

## **Annex A to**

## **COVID-19 H&S Guidance Note – Summer Term**

# **College Risk Assessment**

# COLLEGE RISK ASSESSMENT

## Revision History

Version	Date	Responsible Person	Changes
Rev 15	07 Jun 21	Martin Player	<p>Activity 4 - Updated information on face coverings.</p> <p>Activity 5 - Updated information regarding new 'Orient Gene' LFD test kits (for on-site testing).</p> <p>Activity 21 - Trips &amp; Visits updated to reflect college stance regarding DfE guidance.</p> <p>Activity 23 - Exams activity updated to reflect the guidance in face coverings.</p> <p>New activities - Sport and extra-curricular activities (24) and internal events (25).</p> <p>Activity 32 – updated information on the EAP offering.</p>
Rev 14	12 May 21	Anton McGrath / Martin Player	<p>New information in red font.</p> <p>Generally - changes to activities to reflect the limitations on spacing as a social distancing control (due to full college attendance).</p> <p>Generally - changes to all activities to reflect 'planned' controls now being in place (in line with "steps out of lockdown").</p> <p>Activity 5 – new activity (LFD testing).</p> <p>Activity 6 – change to the expectation that all staff can work on-site (requirement for shielding lifted).</p> <p>Activity 7 – change to student support to reintroduce face-to-face provision.</p> <p>Activity 10 – changes to room occupancy/utilisation. Return to full classes and mitigations for social distancing in light of reduced spacing. All teaching spaces in use.</p> <p>Activity 22 – agreed specific work placements can be undertaken.</p>
Rev 13	26 Mar 21	Anton McGrath	<p>All changes in red font.</p> <p>Activity 2 – changes to adult and higher education arrangements</p> <p>Activity 5 – all staff should return to work from the 19th April 2021 including those categorised as CEV (from 1st April 2021). All colleges services should be offered on site</p> <p>Activity 6 – all students should return to face to face on campus teaching and learning from the 19th April 2021. Including those categorized as</p>

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			<p>CEV (from 1st April 2021). Changes in access to student services and on site counselling services.</p> <p>Activity 9 – changes to spaces to make more COVID 19 secure through the use of Perspex.</p> <p>Activity 10 – access to library and drop in IT services</p> <p>Activity 11 – changes to spaces to make more COVID-19 secure through the use of Perspex. Students able to use their own IT</p> <p>Activity 12 – reintroduction of the Hungary Scholar for catering on site</p> <p>Activity 13 – reintroduction of hand driers in toilets as a result of a change of guidance</p> <p>Activity 14 – reclassification of COVID 19 waste as general waste and change of treatment</p> <p>Activity 15 – removal of waste bins at college turnstiles for face masks.</p> <p>Activity 19 – all students to return to face to face teaching and learning on site from the 19th April 2021. Reversion of more normal use of student services.</p> <p>Activity 20 – introduction of some small scale local trips and visits, inter-college fixtures and practical activities</p> <p>Activity 21 – Work experience</p> <p>Activity 22 – formal assessment points to take place in the Sports Hall using JCQ regulations. Face coverings in exams</p> <p>Activity 24 – expanded to include asymptomatic testing and use of GM Contact tracing guidance</p> <p>Activity 29 – new section on the wellbeing and mental health of considerations for staff and students</p>
Rev 12	01 Mar 21	Anton McGrath	<p>All changes in red font. All changes made to reflect the guidance issued on 22nd February instructing a return to on-site teaching and learning from Monday 8th March 2021.</p> <p>Activity 2- updated to reflect the planned increase in student numbers on site from the 8th March 2021. Removal of bubble system as a method of mitigation as a result of the increase in students.</p> <p>Activity 3 – updated to reflect the planned increase in student numbers on site from the 8th March. Removal of bubbles as a method of mitigation and increased encouragement for</p>

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			<p>students to use outside spaces on the college campus at break and lunchtimes.</p> <p>Activity 4- introduction of the wearing of face masks in the classroom for all students except those who are exempt.</p> <p>Activity 5 – updated to reflect staff returning to work on site and amended advice for CEV staff</p> <p>Activity 6 – updated to reflect return to campus advice and amended advice for CEV students</p> <p>Activity 7 – update to allow essential visitors to site</p> <p>Activity 8 – updated to reflect the removal of bubbles as a method of mitigation as student numbers on site increase.</p> <p>Activity 9 – updated to reflect the impact of an increasing number of students on site and the introduction of face mask wearing in the classroom.</p> <p>Activity 10 - updated to reflect the impact of an increasing number of students on site</p> <p>Activity 11 – updated to reflect the introduction of face masks in the classroom</p> <p>Activity 12 – updated to reflect the reopening of the college site and provision of catering</p> <p>Activity 15: updated to reflect the introduction of face mask wearing in the classroom</p> <p>Activity 16 – updated to stem personal deliveries to the college site</p> <p>Activity 18 – updated to reflect checks on facilities pre reopening</p> <p>Activity 19 – updated to reflect the increasing numbers of students on campus and changes to meeting arrangements</p> <p>Activity 20 – updated to amend the date of review for trips and visits</p> <p>Activity 21 – updated to reflect the Ofqual arrangements for alternatives to work experience and amend the date of review</p> <p>Activity 22 – updated to reflect the advice from Ofqual re examinations</p> <p>Activity 24 – updated to highlight changes to the testing risk assessment and protocols</p> <p>Activity 27 – updated to reflect changes required as student numbers increase onsite to classroom seating plans</p> <p>Activity 29 – additional section on the impact of COVID on mental health</p>
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Rev 11	05 Jan 21	Anton McGrath	<p>All changes in red font. All changes made to reflect the return to national lockdown which began on 5th Jan 21</p> <p>Activity 1 – updated to reflect more stringent rules for entering the site and recording attendance for staff and vulnerable students. Permission must be sought before access is granted to reflect the work from home message</p> <p>Activity 5 – updated to reflect the national lockdown guidance to work from home</p> <p>Activity 6- updated to reflect the national lockdown guidance and the move to remote teaching and learning</p> <p>Activity 7- updated to reflect the national lockdown guidance and the work from home message</p> <p>Activity 12 – updated to reflect the national lockdown guidance and the work from home message</p> <p>Activity 21- updated to extend the period until work experience and enrichment can take place</p> <p>Activity 22- updated to reflect the decision to cancel summer examinations and the college decision to cancel January and February BTEC and vocational examinations.</p> <p>Activity 28- updated guidance to outline the intent to support students in need of IT kit for remote learning.</p>
Rev 10	02 Dec 20	Martin Player / Anton McGrath	<p>Changes made with the ending of national restrictions and the return to regional tiering. All changes in red font, the main changes are:</p> <p>Activity 4 – updated guidance on the use of face coverings in the new regional lockdown tiers post national lockdown</p> <p>Activities 5 and 6 – updated guidance in line with the return to regional tiering and associated restrictions concerning CEV and CV (staff and students)</p> <p>Activity 7- changes to controls for external visitors to the college site in line with the new regional tiering restrictions and the end of national restrictions. Activity 26 – re-reviewed the impact of COVID-security on College Security Incident Management.</p>
Rev 9	18 Nov 20	Martin Player	All changes in red font, the main changes are:

