unless using appropriate PPE.
- Students must socially distance from students who are not in their group. When in a classroom or workshop they must wear a face covering if they cannot maintain 2m social distancing.
- Contact groups will be required at the very high risk category.

The hazard will be exposure to coronavirus, the harm will be the effects of coronavirus and the people affected will be anyone who is on GLLM premises, staff, Learners, contractors, visitors and anyone that may be affected by our activities.

The controls for coronavirus provided to ensure the hazard is either eliminated or reduced As Low as Reasonably Practicable are:

1. The increased cleaning regime will continue.
2. LFD tests should be used by staff and students three times per week on Monday, Wednesday and Friday. Part time students or those attending campuses irregularly should test prior to attending sites or a work-based meeting.
3. Rooms must continue to be well ventilated when occupied.
4. One-way routes in college buildings will remain in place and must be strictly adhered to.
5. Hand-sanitising stations must be used when entering a college building, area and classroom/workshop.
6. Face coverings must be worn in all communal areas within college buildings, as well as on college transport and in classrooms where 2m social distance can't be maintained (unless exempt).
7. Those wishing to wear face coverings must be allowed to do so.
8. The appropriate industry guidance must be adhered where required e.g. in hair and beauty.
9. Refectory services will operate on a grab and go basis.
10. Student social spaces will be closed.
11. GLIM has a legal duty to ensure staff work from home unless their work is impractical to be delivered offsite, for example the delivery of teaching and learning or provision of a support service on site. Lecturers should work from home when not teaching if it is practical to do so.
12. Those with Covid-19 symptoms must not attend college.
13. Staff and students must cooperate with the Test Trace and Protect teams to support the containment of the virus. Staff and students required by TTP to self-isolate must do so.
14. Individual risk assessments must be reviewed for staff & students in the clinically extremely vulnerable (ex-shielding) category.

The people affected are identified as staff, Learners, contractors, cleaners, visitors and anyone else that may be affected by the Grŵp activities.

Activity / Hazards and Adverse Effects	People affected	Controls to be taken	Additional Comments / Controls
All GLLM sites to be opened for normal activities	Anyone who is on GLLM premises, staff, contractors and anyone affected by our activities.	<ul style="list-style-type: none"> Site opening Hours have resumed 'normal' term time hours. Remote working to continue for staff where possible. DSE assessment and provision of equipment to facilitate home working. Guidance on the portal. Duty/ Site Manager to be appointed on sites where required and collect 2-way radio to contact security / Estates / Caretakers. Estates to ensure personnel are available to open and secure sites. Caretakers to be available to respond to requests e.g. power failure / blocked drains, loss of facilities. 	
All external sites used for GLLM activities	GLLM staff, Learners and any one affected by the activity	<ul style="list-style-type: none"> Managers to ensure checks are made on any premises used to ensure the Covid controls in place are communicated to staff to follow, e.g. for courses in the community. 	
Identify any areas on site that may have restrictions or change of use	All persons attending site	<ul style="list-style-type: none"> APs/Directors / Managers to agree with Estates how the offices / classrooms / workshop areas they are using are to be set up to accommodate occupancy and use. Where possible, seating plans could be used to reduce the need for whole group isolation and to support tracking. Seating plans must be utilised at the very high risk level. 	
Access to site (Physical) Returns to normal.	All persons attending site	<ul style="list-style-type: none"> Access routes and one-way systems have been agreed and Estates have provided appropriate signage/ floor markings/ lift restrictions. Estates have provided tape markers, and plastic barriers and screens and Perspex dividers to mark out working areas to ensure the areas are marked out to maintain social distancing. People should walk from parked cars and / or buses to their own area using the shortest external route. Smoking & vaping is prohibited on all sites, this includes indoors, outdoors and within cars parked at GLLM car parks. This is in line with requirements for Schools in Wales. Against usual health and safety advice, if stairwells are wide and not steep, and staff are fit enough, workers to avoid holding handrails when going up and down the stairs (100% concentration required – do not use mobile phones). Use of lifts should be for priority use, where shared face coverings must be worn. 	There may be a 'breach' of one way systems allowed where a risk assessment indicates this is required as a reasonable adjustment.

