



# **BCC COVID-19 SAFE WORKING PLAN (BCC school)**

Accredited by the  
 **BRITISH  
COUNCIL**  
for the teaching  
of English in the UK



## **Bournemouth City College**

Victoria Chambers, 27 Fir Vale Road, Bournemouth, BH1 2JN, UK

Tel: 0044-1202 553 876      Mobile: 0044-7879 466983

Email: [info@bournemouthcitycollege.com](mailto:info@bournemouthcitycollege.com)

## SUMMARY

Following the lockdown imposed in light of the global coronavirus pandemic and the subsequent need to safely return to a level of 'new normality' once the lockdown measures are lifted, a thorough plan and updated policies need to be implemented to ensure the safety and well-being of all students, staff and visitors to Bournemouth City College.

This plan is designed to ensure that the latest information, regulations and advice from the UK national government, local government authorities and other official and advisory bodies such as the British Council and English UK are acted upon, implemented and followed.

The rapidly changing situation demands that this document and the policies and practices contained within it are reviewed on a regular basis by the management team and updated or amended as necessary.

This document includes:

- 1) **Managing risk at work**
- 2) **Steps needed to manage risk**
- 3) **Risk assessment**
- 4) **Effective Infection protection and control**
  - 4.1 **Social distancing**
  - 4.2 **Hand washing**
  - 4.3 **Cleaning premises**
  - 4.4 **Symptoms of COVID 19**
  - 4.5 **Mental Health**
- 5) **Additional Safe working practices for offices**
- 6) **Action / Timescale / Responsibilities for safe plan implementation**
- 7) **Record management**

All BCC staff must follow the procedures and steps set out in this document to ensure that the consistency is followed by all members of BCC.

This policy is reviewed and amended due to business needs and requirements on regular basis.

<b>Policy created by:</b>	<b>Policy created:</b>	<b>Last Reviewed:</b>	<b>Last Reviewed:</b>	<b>Last Reviewed:</b>
Turcekova	July 2020	July 2021	January 2022	

## **COVID 19**

**Covid-19 is a new illness that can affect lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

## **MANAGING RISK AT WORK**

As a responsible employer BCC will comply with law to protect your employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, BCC will:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed to virus
- act to remove the activity or situation, or if this isn't possible, control the risk of transmission

## **STEPS NEEDED TO MANAGE RISK**

Overall, risk management is a step-by-step process for controlling health and safety risks caused by transmission of virus in the workplace. There are few steps to help prevent the risk of COVID-19.

- **Identify areas to spread the virus**
- **Assess the risks**
- **Control the risks**
- **Record your findings**
- **Review the controls**

**Identify areas of spread the virus** - is linked to workplace (classroom, shared premises ) and should identify possible causes for potential transmission with COVID-19. This includes assessment of:

- How / where people work and what equipment is used
- what safe or unsafe work practices exist
- the general state of premises

- possible areas of transmission of virus
- vulnerable workers (young or older employees, disabilities, migrants)

**Assess the risks** – is linked to decision on how likely it is that someone could be harmed by COVID infection and how serious it could be. This is assessing the level of risk. Steps should follow:

- Who might be harmed and how
- What you're already doing to control the risks
- What further action you need to take to control the risks
- Who needs to carry out the action
- When the action is needed by

**Control the risks** – **place** controls you have identified in place, to offer 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. Control the risk may include these steps to consider:

- redesigning the job
- organising work to reduce risk of infection
- identifying and implementing practical measures needed to work safely
- advising to use personal protective equipment (face mask)

**Record your findings** – BCC will use risk assessment templates to record significant findings, including:

- the areas of potential infection
- who might be harmed and how
- what we are doing to control the risks

**Review the controls** – continue reviewing the existing controls and necessary amendments if:

- they may no longer be effective
- there are changes in the workplace that could lead to new risks such as changes to staff or processes

- review of workers who have spotted any problems or symptoms of infection by COVID-19

## **RISK ASSESSMENT**

BCC as a responsible employer must protect people from harm. This includes taking reasonable steps to protect BCC staff, students and others, visiting BCC premises from coronavirus. The department for Education suggests that risk assessments be reviewed and refreshed to include COVID 19 prevention measure as the initial stage of this process.

## **EFFECTIVE INFECTION PROTECTION AND CONTROL**

The Department for Education lists the following set of measures, which will be implemented at BCC as indicated below: .

*In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:*

- **Social distancing**
  - minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or need self-isolate.
- **Hand washing**
  - cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- **Cleaning premises**
  - Cleaning frequently touched surfaces often using standard products, such as antibacterial detergents and bleach (particularly for toilets and kitchenette). Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach, supported by poster placed in all classrooms, bathrooms and offices and information provided to staff and students as part of first day; ventilate the classrooms on regular basis- before classes and after classes.

- **Symptoms of COVID-19**

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or self-isolating
- Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.

- **Mental Health**

- Management will promote mental health & wellbeing awareness to staff & students and will offer whatever support they can to help

## **ADDITIONAL SAFE WORKING PRACTICES FOR OFFICES**

The government continually updating the information on their website regarding the latest processes to tackle and control COVID transmission

## **ACTIONS / TIMESCALE / RESPONSIBILITIES FOR SAFE PLAN IMPLEMENTATION**

<b>Action</b>	<b>Timescale</b>	<b>Responsibilities</b>
Risk assessment review	As required	MD, Health and Safety manager, Office Manager
Records of daily/end of the day cleaning procedure	Daily	DOS, Office Manager
Re-configure classrooms, student lounge, re- moving furniture	As required	DOS, Health and Safety manager, Office Manager
Symptomatic MOS/ student with COVID-19	As required	Office Manager
Maintain internal communication channels and cascading of messages regarding the procedures or specific situations	As required	MD, DOS, Health and Safety Manager, Office Manager
Follow up on actions	As required	MS, DOS, Health and Safety Manager, Office Manager

## **RECORD MANAGEMENT**

All records regarding the COVID 19, including risk assessments, have to be kept in the Office manager's office and available to show on request to authorized authorities.