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			<p>Activity 4 – updated to provide clarity on the issue of face shields as a face covering.</p> <p>Activity 12 (linked to activity 14) – introduction of cleaning/sanitation stations at food outlets.</p> <p>Activity 22 – updated procedures for when a CEV student is due to sit an examination.</p> <p>Activity 24 – updated the location of the isolation area (to MB1.3a).</p> <p>Activity 28 – activity title changed and updated to include information around restrictions to on-site delivery and supporting vulnerable individuals if site had to close.</p>
Rev 8	06 Nov 20	Martin Player	<p>Changes made in line with national restrictions commencing 05 Nov 20. All changes in red font, the main changes are:</p> <p>Activity 2 – included mitigations for HE and Adult Education.</p> <p>Activity 4 – updated to reflect that wearing of face coverings is a mandate rather than discretionary.</p> <p>Activities 5 &amp; 6 – updated guidance in line with new national restrictions, concerning CV and CEV individuals (staff and students).</p> <p>Activity 7 – included external organisations (lettings) under controls for visitors; in line with new national restrictions.</p> <p>Activity 19 – updated guidance on meetings.</p>
Rev 7	14 Oct 20	Martin Player	<p>All changes in red font, the main changes are:</p> <p>Changed master document title to “COVID-19 H&amp;S Guidance Note – Autumn Term”.</p> <p>Generally replaced the word ‘quarantine’ with ‘isolation’.</p> <p>Activity 11 – updated hygiene guidance for using photocopiers.</p> <p>Activity 24 – signposting to the main document for up-to-date guidance on NHSTT and self-isolation.</p>
Rev 6	30 Sep 20	Martin Player	<p>All changes in red font, the main changes are:</p> <p>Activity 4 – clarification that face coverings are not expected to be worn outside.</p> <p>Activity 5 – updated guidance on limited flexible working to help minimise contacts where feasible.</p> <p>Activity 13 – revision of the initial restrictions on maximum occupancy in all toilet facilities.</p>

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			<p>Activity 22 – new activity in respect of exams.</p> <p>Activity 27 – introduction of seating plans and guidance on the NHS COVID-19 app.</p> <p>Development of a communication plan.</p>
Rev 5	16 Sep 20	Martin Player	<p>All changes in red font, the main changes are:</p> <p>Activity 2 - updated controls on social distancing to reflect class size imbalance.</p> <p>Activity 3 - amended movement controls to reinstate Costa corridor.</p> <p>Activity 4 – updated guidance on face coverings in respect of adapted classrooms (class size imbalance).</p> <p>Activity 5 – revised guidance on staff remote working.</p> <p>Section 6 – inclusion of counselling information.</p> <p>Activity 9 – updated guidance on teaching space occupancy and utilisation in respect of imbalanced class sizes.</p> <p>Activity 10 – included guidance whereby students from differing year groups are strongly encouraged not to mix.</p> <p>Activity 12 – update of the employment of lunchtime supervisors.</p> <p>Activity 13 – review of WC occupancy.</p> <p>Activities 16 &amp; 17 – updated requirements for delivery drivers and contractors to wear face coverings.</p> <p>Activity 23 - review of quarantine locations and information supplied to staff.</p> <p>Inclusion of an action plan as the last page of the risk assessment.</p>
Rev 4	02 Sep 20	Martin Player	<p>All changes in red font, the main changes are:</p> <p>Staff/student proximity guidance included as a control in activity 2.</p> <p>The wearing of face coverings introduced as activity 4.</p> <p>The wearing of face coverings for visitors is included in activity 6.</p> <p>Removal of 'enrolment' and inclusion of 'college minibus usage' as activity 8.</p> <p>Inclusion of the Chaplaincy in activity 10.</p> <p>Reinstatement of water dispensers in activity 12.</p> <p>Issues relating to irritant contact dermatitis and ignition of alcohol based hand sanitiser included in activity 13.</p>

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			<p>Cleaning of upholstered seating included in activity 14.</p> <p>Included the PPE requirements for close proximity working between staff/students, within 1m, in activity 15.</p> <p>Changes to contractor booking in procedures updated in activity 17.</p> <p>Inclusion of home testing kits as a control measure in activity 23</p> <p>Addition of the tier system as a control in activity 26.</p>
Rev 3	19 Aug 20	Martin Player	<p>Review of controls for activity 1.</p> <p>Change of delivery method (to remote) for student welcome days at activity 2.</p> <p>Review of PPE controls and backup planning for enrolment (activity 7).</p> <p>Review of activities requiring PPE with the addition of IL staff when delivering direct support to students (activity 14).</p> <p>Installation of guidance flowcharts in teaching classrooms to support activity 22.</p>
Rev 2	10 Aug 20	Martin Player	Changes to the period of self-isolation from 7 days to 10 days (multiple references.)
Rev 1	27 Jul 20	Martin Player	<p>Post Trust Board Meeting (22 Jul 20):</p> <p>Included temporary and agency staff within activity 4 "Support of returning and new staff".</p> <p>Included construction works in activity 16, which was also retitled to "Contractors on site <u>and construction works</u>"</p>
Draft	19 Jul 20	Martin Player	Includes feedback from SLT





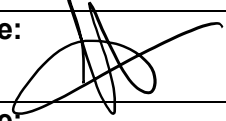

# COLLEGE RISK ASSESSMENT



**Activity:** COVID security – Summer Term 2021

**Residual Risk Factor:** 6.5 Medium

**Acceptable Risk:** Yes

<b>Establishment:</b> Ashton Sixth Form College	<b>Assessment by (Block Capitals):</b> Martin Player (H&S Manager)	<b>Signature:</b> 	<b>Date:</b> 07 Jun 21
<b>Review Date:</b> Reviewed by Trust Board fortnightly or on significant change of Government guidance, on coronavirus incident in college or failure of control measures.	<b>Approved by (Block Capitals):</b> Anton McGrath (CEO)	<b>Signature:</b> 	<b>Date:</b> 7 <sup>th</sup> June 2021
<p><b>Activity Description:</b> COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus known as Coronavirus. Symptoms can be mild, moderate, severe, or fatal. This is a specific risk assessment for dealing with a return to work during the current COVID-19 situation in the workplace. Please note, this assessment is, <b>additional to</b>, and should be read <b>in conjunction with</b> existing activity-based risk assessments including COSHH, manual handling, work at height, cleaning duties.</p>			
<p><b>Who might be harmed:</b> All staff (particularly first aiders and cleaners), students, visitors to college (including contractors, drivers and anyone else who physically meets in college), vulnerable groups (including elderly, new or expectant mothers, those with existing underlying health conditions.)</p>			
<p><b>How might they be harmed (context):</b> The current DfE plan, in line with the government 'roadmap out of lockdown', is that all FE and post-19 learners, whether young people or adults should now have returned to further education settings to experience a full face-to-face education. This also includes assessed face-to-face extracurricular activity, intra college competition, specific work placements and specific educational trips/visits. This assessment has been written to directly address risks associated with coronavirus so that sensible measures can be put in place to minimise identified risks for all members of the college community.</p> <ul style="list-style-type: none"> <li>Individuals may be harmed through: <ul style="list-style-type: none"> <li>a) <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body or direct contact with respiratory droplets of an infected person generated through coughing and sneezing). Controlled generally by <u>SOCIAL DISTANCING AND RESPIRATORY HYGIENE</u>.</li> <li>b) <b>Indirect transmission of COVID-19 virus</b> from touching surfaces contaminated with the virus and then touching your face (e.g. eyes, nose, mouth). Controlled generally by <u>HAND AND RESPIRATORY HYGIENE</u> and <u>SANITATION</u>.</li> </ul> </li> </ul>			