		<ul style="list-style-type: none"> Where possible one way routes will be used. Where not possible for one way routes keep left / single file walking in corridors to be followed. Stairways to be give way to those coming down the stairs. Heating / lighting / water / emergency alarms will operate as normal. Air conditioning and ventilation to be used according to HSE guidance. Fans can now be used in specific locations as agreed by the area occupants. 	
Access to site (staff)	All persons on site	<ul style="list-style-type: none"> Principals/ APs/ Directors to ensure a briefing or bulletin update is provided prior to beginning work / attendance on a college campus and be provided with information on what to expect and procedures to be followed when attending sites. Face coverings must be worn by Staff in all communal areas within college buildings, as well as on college transport and in classrooms where 2m social distance can't be maintained (unless exempt). In the current Alert Level 2 and high risk category staff must maintain 2m from each other and students unless using appropriate PPE. Staff must be allowed to wear face coverings if they wish to. If staff are exempt from wearing a face covering they should notify Human Resources and wear the appropriate lanyard/badge so that staff know not to challenge them when they are seen not wearing a face covering. Staff are reminded to check skin and report any problems or concerns, due to possible reactions to the sanitiser. Information on dermatitis is available on the HR Health Hub. Staff to remain home and report to Managers if they are feeling unwell due to Covid symptoms. Staff in Higher risk categories to discuss any concerns with managers before returning to work. Individual risk assessments must be carried out for staff in the clinically extremely vulnerable (ex-shielding) category (see WG guidance). LFD tests should be used by Staff three times per week on Monday, Wednesday and Friday. Part time Staff or those attending campuses irregularly should test prior to attending sites or a work-based meeting. 	
Access to site (Learners)	All persons on site	<ul style="list-style-type: none"> Principals / APs/ Directors to ensure a briefing is provided prior to beginning work / attendance on a college campus. Learners to be provided with information on what to expect and procedures to be followed when attending sites. Briefing to include a reminder that they are not to attend site if they are unwell. Learners must wear a face covering: 	

		<ul style="list-style-type: none"> • in all communal areas within college buildings. • in shared lifts. • on college transport. • When in a classroom or workshop they must wear a face covering if they cannot maintain 2m social distancing. • Learners must be allowed to wear face coverings if they wish to. • Learners will be expected to attend College. • Learners in higher risk categories may discuss their health categorisation and concerns with tutors before coming into College. • Individual risk assessments must be carried out for learners in the clinically extremely vulnerable (ex-shielding) category (see WG guidance). • Learners in College experiencing any changes to their personal health from Covid symptoms should inform the Academic Staff and arrange to leave the premises. • Registers provide a record of all Learners on site. • LFD tests should be used by Learners three times per week on Monday, Wednesday and Friday. Part time Learners or those attending campuses irregularly should test prior to attending sites or a work-based meeting. 	
Access to site (Visitors and Clients)	All persons on site	<ul style="list-style-type: none"> • Only essential visitors can attend the college at the higher risk levels, they must follow the college procedures. • All visitors and clients to be logged on site by the relevant department. • Face coverings must be worn by all visitors, including parents, while they are within a building on any site • Managers to ensure a register of contact details is retained including telephone number. 	
Facilities on site: Reception Areas	All persons working in or asking advice from attending reception areas	<ul style="list-style-type: none"> • Screens to be provided. • Hand sanitisers to be provided • Hand washing/hand sanitising to be done after handling incoming post or packages, and before and after distributing outgoing post and packages. • Staff / Learners encouraged to contact via email / phone or hangouts. • Face coverings and / or visors must be worn if there is no screen and 2m social distancing cannot be maintained. 	

