



Beaumont College

Coronavirus (covid-19) Pandemic Plan

Updated 7th September 2021

Please note that this is a revised version of the document originally published 3rd March 2020 in direct relation to the onset of the Covid-19 Pandemic. Previous versions as noted on page 2 of this document are available via Leadership team.

Date	7 th September 2021
Version	12
Author	Mike Green / Dave Crow
Telephone	01524 541400
E-mail	Chris.Lowcock@beaumontcollege.ac.uk
Approved By	Leadership Team
Date Approved	
Review date	7 th October 2021

Review Date	Changes made
9 th July 2009	Version 1 published
10 th Sept 2011	No change required
16 th Dec 2012	Version 2 published. Contacts updated, Wording changed in enforced closure of School section. Minimum staffing numbers for student support indicated.
10/01/2014	Change to channel of communication (Director of Education)
03/03/2020	Coronavirus update following NHS England guidance
30/05/2020	Coronavirus update re: increased student numbers on premises
12/07/2020	Updated to include additional precautions
25/08/2020	New version produced for September 2020 academic year intake
28/09/2020	To include reference to Hydrotherapy and Restaurant RA. Local Lockdown review of previous RA.
09/11/2020	To enter additional precautions made recently
09/02/2021	To add information about new variants, changes to isolation periods and lateral flow testing
01/09/2021	To add information following further Government Guidance and the reduction of mandatory controls.

Introduction

Beaumont College Leadership team met to review existing measures with regards to business continuity.

The threat of a pandemic presents an unusual business continuity scenario in that it is widely seen as inevitable that a pandemic will impact on the UK. The college has therefore developed a specific plan to respond to a pandemic.

The information in this document seeks to clarify what actions would be taken at Beaumont College within the context of a pandemic.

This document will be kept updated by the Leadership team within Beaumont College and under direction of Ambito Care & Education Senior Leadership Team and Directors.

The Coronavirus situation changes on a daily basis according to Governmental Updates. As restrictions relax, staff must remain vigilant re: PPE use and following guidance re: Hands - Face – Space and all other guidance as required to enter the college and while working in the college or away from college with any student.

Chris Lowcock
Principal (Acting)

Potential Issue	Mitigating Actions	Lead Manager
<p>Section 1 - Preventative & Precautionary Measures</p>	<p>Beaumont College – All sites (where appropriate) Following advice and guidance from Public Health England, Government guidance and SaluTem; the following measures have been put in place at all sites:</p> <ul style="list-style-type: none"> • Social distancing: Although school bubbles and social distancing are no longer required, opportunities to maintain social distancing should continue where possible, including classroom layout and design, pinch-points and areas of congestion, and utilising opportunities for outdoor learning. • Clear advice to all sites re: Handwashing for 20 seconds, hands to be washed regularly between tasks and when changing to work with another student/service user • Lancaster - Signage re: handwashing in all Student bedrooms, Toilet and bathroom areas, staff sleeping areas and common areas in all sites – signage displayed prominently • Additional large scale posters to prominently displayed • Hand gel units fitted at Carlisle site by venue, additional sanitiser available in rooms used by Carlisle staff and students. • Practice checks re: use of PPE across all college sites • Audit of all PPE equipment and cleaning equipment to be carried out and informed to Finance Manager on a weekly basis across all sites to ensure supplies • Additional supplies to be ordered where required to ensure continuity of supplies in case of shortage. • Lancaster - Catering supplies audited regularly and assessed time period if supplies are not able to be delivered. Batch cooking for freezer as a temporary measure in case supplies become scarce. • Correspondence to all parents/carers and families to ensure clarity of understanding and where to seek information • Posters and other visual reminders to be prominently displayed across all sites 	<p>Principal Leadership team</p> <p>Any signage - Communication Techs</p> <p>Satellite Service Manager in conjunction with Lead Tutor for satellite</p> <p>Lead OT</p> <p>TL in conjunction with BW under guidance Lancashire Infection Control</p>