## COLLEGE RISK ASSESSMENT

**Assessment:** The following general RTW activities have been considered in this assessment

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| <ol style="list-style-type: none"> <li>1. Arrival and departure to/from college.</li> <li>2. Minimising contact and maintaining social distancing.</li> <li>3. Internal and external movement around site.</li> <li>4. <b>Wearing face coverings.</b></li> <li>5. <b>Testing.</b></li> <li>6. Staff support.</li> <li>7. Student support (including adult learners).</li> <li>8. Visitors to site (including external organisations).</li> <li>9. College minibus usage.</li> <li>10. Room occupancy and utilisation.</li> <li>11. Use of shared and communal space (including staffrooms).</li> <li>12. Use of shared equipment and resources.</li> <li>13. Catering provision.</li> <li>14. Access to toilets, handwashing, and hygiene.</li> <li>15. Cleaning and sanitation.</li> <li>16. Wearing PPE.</li> </ol> | <ol style="list-style-type: none"> <li>17. Deliveries to site.</li> <li>18. Contractors on site and construction works.</li> <li>19. Facilities Management</li> <li>20. Meetings and communication.</li> <li>21. <b>Educational trips and visits.</b></li> <li>22. Work experience/placement.</li> <li>23. <b>Exams.</b></li> <li>24. <b>Sport and extra-curricular activities.</b></li> <li>25. <b>Internal events.</b></li> <li>26. Administering first aid.</li> <li>27. Managing symptomatic staff and students.</li> <li>28. Fire Risk Assessment (FRA).</li> <li>29. Emergency evacuation (including security incidents.)</li> <li>30. Local outbreak planning.</li> <li>31. Future closure of site.</li> <li>32. <b>Impact of COVID-19 on the mental health of staff and students.</b></li> </ol> |
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# COLLEGE RISK ASSESSMENT

**Risk Rating.** The Risk Level is the result of the likelihood of the hazard being realised multiplied by the severity of potential injury or loss.

Likelihood of hazard being realised:		Severity of potential injury or loss:	Risk Rating Table:					
1. Unlikely (probably will not occur) 2. Low (may occur) 3. Medium (could occur) 4. High (probable) 5. Certain (above probable)		1. Incident (non first aid injury or insignificant loss) 2. Minor injury (first aid/minor illness or minor loss) 3. Moderate (over a 7-day injury or significant loss) 4. Serious (major RIDDOR injury/illness or major loss) 5. Fatality (death or catastrophic loss).						
Low Risk	1 – 4 (green)	If <b>after</b> control measures are applied the risk remains low additional control measures <b>will not</b> be required.						
Medium Risk	4 – 9 (amber)	If <b>after</b> control measures are applied the risk remains medium additional measures <b>may</b> be required.						
High Risk	10 -25 (red)	If <b>after</b> control measures are applied the risk remains high then additional measures <b>will</b> be required.						

Likelihood of hazard being realised	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Severity of potential injury/loss					

# COLLEGE RISK ASSESSMENT

N°	Activity (and/or hazard)	Unmanaged			Existing Control Measures	Additional Control Measures	Managed			Residual Risk L/M/H
		Likeli-hood	Severity	Risk Level			Likeli-hood	Severity	Risk Level	
1	<p><b>Arrival and departure to/from college.</b></p> <p>Inability to maintain social distancing measures where public transport is the only realistic option of travel to/from college.</p> <p>Avoidance of vehicle accidents and incidents at the entrance to college at key times.</p> <p>The non-adherence and/or inability to maintain social distancing measures and mixing of students and (potentially staff/staff and staff/students) when arriving at and, more significantly, leaving college.</p> <p>Avoidance of vehicle accidents and incidents at the entrance to college at key times.</p>	Medium  3	Serious  4	High  12	<p>Existing instruction that under no circumstance should a member of staff or student travel to college if symptomatic of coronavirus.</p> <p>Staff and students have been encouraged to walk or cycle where possible. Links to (external) information on safe cycle routes signposted to staff and students.</p> <p>Staff cycle-to-work scheme initiated by the ex-Director of Finance.</p> <p>Sufficient car-parking space for staff.</p> <p>Any business travel (MAL) must be separately risk assessed.</p> <p>Staff and students with bicycles may use the intercom to request Estates staff to attend and open the accessibility gates to allow them to secure their property inside of the college 'ring of steel'.</p> <p>Additional guidance from the DfE regarding travel advice to educational settings can be seen here: <a href="https://extranet.dft.gov.uk/safer-transport-campaign/schools/">https://extranet.dft.gov.uk/safer-transport-campaign/schools/</a></p> <p>College operates an established vehicle one-way system which commences at Montague Rd and finishes at Arundel St. Parents dropping off students may utilise may drive through site.</p> <p>Cleaning staff have been provided Paxton access to separate (existing) staff access/egress gates which utilise zero contact swipe card technology.</p>	<p>Consideration given for student car-parking on site.</p> <p>Staff and students are advised against lift sharing or multiple occupancy in vehicles (outside of immediate family members), where suitable distancing cannot be achieved.</p> <p>Staff and student entry and exit must be through any 'Paxton' controlled gate/door, these include turnstiles, accessibility gates and reception. This requirement supports NHS Test and Trace - turnstiles will be cleaned at regular intervals.</p> <p>Reinforced message that a face covering is mandatory for travel on public transport. Government guidance regarding the use of public transport can be viewed here: <a href="https://www.gov.uk/guidance/coronavirus-COVID-19-safer-travel-guidance-for-passengers#public-transport">https://www.gov.uk/guidance/coronavirus-COVID-19-safer-travel-guidance-for-passengers#public-transport</a></p> <p>Waste bins and hand sanitiser stations for doffing facemasks worn on public transport provided at Montague Road, Arundel Street and reception (Darnton Road) pedestrian entrances.</p> <p>Vehicle entry at Montague Rd will remain with a single parental 'drop off' area at the back of the Sports Hall.</p> <p>Hand sanitiser stations provided at all entrances to site</p>	Low  2	Serious  4	Medium  8	M
2	<p><b>Minimising contact and maintaining social distance.</b></p> <p>Maintain social distancing guidelines where appropriate and possible.</p>	High  4	Serious  4	High  16	<p>Staff and students are frequently reminded of the importance of social distancing both in college and outside of it.</p> <p>Posters showing relevant and current guidance are on display around college.</p>	<p>Personal responsibilities reiterated to staff.</p> <p>Students briefed on all procedures and requirements by letter, electronic means, and tutorial.</p>	Low  2	Serious  4	Medium  8	M