Facilities on site: Communal Areas	All persons	<ul style="list-style-type: none"> Seating areas in food outlets will not be in use and communal learner lounges will be shut too. Refectory services will operate on a grab and go basis. 	
Facilities on site: Libraries	All persons using library facilities	<p>Subject to a separate risk assessment includes:</p> <ul style="list-style-type: none"> Restricted usage and population Revised access / egress Revised procedures for books and sign in / out processes Hygiene stations Enhanced cleaning schedule 	
Facilities on site: Teaching classes	All persons using teaching classes	<p>Subject to a separate risk assessment includes:</p> <ul style="list-style-type: none"> Where possible, seating plans could be used to reduce the need for whole group isolation and to support tracking. Seating plans must be utilised at the very high risk level. Hygiene controls – wash hands and / or sanitise frequently Enhanced cleaning schedule 	
Facilities on site: Assessments / Exams		<ul style="list-style-type: none"> Seated exams are set up in designated areas with suitable spacing and good ventilation Practical exams to be observed at 2m where possible or with agreed mitigation measures in place. Face coverings must be worn by learners and staff, if required or preferred in line with Welsh Government guidance Hand sanitiser to be provided. Hand washing/hand sanitising to be done before handing out exam papers and after collecting exam papers in. Cleaning regime to be followed before / after each exam / assessment. 	
Facilities on site: Meetings	All person in meetings	<ul style="list-style-type: none"> Meetings can take place in person on campus but remote virtual meetings (Google meets / Zoom/ Microsoft etc.) should continue to take place where appropriate (in line with sustainability agenda). The hire of on-campus venues for non-college related business – will not take place, unless approved by the Principal/Executive Director with responsibility for the 	

		site/campus. The decision will take into account based on impact on support services, i.e. Estates and Cleaning etc). All such activity must be appropriately risk assessed.	
Facilities on site: Toilets	All persons on site	<ul style="list-style-type: none"> ● Provisions of Toilets – these will be available as normal. ● Facilities will be maintained and cleaned regularly with plenty of stock of hand cleaning materials for washing and drying and toilet rolls for the toilets. ● Hot air hand driers had been isolated but can now be used in accordance with the HSE guidance. ● Hand sanitisers available at strategic locations (outside of toilet blocks & at entrance / exit to buildings). ● Cleaning regime, focussing on frequently touched surfaces (FTS) (door handles, lift buttons, handrails etc). 	
Facilities on site: Printing / photocopiers	All persons coming into contact printers / photocopiers	<ul style="list-style-type: none"> ● Printers / photocopiers identified as frequently touched surfaces (FTS). Staff encouraged to use cleaning stations before and after use of the photocopier/ printer. ● Posters in place to remind users to follow hand hygiene 	
Facilities on site: Catering	All persons on site	<ul style="list-style-type: none"> ● Limited catering facilities available. This will initially be on a 'Grab and Go' basis. Card machines available on all sites but some cash can be taken. ● Refectory services will operate on a grab and go basis. ● Vending machines may be available depending on the college location and are identified as frequently touched surfaces (FTS). ● Posters in place to remind users to follow hand hygiene. ● Use of staff kitchens, shared fridges, and microwaves etc. is not restricted as long as individual staff maintain a good hygiene regime of the kitchens and equipment used before and after use. ● Posters in place to remind users to follow hand hygiene. ● Staff / Learners may bring their own food to site – eating in classrooms during break periods (only) will be allowed. ● Water Fountains are available for Staff and Learners to top up water bottles, but not for drinking from. 	
Facilities on site: Sports Centres	Sports centre users and cleaners	<ul style="list-style-type: none"> ● Gyms and sport centre hire – can open and must be in line with industry guidance. Competitive sport can take place in line with Colegau Cymru guidance ● Gyms and sports centre hire can open from October and must be in line with industry guidance 	
Facilities on site:	Hospitality and salon users and cleaners	<ul style="list-style-type: none"> ● Hospitality & salons – can open for assessment purposes only and must be in line with industry guidance 	