Potential Issue	Mitigating Actions	Lead Manager
	<ul style="list-style-type: none"> • All staff to have completed the Infection Control module on My Learning Cloud (MLC) including any refreshers. • Student temperatures to be taken and recorded using the specific template on arrival to college. • Sanitiser and face mask station in place in all reception spaces, all staff should use medical grade masks as per PHE guidance when within 2 metres of each other or students. • Staff to wear medical grade facemasks in all public areas of any part of the college or site as per satellites. • Lateral Flow Testing (LFT) – all staff members to adhere to lateral flow testing process and procedures. If a staff member is unable to access LFT they must discuss this with their line manager. • Risk Assessments must be completed for staff who are unable to wear a mask, and submitted to Personnel Lancaster where staff are unable to wear face masks and staff issued with visors/other method to ensure safety of both students and staff. • Students are encouraged to participate in Lateral Flow Testing twice weekly following current Government recommendations. • Students are encouraged and supported to wear a mask should they choose to do so. • Wherever possible, meetings should be held remotely using video conferencing such as MS Teams. • Where remote meetings are not practicable, meetings should be held in large rooms or smaller groups, with good ventilation. • Lancaster: One way system remains in place in the main college building. • Lancaster: One way system and social distancing in the restaurant space. Markers are remain in place. • To reduce congestions in the college restaurant, students and staff will be encouraged to continue using additional/alternative locations for meals. • Lancaster: Risk Assessment completed re: Teaching spaces access and egress. Including maximum number allowed in each room/space 	

Potential Issue	Mitigating Actions	Lead Manager
	<ul style="list-style-type: none"> • Lancaster - Work continues to increase outdoor learning zones to support safe teaching and learning spaces. Bell tents and further equipment acquired. • Lancaster residential - Student temperatures taken and recorded daily within the health record. Lancaster day – temperatures taken and procedures followed should a student display a high temperature. • Administration staff – single occupancy work spaces or minimum 2 metres social distancing where possible. Perspex screens remain in place where distancing not practicable. • All satellite sites – Maximum numbers allowed in each allocated room to be advised via signage and risk assessment. • All sites – Timetable revised to ensure a covid-19 safe environment. • Student teaching rooms and spaces will have signs outside all rooms indicating maximum number of users at any one time • Student Hydrotherapy RA introduced • Lancaster: Restaurant safe working introduced to cooking and bain-marie area • Transport – guidance has been issued on maximum occupancy on college vehicles. This guidance to remain in force. • NHS Track and Trace QR code remains in place for registering visitors to college. • All visitors to be encouraged to participate in LFT prior to arriving on site; perform hand hygiene before entering the site; and confirm they do not have symptoms or have been asked to isolate • Regular contractors are aware of the college’s control measures. • Aerosol Generation Procedure (AGP) – each student who has assessed need for AGP has an individual risk assessment. This is produced in conjunction with Infection Control Lancashire. 	

Potential Issue	Mitigating Actions	Lead Manager
<p>Section 3 – Confirmed case/s of virus at one of the services</p>	<p>Beaumont College – Lancaster</p> <ol style="list-style-type: none"> 1. For residential students Isolate suspected infected service user/s to the living area they are residing on at that time and limit staff numbers and initiate isolation procedure. 2. Lancaster residential students - maintain barrier care and support for all tasks, request test (students’ able to tolerate this) until testing takes place and result known. Follow advice as per PHE. 3. Move student (residential) to allocated isolation area (Eden). 4. Immediately review visitor policy if multiple cases occur and/or PHE guidance requires. 5. Immediately review timetable and other activities to restrict access to community. 6. Contact Public Health England and follow advice for confirmed case(s) 7. Inform Directors at Ambito Care & Education as per contact list 8. Lancaster Residential - Inform parent/carers/family of student concerned 9. Inform staff starting with those at highest risk of contact. 10. Inform placing authorities and other stakeholders 11. Inform Governing Body <p>12. Residential students that are fully vaccinated will not need to self-isolate following contact with someone who has tested positive for COVID-19 provided they:</p> <ul style="list-style-type: none"> - have received a negative PCR test - undertake daily LFD testing during their contact period (up to 10 days) <p>During this period, they should:</p> <ul style="list-style-type: none"> - avoid contact with other highly vulnerable residents in the care home - continue to follow all outbreak measures in the event of an outbreak, even where they have tested negative <p>If they become symptomatic then usual testing and isolation protocols apply until their COVID-19 status is confirmed.</p>	<p>Principal and Leadership team</p> <p>Lead Tutor to advise Leadership team if satellite affected</p>