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	Where possible retain a 2 metre gap between individuals – staff/staff or staff/student or 1 metre with risk mitigation, where 2 metres is not achievable.				<p>All students subject to social distancing and COVID-19 health and safety measures (increased and enhanced cleaning regime, the use of masks in indoor spaces including the classroom).</p> <p>Classrooms configured to reduce the risk of cross infection with desks in rows. Perspex screens added where this is not possible (IT rooms as an example).</p> <p>All adult students subject to social distancing rules and the wearing of masks in corridors, public spaces and classrooms.</p> <p>Activities connected with the new mode of operation have been assessed in respect of direct and in-direct transmission of coronavirus (this Risk Assessment). Refer to guidance: <a href="https://www.gov.uk/government/publications/coronavirus-COVID-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-COVID-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-COVID-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-COVID-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	<p>Parents/carers sent advice sheet regarding social distancing and hygiene protocols in force in college.</p> <p>Continuous ad-hoc management checks and supervision undertaken to ensure social distancing is adhered to.</p> <p>More detail regarding social distancing is provided in section 8 (room occupancy and utilisation).</p> <p>Guidance issued to all staff on staff/student proximity when conducting 'business as usual'; specifically directed at staff who are student facing and may need to work in close proximity to students (teachers, senior tutors, library staff, Learning Support Assistants and other support functions).</p> <p>Requirements to socially distance reinforced; students are encouraged to use outdoor spaces for breaks and lunchtimes. The previous bubble system is no longer be in force.</p> <p>Staff and students on site should still adhere to the college COVID safety rules which reflect the Hands, Space, Face, Fresh Air advice from the Government.</p>				
3	<p><b>Internal and external movement around site.</b></p> <p>Inability and non-adherence to maintenance of social distancing measures whilst moving around the campus.</p> <p>Potential indirect transmission of the virus from hard surfaces (if touched).</p> <p>Inability and non-adherence to maintenance of social distancing measures whilst moving within individual buildings.</p> <p>Passing in corridors.</p>	High 4	Serious 4	High 16	<p>The requirement for wearing of face coverings in internal circulation and communal areas (where social distancing cannot be safely managed).</p> <p>Signage on walls and floors includes reinforcement of social distancing guidance.</p> <p>Access doors and doors on circulation routes will be 'held open' to negate the requirement to open them physically. Hold open devices on designated emergency exit routes will be Dorgards which will actuate on alarm (refer to activity/hazard No 23 – Fire Risk Assessment).</p>	<p>Staff and student briefed on the 'keep left' policy in circulation spaces, which, is supported by signage and teachers in corridors on transitions.</p> <p>Staff remind students of the 'keep left' policy and challenge indiscretions.</p> <p>Students asked to disclose if they have any temporary or permanent mobility issues that may impact their circulation around site.</p> <p>Any gathering of staff and/or students, which jeopardises social distancing guidelines will be strongly discouraged; movement around campus will be monitored by senior management and estates staff.</p>	Low 2	Serious 4	Medium 8	M

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						Students strongly encouraged to use external spaces on campus during breaks and lunchtime to aid social distancing.  Regular briefings and updates in tutorials and via email.				
4	<b>Face coverings</b>  Face coverings are worn to reduce respiratory transmission, and to a lesser extent, inhalation of the virus.  To support and manage the increase in student numbers on site students will wear face coverings when moving internally around college and in communal areas, and in the classroom until after the Easter holiday unless exempt.  Staff and visitors will wear face coverings in communal and circulation spaces (unless exempt).	Medium  3	Serious  4	High  12	<p><del>Guidance has been issued to staff and students in circulation, in communal areas of college, and in the classroom, to support but not replace social distancing controls. Exceptions are in place where physical exertion is planned such as PE and Sport.</del></p> <p>Face coverings will be worn by all staff, students and visitors, in all internal circulation, social and communal areas (unless exempt and displaying notification of that exemption).</p> <p><del>Staff and students do not need to wear a face covering in classrooms (unless they personally chose to do so).</del></p> <p>Staff and students are required to wear a face covering in all classrooms and teaching spaces (unless they are exempt).</p> <p>The reintroduction of face coverings for students and/or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern, with advice from Directors of Public Health.</p>	<p>There is no requirement for face coverings to be worn outside of buildings on college grounds. Face coverings must be donned before entering a building.</p> <p>A small supply of face coverings will be provided in each classroom for use as required.</p> <p>Further guidance issued that excludes face shields as an acceptable face covering for use in circulation and communal areas.</p> <p>Students are required to wear a face covering when arriving at, and leaving an exam, or if they need to leave the exam room for any other reason; also if they need to communicate with an invigilator. Face coverings may be removed while at their desk and undertaking the exam.</p> <p>The guidance includes details on how to don, doff and maintain face coverings. Guidance for staff and students who are exempt wearing a face covering and updated guidance on staff and students who wish (through personal choice) to wear a face covering in all locations.</p>	Low  2	Serious  4	Medium  8	M
5	<b>Testing</b>  Conducting on-site or off-site LFD testing.  Direct or Indirect transmission of COVID -19 virus from being in close proximity to people with the virus.	Medium  3	Serious  4	High  12	<p>LFD testing for staff and students (for those taking part) is conducted off-site, but with capacity to conduct isolated LFD tests on-site.</p> <p>Training and updates undertaken with staff.</p> <p>Briefing, guidance and links to video tuition for conducting and reporting 'at home testing' issued to staff and students</p> <p>Home test kits initially issued to staff and students. Procedures for replenishment in place.</p>	<p>Refer to (main document) Guidance Note and separate risk assessment:  <i>COVID 19 School LFD Testing Site ASFC revision 4 final 050321</i></p> <p>Should college return to testing on site then existing supplies of Innova LFD test kits would be used until current supplies end. Testing would then take place using the Orient Gene LFD test kits. Only one brand of device will be used at any one time for the on-site ATS testing, this is to minimise risk of confusion and processing errors.</p>	Low  2	Serious  4	Medium  8	M



## COLLEGE RISK ASSESSMENT

						A reduced supply of 'leftover' Innova LFD tests will be retained for use by specific individuals in exceptional circumstances. These would be used for anyone unable to nasal swab, and would be used to throat swab only.				
6	<b>Staff support</b>  Requirement to minimise contacts, safeguard social distancing, (and ensure suitable and sufficient standards of personal and collective hygiene and sanitation to control direct and indirect transmission) to support all staff including those with protected characteristics, specific vulnerabilities, and those in higher risk categories.	Medium  3	Serious  4	High  12	<p>All staff are expected to work on site unless they are symptomatic or are self-isolating due to any reason.</p> <p>All staff must follow government and college guidance.</p> <p>Staff over 60 could be at higher risk therefore should be <b>especially careful</b> to follow government and college guidance and minimise contact with others.</p> <p>Staff who are identified as CEV or CV could be at higher risk therefore should be especially careful to follow government and college guidance and minimise contact with others. Refer to: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Individuals may be identified as CV if they are over 70 (regardless of medical condition) or under 70 with an underlying health condition. Refer to: <a href="https://www.nhs.uk/conditions/coronavirus-COVID-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-COVID-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a></p> <p>Staff have been informed that if they still have concerns, after reading the Government/DfE and this college guidance that they may request an individual risk assessment to be undertaken. This will be conducted by their Line Manager with the H&amp;S Manager (and possibly HR) in attendance.</p> <p>HoD's and Line Managers are to review Individual Risk Assessments with those colleagues that they relate to.</p> <p>All other staff should continue to attend work including those who are living in a household with someone who is CEV.</p> <p>In respect of COVID-security the college environment and activities have been risk</p>	<p>All relevant and updated guidance followed including the process of risk assessment (and identification of controls) to make the college environment and activities COVID-secure (as far as is reasonably practicable).</p> <p>There is diversity in how every support and curriculum department within ASFC conducts their activities. Challenges and solutions may present differently across buildings, rooms and activities therefore it is vital that <b>every department</b> assesses their own circumstances in respect of COVID-19 security, particularly social distancing, and informs their AP and the Health &amp; Safety Manager of any new hazard or specific activity/issue; or if there are issues with the existing controls.</p> <p>Senior management and HR continue promoting mental health &amp; wellbeing awareness to staff.</p> <p>Recruitment of temporary and agency staff will be managed by the HR department; application packs will include the latest revision of college policy, procedure and protocol regarding coronavirus (COVID-19), specifically the clear message that should any applicant be symptomatic or have tested positive for the virus in the previous 10 days that they are not to attend site - this will not affect their application. It will also be made clear that there will be a requirement to disclose recent employment history (in support of NHS Test and Trace). Once appointed, temporary staff will be given the standard H&amp;S induction and will be added to Smartlog and updated on specific coronavirus (COVID-19) information.</p> <p>All staff are enrolled on an Employee Assistance Programme provided by Health Assured.</p> <p>Refer to guidance:</p>	Unlikely  1	Serious  4	Low  4	L