Hospitality and Salons			
Facilities on site: Waste disposal	Staff & cleaning contractors	<ul style="list-style-type: none"> ● Staff should dispose of waste in the bins provided. ● There should be no bins in offices. If staff do have their own bins they should empty them regularly into the central bins. ● Disposal of any potential Covid materials should be in designated areas – where they can be secured for the 72 hours and disposed of as general waste. Kingdom to advice on waste disposal locations. 	
Facilities on site: Cleaning	All persons on site	<ul style="list-style-type: none"> ● Estates have agreed the service levels required from cleaning contractors to provide ongoing surface & hygiene area cleaning throughout the day. ● Estates to ensure facilities on site are maintained, equipped, and routinely cleaned as per agreed enhanced cleaning duties. More day cleaners have been employed. ● Estates to ensure cleaners are briefed on procedures for clean down should a suspected case of Covid be identified. 	
Travel	All persons coming to site	<ul style="list-style-type: none"> ● Staff and Learners are responsible for making their own way to site following the latest government guidance. ● Bus transport will be provided as normal. ● Taxis will be provided as normal. ● Staff and learners travelling on college or public transport must wear face coverings unless exempt. 	
GLLM vehicles		<ul style="list-style-type: none"> ● GLLM vehicles will be available through the Estates booking system for use off campus. ● Designated vehicles for Estates / ICT etc. will be available with appropriate protocols for use. 	
Personal Hygiene	All persons on site	<ul style="list-style-type: none"> ● All staff / Learners to follow latest government advice on preventative measures. 	
Personal Protective Equipment (PPE) Respiratory Protective Equipment (RPE)	All persons required to wear PPE	<ul style="list-style-type: none"> ● No additional PPE / RPE for COVID is required to attend or work on site unless identified by a specific risk assessment. Face coverings worn for COVID are not classed as PPE or RPE. ● PPE to be provided and worn as per existing risk assessments e.g. for workshops specific tasks. ● The College will provide all PPE identified within specific risk assessments. 	
Risk Assessments for activities	Staff and Learners engaged in the activity.	<ul style="list-style-type: none"> ● All existing risk assessments will be reviewed to include controls for coronavirus. 	

	Cleaning contractors	<ul style="list-style-type: none"> ● If the activity requires staff to be closer than 2m the activity will be risk assessed to identify the additional mitigating actions required. ● SHE provide support and guidance for completing risk assessments. ● Managers/ APs to ensure activity risk assessments that identify any additional controls are undertaken for their areas. 	
Trips and visits	Staff and Learners engaged in the activity	<ul style="list-style-type: none"> ● Trips and visits – At the higher risk level only trips and visits that are essential for assessment (within the catchment area of Grŵp Llandrillo Menai) these can take place following the normal approval process. 	
Work Placement	Work placements, assessors	<ul style="list-style-type: none"> ● Work placements – Only if required for assessment or as part of an Enhanced / Creative Solutions Programme and in line with provider risk assessments and regular testing 	
Signage	All persons on site	<ul style="list-style-type: none"> ● Locate Covid-19 signage at key locations to remind staff of all necessary controls in line with Guidance including: <ul style="list-style-type: none"> ○ How to wash hands ○ Catch it, Bin it, Kill it ○ Encourage Social Distancing 2m ○ Frequently touched surfaces – hand washing and sanitising requirements 	APs/Directors to request specific signage from Estates if required
Wellbeing	Staff and Learners	<ul style="list-style-type: none"> ● Health and wellbeing advice is located on the Health Hub available to all staff on the Grŵp portal. ● Learners are supported through Learner Welfare provisions accessible via the Learners portal. 	
Sickness	Staff & Learners	<ul style="list-style-type: none"> ● Follow sickness absence procedures. Staff / Learners to stay at home if they experience any of the Covid symptoms. ● Report any persons that may be showing signs of illness to management. ● Staff and students must cooperate with the Test Trace and Protect teams to support the containment of the virus. ● Staff and students required to self-isolate must do so, 	
Emergency Procedures Evacuation	All persons on site	<ul style="list-style-type: none"> ● Emergency procedures for evacuation should be followed, exiting by the nearest exit and going to the designated assembly point – and stay out until told it is safe to re-enter the building. 	
Emergency Procedures First Aid	All persons on site	<ul style="list-style-type: none"> ● First aid provisions will be through a first aider or appointed person. 	