Potential Issue	Mitigating Actions	Lead Manager
	<p>13. Windsor office to liaise with media where appropriate</p> <p>Beaumont College satellite services – Barrow, Blackpool and Carlisle Limit movement of staff to all other sites and community venues.</p> <p>14. Follow advice from Public Health England 15. Inform Directors at Ambito Care & Education as per contact list 16. Inform parent/carers/family of all other students/service users/staff 17. Inform placing authorities and other stakeholders 18. Inform Governing Body 19. Windsor office to liaise with media</p> <p>Specifics re: satellites as based within community settings</p> <p>Carlisle at Carlisle Youth Zone (CYZ) CYZ as service is based in a public space. Carlisle Youth Zone has written a Covid-19 Secure risk assessment. The satellite must follow this in conjunction with Carlisle BC risk assessment</p> <p>Blackpool at Highfield Centre Blackpool Authority own the venue and BC rent the venue on an annual basis. The service must follow guidance as advised by Blackpool Local Authority in conjunction with Blackpool BC risk assessment.</p> <p>Barrow at Furness College Rating Lane site The service is located in Barrow 6th form college, the venue is rented on an annual basis. The service must follow the Furness college Covid-19 secure risk assessment in conjunction with the Barrow BC risk assessment.</p>	<p>Lead Tutor</p> <p>Lead Tutor</p> <p>Lead Tutor</p>

Potential Issue	Mitigating Actions	Lead Manager
Section 4 – Death of Service User(s) due to covid- 19	<p>Beaumont College – It is likely that this would apply to 52 week service users only.</p> <ol style="list-style-type: none"> 1. Inform Directors at Ambito Care & Education as per contact list 2. Inform parent/carers/family of all other students/service users that there has been a death due to Covid-19. 3. Inform placing authorities and all other stakeholders as required. 4. Inform Governing Body 5. Windsor office to liaise with media where appropriate 	<p>Principal</p> <p>SLT Ambito Care & Education ALL</p>
Section 5 – Staff Absence becomes acute due to illness/self isolation/enforced isolation	<p>Beaumont College – Lancaster service</p> <ul style="list-style-type: none"> • Review and revise staff rota on a daily basis. • Maximise use of bank staff, cancel annual leave, and arrange double shifts where appropriate. • Campus education day service activities to cease where needed • Staff from across the college to divert to care tasks where service users cannot leave the college • Call on bank staff • If absolutely necessary, use of agency – follow guidance issued by organisation • Where possible use staff from underutilised services within the locale. • Dynamic assessment of capacity to meet student need should staffing levels fall due to covid infection/isolation. It may be necessary to reduce attendance until such time as staffing levels increase or additional staffing resources are made available. Consideration will be given in all cases to the individual needs of each student. 	<p>Principal</p> <p>Leadership team</p> <p>Ambito Care & Education Directors for Children’s service & HR Director</p> <p>Human Resources People team Salutem</p>

Potential Issue	Mitigating Actions	Lead Manager
	Beaumont College – Barrow, Blackpool & Carlisle <ul style="list-style-type: none"> • Staff to be deployed from other sites where possible • Agency staff to be deployed following organisation guidance. • Education to cease at site if not able to staff adequately from above resources 	
Staff in isolation	Current Government legislation states that if people are advised via PHE or Track & Trace, they MUST adhere to this. Should any form of lockdown, local or national, call for further ‘Shielding’ for Staff defined as vulnerable this may lead to staff shortages Welfare checks will take place regularly with staff via Duty Management Team, Pathway Coordinators and other managers as identified as per HR process For all staffing shortages: Follow guidance as per above staff absence procedures.	
Section 6 – Death of Staff due to Covid-19	ALL Standard death in service arrangements, plus additional communication within the organisation where and when deemed appropriate.	ALL Leadership team
Section 7 – Staff Absence due to transport issue	Public transport running normal timetables at present. Further review required should this change	
Section 8 – Staffing levels drop to critical service provision threatening levels	Beaumont College – Attempt to address through agency staff but if not possible advise local & purchasing authorities/regulator of situation and act according to their instructions. <ul style="list-style-type: none"> • Identify via individual risk assessment as per lockdown LA/Gov.uk risk assessment the viability of student(s) being supported at home. 	Principal