## COLLEGE RISK ASSESSMENT

					<p>assessed (this risk assessment and parent document), controls implemented, and risks to all staff mitigated significantly.</p> <p>All staff briefed weekly by the Principal.</p>	<p><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p>All staff are informed of, and provided links to, updated guidance including this risk assessment which is revised and issued to staff fortnightly or more frequently if critical.</p>				
7	<p><b>Student support (Including adult learners)</b></p> <p>Requirement to minimise contacts, safeguard social distancing, (and ensure suitable and sufficient standards of personal and collective hygiene and sanitation to control direct and indirect transmission) to support all returning and new students including those with protected characteristics, specific vulnerabilities, and those in higher risk categories.</p>	<p>Medium</p> <p>3</p>	<p>Serious</p> <p>4</p>	<p>High</p> <p>12</p>	<p>All students are expected in college for face-to-face delivery unless they are symptomatic or are self-isolating due to any reason.</p> <p>In respect of COVID-security the college environment and activities have been risk assessed (this risk assessment and parent document), controls implemented, and risks to all students mitigated significantly to facilitate the return to face-to-face T&amp;L</p> <p>The tutor base is open for all students.</p> <p>All pastoral meetings rooms are supplied with hand sanitiser, mini packs of disposable tissues and a pedal bin. Doors to pastoral meetings rooms are to be kept open, to improve ventilation, and only closed when a student is resident</p>	<p>Communication sent to staff, students and parents/carers regarding the full college return to face-to-face delivery of T&amp;L.</p> <p>The Pastoral team will lead on identification of students who have concerns and they may request an individual risk assessment to be undertaken. This will be conducted by the Senior Tutor.</p> <p>Senior management and Senior Tutors promote mental health &amp; wellbeing awareness to students.</p> <p>Healthy Minds (NHS) are programmed to provide CBT therapy half a day every week during term time; they are situated in MB1.8 every Tue from 0900 – 1300 hours.</p> <p>Face-to-face counselling resumed. Information regarding the counselling service included in the staff guidance at section 3.7.</p> <p>Students requested and expected, to abide by social distancing and heed hand / respiratory hygiene rules throughout every visit to site. They will wear face masks in public areas, in corridors and in the classroom until further notice. Students encouraged to use the outside spaces on campus at break and lunch times.</p> <p>Information regarding Inclusive Learning's (IL) departmental procedures included in the staff guidance.</p>	<p>Unlikely</p> <p>1</p>	<p>Serious</p> <p>4</p>	<p>Low</p> <p>4</p>	<p>L</p>
8	<p><b>Visitors to site (including external organisations).</b></p> <p>Risk of transmission from/to 3<sup>rd</sup> parties.</p> <p>Safe system of works that ensures social distancing and suitable and sufficient standards of hygiene and</p>	<p>Medium</p> <p>3</p>	<p>Serious</p> <p>4</p>	<p>High</p> <p>12</p>	<p>College has cancelled all lettings for external organisations that use college internal spaces and facilities.</p> <p>The College is restricting all visits to site unless there is a specific, unavoidable requirement, visitors will not be invited to college and</p>	<p>The escorting staff will brief the visitor on the location of the closest staff WC and hand washing facilities. On completion of the visit the visitor will be escorted to reception where they will again be requested to use hand sanitiser.</p>	<p>Unlikely</p> <p>1</p>	<p>Serious</p> <p>4</p>	<p>Low</p> <p>4</p>	<p>L</p>



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	<p>sanitation to control direct and indirect transmission.</p> <p>Safeguarding and supervision.</p>				<p>Communication will continue to be conducted via remote meeting platforms.</p> <p>Staff requesting a necessary visitor are to inform the Principal who will authorise the requirement.</p> <p>Where a visitor is authorised their visit will be strictly by appointment only, they are to be informed (by the inviting staff member) not to attend their appointment if they have coronavirus symptoms, have tested positive for coronavirus in the 10 days preceding their visit, or are self-isolating due to any reason.</p> <p>Authorised external visitors must be booked in by the staff member they are visiting, in advance, through the online booking system. They should be allocated a carparking space in the Darnton Road carpark and informed to enter college via main reception. They should be met and greeted by the individual or department they are visiting and briefed on the college protocols for social distancing and hand/respiratory hygiene.</p> <p>Visitors will be requested to use hand sanitiser before entering the Main Building. Visitors will always be escorted by the individual or a member of the department they are visiting.</p>	<p>Dependent on the purpose of the visit a specific risk assessment may be required, this should be completed by the team the visitor is visiting but the H&amp;S Manager will be available for advice.</p> <p>The safeguarding team will be available on campus for staff and students.</p> <p>To support contingency planning guidance visitors to college will be asked to wear a face covering. Any member of staff inviting a visitor must make this known to them. If they refuse to wear a face covering, they will not be allowed access. If they are exempt from wearing a face covering the member of staff inviting them must manage the visitor in accordance with this guidance for visitors.</p>				
9	<p><b>College minibus usage</b></p> <p>The requirement to maintain guidelines on social distancing, hand, and respiratory hygiene, effectively reducing the likelihood of direct and indirect transmission of coronavirus.</p>	Medium 3	Serious 4	High 12	<p>College minibus usage is limited and regulations for driving still apply. Information is included in college guidance.</p> <p>No-one who is displaying any coronavirus symptoms, or who have tested positive for the virus in the previous 10 days before travel, or who should be self-isolating / in isolation for any reason is permitted to travel in the minibus.</p> <p>Seating capacity reduced and specific seating arrangements are enforced to reduce direct/indirect transmission.</p> <p>Social distancing to be observed when waiting for, and entering, the minibus.</p>	<p>The minibus must be booked through the Finance Office (as normal) and ample lead time must be provided as the minibus must be cleaned before and after use. The driver is responsible for ensuring that disinfectant wipes are available on the minibus to wipe down 'touch' surfaces such as handles and grab rails throughout the trip.</p> <p>Should any driver or passenger subsequently test positive for coronavirus, the minibus will be taken out of service, sit for 72 hours, before being deep cleaned ready for use again.</p>	Low 2	Serious 4	Medium 8	M