		<ul style="list-style-type: none"> ● Advice on first aid provision during Covid has been sent to all first aiders and is available on the portal. ● Covid first aid packs are available on all sites.(Additional items for dealing with suspected Covid casualties) ● In the event of an emergency individuals are to ring the emergency services (if appropriate) and inform the Duty/ Site manager, their manager and caretaker. ● Guidance is on the portal 	
Emergency Procedures Covid		<ul style="list-style-type: none"> ● Follow the Test Trace Protect Strategy 	

Note: This is a dynamic risk assessment and will be subject to change

REFERENCES

HSE Guidance

- <https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

Guidance on safe operation of post-16 learning from Sept 2021

- <https://gov.wales/guidance-safe-operation-post-16-learning-01-september-2021-html>

Welsh Government's guidance on travel and guidance on face coverings on public transport

- <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Welsh Government's and NHS' Test Trace Protect strategy

- <https://gov.wales/test-trace-protect>

Guidance COVID-19: cleaning of non-healthcare settings outside the home

- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

ROLES / ACTIONS FROM RISK ASSESSMENT

PRINCIPALS/EXECUTIVE DIRECTORS

- **Principals/ APs/ Directors** to provide staff a briefing prior to beginning work / attendance on a college campus and be provided with information on what to expect and procedures to be followed when attending sites.

- **Principals** to provide learners a briefing prior to beginning work / attendance on a college campus. Learners to be provided with information on what to expect and procedures to be followed when attending sites. Briefing to include a reminder that they are not to attend site if they are unwell.
- **Principals** to agree Duty/ Site Manager Requirements for sites as appropriate and provide emergency contact numbers for each site.

ASSISTANT PRINCIPALS/DIRECTORS

- **APs/Directors / Managers** to agree with Estates how the offices / classrooms / workshop areas they will be using are to be set up for occupancy and use. Seating plans to be utilised where possible to reduce the need for whole group isolation and to support tracking.
- **Principals/ APs/ Directors** to provide a briefing prior to beginning work / attendance on a college campus and be provided with information on what to expect and procedures to be followed when attending sites.
- **Managers/ APs** to ensure activity risk assessments that identify any additional controls are undertaken for their areas.
- **APs/Directors** to request specific signage from Estates if required

Duty/ SITE MANAGER

- **Duty/ Site Manager** to be appointed on sites where required and collect 2-way radio to contact security / Estates / Caretakers.

ESTATES

- **Estates** to ensure personnel are available to open and secure sites. Caretakers to be available to respond to requests e.g. power failure / blocked drains, loss of facilities.
- **Estates** to ensure facilities on site are maintained, equipped, and routinely cleaned as per agreed enhanced cleaning duties.
- **Estates** to ensure cleaners are briefed on procedures for clean down should a suspected case of Covid be identified.

SHE

- **SHE** to provide support and guidance for completing risk assessments.

PAMs/Managers

- **Managers** to ensure checks are made on any premises used to ensure the Covid controls in place are communicated to staff to follow, e.g. for courses in the community.
- **APs/Directors / Managers** to agree with Estates how the offices / classrooms / workshop areas they will be using are to be set up and for occupancy and use.. Seating plans to be utilised where possible to reduce the need for whole group isolation and to support tracking.
- **Managers** to ensure a register of visitor's contact details is retained including telephone number.
- **Managers/ APs** to ensure activity risk assessments that identify any additional controls are undertaken for their areas.

STAFF

- **Staff** to remain home and report to Managers if they are feeling unwell.
- **Staff** in Higher risk categories to discuss any concerns with managers before returning to work.
- **Staff** in previously shielding categories to have a risk assessment undertaken.

- **Individual staff** to maintain a good hygiene regime of the kitchens and equipment used before and after use.
- **Staff must maintain 2m from each other and students unless using appropriate PPE**
- **Staff and Learners** are responsible for making their own way to site following the latest government guidance.
- **All staff / Learners** to follow latest government advice on preventative measures.
- **All staff / Learners** may wear face coverings if they choose to.

LEARNERS

- **Learners** will be expected to attend College.
- **Learners** in higher risk categories may discuss their health categorisation and concerns with tutors before coming into College.
- **Learners** in previously shielding categories to have a risk assessment undertaken.
- **Learners** in College experiencing any changes to their personal health should inform the Academic Staff and arrange to leave the premises.
- **Staff / Learners** are expected to stay in their own designated areas for breaks and not mix with staff/ Learners in other areas.
- **Staff and Learners** are responsible for making their own way to site following the latest government guidance.
- **All staff / Learners** to follow latest government advice on preventative measures.
- **All staff / Learners** may wear face coverings if they choose to.