Potential Issue	Mitigating Actions	Lead Manager
	<ul style="list-style-type: none"> • Access to a range of remote learning resources according to individual requirement eg live lessons via Teams, outreach visits to homes, self-directed work/project • The first provision to be affected is likely to be day provision in the first instance, following RA guidance at all times, and reallocate the staff team to priority areas in the residential areas of college who may not be able to be supported at home. • Begin preparation to assess service closure, in this case all students would return to their home locations during this period. Again, this is subject to RA as per Governmental and LA guidance. • <i>Issues where students cannot return home:</i> The College will have discussions with the student’s local authority to find an agreed solution. <p>During <i>any</i> closure/reduced service provision a daily review will be set in place to establish when it is appropriate for full service to restart.</p>	<p>Leadership team</p> <p>Governmental Guidance</p>
<p>Complaints from service user families re: welfare of service users or other issues</p>	<p>ALL – Follow complaints procedure</p> <p>Communications – prevention of complaints Proactive communication to families of service users advising of steps being taken. Ensure communication lines open via website to ensure families are fully informed as to status. Where families do not have access to website, email, text or telephone communication to be detailed.</p>	<p>ALL</p> <p>Principal</p> <p>Ambito Care & Education Director</p>

Potential Issue	Mitigating Actions	Lead Manager
Fall in income due to non payment of monies owed	<p>Finance Ensure credit control team fully staffed at Windsor. Beaumont College Finance staff to work from home if required. Full communication with Education Funding Agency, Local Authorities and CCG Full communication with Windsor office and finance officers.</p>	Principal Finance Manager
Covid-19 Vaccination	<p>Beaumont College – Current pandemic Corona virus (Covid-19) is now subject to a number of vaccines.</p> <p>It is a company requirement that all staff are vaccinated unless they are medically exempt as confirmed by a GP/health professional.</p> <p>The college will ascertain vaccination status of all new students. This is required in order to aid our response to any suspected outbreak, and identify whether someone should or should not isolate if identified as a contact.</p> <p>The college will assist PHE with the roll out of any further covid vaccinations/boosters if required. The college and college staff will not participate in the administration of vaccinations – this will be undertaken by the NHS and we will assist with communication, providing facilities, adjusting timetable, etc</p> <p>Where a student has capacity to consent, or otherwise, to the vaccine, then their wishes will be followed. Where a student does not have capacity, a consent form would be required.</p>	Principal
Breach of Contract due to incapacity to supply service	<p>Services – Full communication with Lancashire local authority from any suspected case/s throughout. This means that the LA's will be fully aware from outset and the college will not be judged in Breach of contract.</p> <p>During previous lockdown(s) the college education department have ensured that learning packs have been provided to families and students. Feedback from</p>	Principal Leadership team

Potential Issue	Mitigating Actions	Lead Manager
	<p>parents/carers was collated to inform progress and achievement. This would be replicated and include lessons learned, in the event of any further national or local lockdown.</p> <p>In addition to the above, teaching staff shared activities from other agencies for example: PMLD Link, Council for Disabled Children, Lancaster City Council and other as they were released. This would continue.</p> <p>This service will be continued to be provided during any local or national lockdown, where required.</p>	
<p>Enforced closure of the college or residential service: Welfare Impact</p>	<p>Beaumont College Lancaster site - Ensure that with enforcing agency are aware that it is not practical for 52 week service users at the College to be removed from college, who have nowhere to return to as college is their home.</p> <p>Full Risk assessment per student would be carried out as per Government guidance issued during lockdown taking into account the student and family/carer needs, EHCP, SW support available and what is best for that specific student.</p>	<p>Principal Leadership team</p> <p>Parents/Carers/Student Local Authorities Social Workers Windsor Office and Saludem Senior Leadership Team</p>