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					Face coverings are to be worn by all passengers and optional for drivers (sensory limitations).					
10	<p><b>Room occupancy and utilisation.</b></p> <p>Maintain social distancing guidelines where appropriate and possible.</p> <p>Where possible retain a 2 metre gap between individuals – staff/staff or staff/student or 1 metre with risk mitigation, where 2 metres is not achievable.</p> <p>Guidance for student/student social distancing will be maintained where appropriate and possible.</p> <p>To ensure suitable and sufficient standards of personal and collective hygiene and sanitation to control indirect transmission.</p>	High	Serious	High	<p>All timetabled classrooms, staffrooms and offices are in use, and naturally ventilated by open windows even if this causes some thermal discomfort. Where Heating Ventilation and Air Conditioning (HVAC) is in use it is operated in accordance with industry guidance specific to coronavirus, however the requirement for natural ventilation still exists.</p> <p>All rooms in college are thoroughly cleaned by members of the cleaning staff, in accordance with current coronavirus cleaning guidance and will be supplied with hand sanitiser, disinfectant wipes and packets of 'mini pocket' tissues; individuals to be informed to sanitise hands on entry and exit.</p> <p>Doors to classrooms and offices are 'held open' to negate the requirement to open them physically (refer to activity/hazard No 25 – Fire Risk Assessment).</p> <p>The layout of teaching rooms <b>must</b> not be altered, they are set out in rows to ensure that students are not face-to-face, there is a 2 metre space between teaching staff and students and this should be maintained – 'front of class' style delivery must be adhered to. Where this is not possible, other mitigations such as the use of Perspex screens are in place.</p> <p>Rooms will be cleaned daily by cleaning staff however students should be informed to clean down their table prior to use. Hand sanitiser, wipes and pedal bins will be available in each room.</p> <p>Staff are advised to clean down their workspace and equipment prior to use. Hand sanitiser, wipes and pedal bins will be available in each room (or in very close proximity).</p> <p>A small number of face coverings will be available for issue to a student should they arrive at class without one. All students must wear a face mask in the</p>	<p>All buildings and offices are in use however <b>HoD's must address that anyone working can only do so observing social distancing guidelines of 2 metres between individuals (in any direction), or 1 metre with risk mitigation where 2 metres is not viable.</b> Students will wear face masks in classrooms to mitigate this risk.</p> <p>To further mitigate risk HoD's should consider using back-to-back or side-to-side working (rather than face-to-face) whenever possible and using screens or barriers to separate people from each other. Most offices will already be laid out and have screens installed however HoD's are to assess whether this is effective for their activities and advise their AP and the H&amp;S Manager if not.</p> <p>All HoD's are to be requested to identify any issues or concerns centring on COVID-security (social distancing and hygiene) and liaise with their AP and the H&amp;S Manager.</p> <p>All staff briefed to cooperate with classroom/office re-arrangement and planning to ensure social distancing.</p> <p>Estates staff 'lock up' checks to include ensuring that classrooms remain configured for social distancing.</p> <p>The practice of 'hot desking' should be avoided, where possible.</p> <p>Staff have been issued with a personal (work) laptop for use in and out of college. This laptop will be carried between classes, a manual handling assessment may be required dependant on individual capabilities.</p> <p>Students/parents/carers are informed that there will be a requirement for students to clean their workspace and/or equipment as an additional control to the already robust cleaning regime.</p>	Low	Serious	Medium	M
		4	4	16			2	4	8	

## COLLEGE RISK ASSESSMENT

					<p>classroom unless they are exempt (refer also to activity 23).</p> <p>All teaching classrooms should remain uncluttered; tables cannot be removed due to storage constraints but the number of 'surfaces' should be reduced as much as possible.</p> <p>IT and 'thin client' classrooms are timetabled and in use, social distancing has been addressed in these rooms. As greater numbers of students return to the classroom, all workstations will be used. However, where possible, alternative workstations should be used and seating students directly opposing each other avoided, although screen are in place. Rooms cleaned daily by cleaning staff however, students have been informed to clean down their table, keyboard, and mouse prior to use. Hand sanitiser, disinfectant keyboard sprays, wipes and pedal bins will be available in each room. A small number of face coverings will be available for issue to a student should they become unwell or arrive at class without one (refer also to activity 23).</p> <p>Laboratories, workshops, and studios are timetabled and in full use, social distancing has been addressed in these rooms. Where possible alternate workstations are used and seating students directly opposing each other avoided where possible, although screen are in place where practical. Shared resources should be identified and set aside for 72 hours before re-use. Where this is not practical, staff should ensure that equipment is cleaned prior to re-use (consider involving students or technicians or yourself as cleaning staff may not be able to attend). Hand sanitiser, wipes and pedal bins will be available in each room. A small number of face coverings will be available for issue to a student should they become unwell or arrive at class without one (refer also to activity 23).</p> <p>Students are directed to enter and exit classrooms ensuring social distancing and adopt the 'keep left' protocol in circulation areas.</p>	<p>The H&amp;S Manager has produced a generic COSHH Risk Assessment, available to all staff (for students), for the activity of using disinfectant wipes to clean hard surfaces.</p> <p>Protocols for delivering live content have been developed and include safeguarding.</p> <p>For practical subjects' students should be kept in consistent groups, equipment should be thoroughly cleaned between each use by different individual groups. Contact sports and activities are to be avoided until guidance is provided by national bodies.</p> <p>Outdoor sports are prioritised where possible. Activities are planned maximising distancing between students and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>Refer to guidance:  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19/offices-and-contact-centres</a></p> <p>All available teaching spaces are timetabled social distancing mitigations and controls remain the priority, where possible. To enhance these mitigations, students will wear face masks in the classroom unless they are exempt. Classrooms are configured to reduce the risk of cross infection with desks in rows.</p>				
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## COLLEGE RISK ASSESSMENT

11	<p><b>Use of shared and communal space (including staffrooms).</b></p> <p>Where possible retain a 2 metre gap between individuals – staff/staff or staff/student or 1 metre with risk mitigation, where 2 metres is not achievable.</p> <p>Guidance for student/student social distancing will be maintained where appropriate and possible.</p> <p>To ensure suitable and sufficient standards of personal and collective hygiene and sanitation to control indirect transmission.</p>	High 4	Serious 4	High 16	<p>Screens have been installed in areas where verbal enquiries or verbal assistance is provided.</p> <p>The Library, IT Centre and ST 1.1 work as normal with social distance rules in place. Computer workstations will continue to be bookable only.</p> <p>The browsing of books is not permitted (reintroduced from 17 May 21). Students can access texts via e-books or a click and collect service.</p> <p>These areas will be in full use from the 19th April 2021. A booking system will remain in place until further notice.</p> <p>Students will be asked to clean workstation prior to and after use.</p> <p>Staffrooms are cleaned daily by cleaning staff; however, staff are advised to clean down their workspace and equipment prior to use. Hand sanitiser, wipes and pedal bins will be available in each room (or in very close proximity).</p> <p>Communal staffrooms (i.e. opposite Costa) might be occupied by staff from multiple departments. Individuals using these staffrooms are requested to be mindful and courteous of other users and to maintain social distancing where possible. Given the size of the space the window is to remain open for ventilation and users should adopt strict hand/respiratory hygiene. Staff are requested to use a sensible approach and not overcrowd these spaces; it is requested that users occupying the staff room vacate once finished to allow others access.</p> <p>The issue of individual (work) laptops has provided staff flexibility of where they work. Staff can remove themselves from staffrooms to unoccupied classrooms to support social distancing.</p> <p>The Chaplaincy remains open and accessible to ensure that staff and students have a facility which offers spiritual and emotional support. The opening of the Chaplaincy is done so under</p>	<p><b>All staffrooms are in use, HoD's must address that anyone working can only do so observing social distancing guidelines of 2 metres between individuals (in any direction), or 1 metre with risk mitigation where 2 metres is not viable.</b> To mitigate risk HoD's consider using back-to-back or side-to-side working (rather than face-to-face) whenever possible and using screens or barriers to separate people from each other. Most staffrooms are laid out and have screens installed however HoD's are to continually assess whether this is effective for their activities and advise their AP and the H&amp;S Manager if not.</p> <p>All HoD's are to continuously review COVID-security (social distancing and hygiene) within their staffrooms and are requested to identify any issues or concerns and liaise with their AP and the H&amp;S Manager.</p> <p>All HoD's to continue to ensure that all staffrooms are cleared of as many 'surfaces' as possible.</p> <p>The practice of 'hot desking' should be avoided.</p> <p>Sports pitches are open for intra college sport and recreation social space. Social distancing must be observed where possible.</p> <p>External seating regularly disinfected as appropriate.</p> <p>Staff are to be advised to avoid using 'communal' fridges &amp; kettles where practicable – kettles and fridges in staffrooms can be better managed through reduced numbers using them. Staff to be given disinfectant wipes to aid hygiene.</p>	Low 2	Serious 4	Medium 8	M
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## COLLEGE RISK ASSESSMENT

					a set of enhanced controls to support COVID security which are identified in the main college guidance document.					
12	<p><b>Use of shared equipment and resources.</b></p> <p>To ensure suitable and sufficient standards of personal and collective hygiene and sanitation to control indirect transmission.</p>	High 4	Serious 4	High 16	<p>For practical subjects' students should be kept in consistent groups. Ideally, shared resources should be identified and set aside for 72 hours before re-use. Where this is not practical, staff should ensure that equipment is cleaned prior to re-use, equipment should be thoroughly cleaned between each use by different individual groups. Hand sanitiser, wipes and pedal bins will be available in each room.</p> <p>IT and 'thin client' classrooms are timetabled and in use. Rooms will be cleaned daily by cleaning staff however, students are informed to clean down their table, keyboard, and mouse prior to use. Hand sanitiser, wipes and pedal bins will be available in each room. A small number of face coverings will be available for issue to a student should they become unwell or arrive at class without one (refer also to activity 23). Perspex screens added to improve COVID safety where required.</p> <p>Lifts are single occupancy only and suitable signage has been displayed to reinforce social distancing and handwashing. Cleansing wipes (and lidded waste bins) are provided at each lift entrance to wipe contact surfaces.</p> <p>Students are instructed to clean down their work area/table prior to use. Hand sanitiser, wipes and pedal bins will be available in each room.</p>	<p>Staff are advised not share office or personal equipment. Specific items of stationary have been issued individually to staff. Staff brief students on not sharing office or personal equipment.</p> <p>Students are not permitted to bring their own IT devices and are required to provide their own stationary. They are advised not to share personal equipment and/or stationary.</p> <p>The cash dispenser in the ICT building is in operation. Cleansing wipes and a lidded waste bin are placed next to the cash dispenser to allow contact surfaces to be wiped.</p> <p>Sanitising hand gel is provided at each photocopier with instructions to sanitise hands before and after using the photocopier. Contact surfaces will still be disinfected AM and PM by cleaning staff.</p> <p>Multiple users of a single telephone must be avoided, where possible or equipment disinfected between users.</p>	Low 2	Serious 4	Medium 8	M
13	<p><b>Catering provision.</b></p> <p>Where possible retain a 2 metre gap between individuals – staff/staff or staff/student or 1 metre with risk mitigation, where 2 metres is not achievable.</p> <p>Guidance for student/student social distancing will be maintained where appropriate and possible.</p> <p>To ensure suitable and sufficient standards of personal and</p>	High 4	Serious 4	High 16	<p>All catering outlets are open.</p> <p>Lunchtime supervisors are employed to monitor and control social distancing during breaks and lunchtime.</p> <p>Staff and students are encouraged to provide their own food and drink rather than use on-site catering where possible. Where staff use on-site catering, they are advised to use the service outwith break/lunch times and must (in all cases) queue socially distanced at 2 metres.</p>	<p>Staff and students are frequently and strongly encouraged to thoroughly wash their hands with soap and water for at least 20 seconds, prior to, and after eating. Disinfectant wipes are available where there are communal use fridges &amp; kettles; staff and students are strongly encouraged not to share food or drinking vessels or handle other cutlery/cups.</p> <p>Catering services and catering procedures are to remain under constant review.</p> <p>Drinking water dispensers have been placed back in use but <b>only</b> to refill personal water</p>	Unlikely 1	Serious 4	Low 4	L

## COLLEGE RISK ASSESSMENT

	collective hygiene and sanitation to control indirect transmission.  Maintenance of hygiene and environmental standards.				<p>Baxter Storey have issued a risk assessment regarding re-opening services and offers.</p> <p>Cleaning staff will thoroughly clean catering and social areas after recognised breaks/lunchtimes.</p> <p>Staff and students are still advised to bring in their own personal (full) water bottles.</p>	<p>bottles or containers, no additional cups or containers will be provided. Water dispensers will be sanitised/flushed prior to use.</p> <p>Linked to activity 14, cleaning and sanitation, 'stations' have been set up in both the Costa main seating area and Food Market (upper and lower floors). These cleaning/sanitation stations are for specifically for use by students to sanitise hands and clean down tables prior to sitting at them and eating.</p>				
14	<p><b>Access to toilets, handwashing, and hygiene.</b></p> <p>Personal and collective hygiene underpins control of indirect transmission and is a consideration in <b>every</b> circumstance and activity.</p> <p>Where possible retain a 2 metre gap between individuals – staff/staff or staff/student or 1 metre with risk mitigation, where 2 metres is not achievable.</p> <p>Guidance for student/student social distancing will be maintained where appropriate and possible.</p>	High  4	Serious  4	High  16	<p>Signage external to facilities informs of the maximum occupancy (determined by the number of sanitary conveniences) and the requirement to wear a face covering and, instructs individuals to wait outside if the facilities are at maximum occupancy; floors are marked at 2 metre intervals.</p> <p>Signage advising 'toilet lids to be lowered before flushing'.</p> <p>Soap and paper towels provided and maintained, refer to guidance: <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Hand driers electrically reconnected and brought back into service after a full service.</p> <p>PHE/NHS/GOV.UK/DfE information posters placed across all areas alerting all staff and students to the need for high standards of hygiene.</p> <p>Staff and student facilities are segregated.</p> <p>Increased cleaning of communal areas, toilet areas, hand washing areas and thorough cleaning and disinfection routines in place at key times throughout the day.</p> <p>Stringent hand washing taking place, refer to guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p>	<p>All staff and students are reminded that they must wash their hands: when arriving on site, when leaving site, before any eating or drinking, when moving between buildings, at regular intervals and more frequently than normal. Refer to guidance: <a href="https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing">https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing</a></p> <p>All staff and students are to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Sanitiser gel available outside each facility to be used before entering; dispenser bottles to be placed on desks or bollard units provided where desks are not practicable.</p> <p>Staff and students encouraged to protect the skin by applying emollient cream regularly, refer to guidance: <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> <p>Staff and students encouraged to report any skin problems, such as Irritant Contact Dermatitis, to their line manager or member of staff (if a student). Symptoms include itchy, dry, or red skin. Refer to guidance: <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>Packets of 'mini pocket' tissues will be placed in classrooms to support 'catch it, bin it, kill it'.</p> <p>Staff and students are advised to avoid wearing jewellery below the elbow.</p>	Low  2	Serious  4	Medium  8	M

## COLLEGE RISK ASSESSMENT

					<p>CLEAPSS guidance has been taken on the use of hand sanitiser in a laboratory environment. There is a very small risk burns to the hands as a result of ignition of alcohol based sanitizer vapour. Alcohol based hand sanitizers are not used in laboratory settings, staff and students in these areas should to wash their hands with soap and water if possible; if only alcohol based hand sanitizers are available, make sure all liquid is evaporated before touching any surfaces.</p>	<p>Hand washing facilities with soap and hot water throughout all buildings and gel sanitisers in areas where washing facilities not readily available.</p>				
15	<p><b>Cleaning and sanitation.</b></p> <p>Where possible retain a 2 metre gap between individuals – staff/staff or staff/student or 1 metre with risk mitigation, where 2 metres is not achievable.</p> <p>Guidance for student/student social distancing will be maintained where appropriate and possible.</p> <p>To ensure suitable and sufficient standards of personal and collective hygiene and sanitation to control indirect transmission.</p> <p>The requirement for activity-based risk assessment and PPE</p>	High	Serious	High	<p>Standard cleaning routines in place for all areas which have not been occupied for 3 calendar days (72 hours).</p> <p>Thorough cleaning and disinfection routines in place for all areas which have been occupied within the previous 3 days (72 hours). Refer to guidance:  <a href="https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings</a></p> <p>Additional frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Frequent cleaning and disinfecting of all areas with high strength disinfectant including door handles, light switches, reception areas. Bins emptied daily.</p> <p>Disinfectant supplies/wipes are provided (subject to availability) to staff wipe down keyboards and work surface prior to use.</p> <p>Public areas where a symptomatic (or potentially 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.</p> <p>All surfaces that the symptomatic (or potentially symptomatic) person has come into contact with must be cleaned and disinfected, this potentially includes classrooms during the working day.</p>	<p>Rigorous checks carried out by senior and estates management to ensure that the required standards of cleaning and sanitation are being followed.</p> <p>Estates Manager has completed a separate RA for cleaning staff in how to conduct thorough COVID-19 cleaning, they have been trained and will follow this specific RA.</p> <p>PPE, as identified by risk assessment is provided to cleaning and estates staff.</p> <p>All waste can be treated as general waste, included any waste from any lateral flow testing sites.</p> <p>Laundered cleaning uniforms are to be worn daily.</p> <p>Upholstered seating replaced with plastic seating as much as is reasonably practicable. Reception area seating is to be disinfected at the start and end of the working day and frequently during the day.</p> <p>Where other upholstered seating is still in use (e.g. workstation chairs), all hard surfaces will be disinfected routinely as a frequent 'touch' surface, upholstered surfaces will be sprayed with disinfectant spray if soiled or as an element of enhanced or deep cleaning.</p> <p>Strict and frequent hand and respiratory hygiene remains the most effective control.</p> <p>Lidded pedal bins are provided throughout college.</p>	Unlikely	Serious	Low	L



## COLLEGE RISK ASSESSMENT

					Existing (COSHH assessed) practice that all cleaning equipment that is not 'single use' is soaked overnight in bleach.  Estates management have instructed cleaning and estates staff in donning, doffing and the use of issued PPE.					
16	<p><b>Wearing PPE.</b></p> <p>Where activity based risk assessment identifies the requirement for PPE.</p> <p>Where activity based risk assessment, identifies the requirement for PPE in respect of coronavirus.</p> <p>Where individuals chose to wear personal PPE.</p>	High  4	Serious  4	High  16	<p>The existing requirement for wearing PPE for specific job role related activities is highlighted in departmental risk assessments, and guidance provided in the Staff H&amp;S Manual - Chapter 15.</p> <p>Public Health England guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings.</p> <p>Staff should not use PPE for COVID-19 reasons where social distancing guidelines can be met. Staff should also continue to adopt good hand hygiene behaviours. Refer to guidance: <a href="https://www.gov.uk/government/publications/coronavirus-COVID-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-COVID-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks">https://www.gov.uk/government/publications/coronavirus-COVID-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-COVID-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks</a></p> <p>Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and following any specific guidance, acknowledging that PPE is the last resort.</p> <p>The only identified activities where staff may be required to wear PPE for coronavirus reasons are:</p> <ul style="list-style-type: none"> <li>• Attending requests for first aid.</li> <li>• Cleaning duties.</li> <li>• direct proximity support to students involving any periods of contact within 1m.</li> </ul> <p>If providing <u>direct or extended support</u> to students (most specifically single students), <b>within 1m</b> for any duration then appropriate PPE must be worn. A face shield is</p>	All staff and students reminded that a face covering is mandatory for travel on public transport.  Hand sanitiser stations for doffing facemasks worn on public transport provided at Montague Road and Arundel Street pedestrian entrances.  Wearing gloves for COVID reasons is not endorsed. Where an individual makes a personal decision to wear gloves, they must be reminded that this practice is not a substitute for the guidance provided in respect of handwashing.  The Estates Manager has conducted a risk assessment, specific to coronavirus, in respect of PPE requirements for cleaning activities.  The H&S Manager has conducted a risk assessment, specific to coronavirus, for attending requests for, and administering, first aid.  Staff using PPE for coronavirus reasons must be instructed on how to don, doff and dispose of it safely to reduce any contamination. The following guidance is for care homes but in the main is still relevant: <a href="https://www.gov.uk/government/publications/COVID-19-how-to-work-safely-in-care-homes/COVID-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video">https://www.gov.uk/government/publications/COVID-19-how-to-work-safely-in-care-homes/COVID-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video</a>  All used PPE must be placed in bin liners. Bin liners used to collect doffed PPE are to be treated as potentially contaminated and must be 'double bagged' before being segregated, identified as potentially hazardous and securely stored for 72 hours prior to normal waste disposal. Refer to guidance:	Unlikely  1	Serious  4	Low  4	L



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					<p>appropriate to protect against droplets. Staff who are providing direct or extended support (within 1m) to students should wear a face covering (in addition to the shield) <b>if a student requests them to</b>, or if they personally choose to, but must be aware that this may inhibit teaching and learning. Staff should use their personal face covering and college issued face shield for this purpose.</p> <p>More information and guidance is provided in the main college COVID guidance (staff/student proximity).</p> <p>First aiders may be required to assist others within close contact, and will be required to wear disposable gloves, FFP3 disposable respirator (where available) and visor.</p> <p>When FFP3 respirators are not available, then FFP2 respirators may be used. Refer to guidance:  <a href="https://www.hse.gov.uk/news/face-mask-equivalence-aprons-gowns-eye-protection-coronavirus.htm#">https://www.hse.gov.uk/news/face-mask-equivalence-aprons-gowns-eye-protection-coronavirus.htm#</a></p> <p>There is a requirement to 'fit-test' FFP3 and FFP2 respirators. Refer to guidance:  <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p>	<a href="https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings</a>				
17	<p><b>Deliveries to site.</b></p> <p>Safe system of works that ensures social distancing and suitable and sufficient standards of hygiene and sanitation to control indirect transmission.</p> <p>Storage of deliveries and internal movement of goods to individuals and departments.</p>	Medium 3	Serious 4	High 12	<p>Existing procedures in place for delivery drivers to access welfare facilities, refer to guidance:  <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p> <p>The estates workshop is left open (when attended) to allow for deliveries to be made.</p> <p>Social distancing in operation and there is no requirement for receipt signatures.</p> <p>Recipients are advised to wash their hands after opening the delivered package.</p>	<p>Routine deliveries during the phased RTW are to be stored in the workshop for a period of 24 hrs before onward delivery.</p> <p>Outer packaging is to be sprayed with disinfectant prior to handling.</p> <p>Delivery drivers are to wear a face covering when entering buildings.</p>	Unlikely 1	Serious 4	Low 4	L
18	<p><b>Contractors on site and construction works.</b></p> <p>Safe system of works that ensures social distancing and suitable and</p>	Medium 3	Serious 4	High 12	<p>All preferred contractors have been informed not to attend site if they are symptomatic of coronavirus, tested positive within 10 days preceding their visit or should be self-isolating for any reason.</p>	<p>Contractors wishing to access site must first seek permission from Estates management and follow college guidelines/procedures.</p>	Unlikely 1	Serious 4	Low 4	L

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	<p>sufficient standards of hygiene and sanitation to control direct and indirect transmission.</p> <p>Safeguarding and supervision.</p> <p>Construction of temporary classrooms</p>				<p>Contractors book in and out of college at the Estates Office, the Estates Manager will retain a daily log of on-site contractors for NHS Test &amp; Trace purposes.</p> <p>Estates Management brief all contractors on the requirement for social distancing and hygiene as a component of site induction. A hard copy of college rules for contractors are to be drawn up by the Estates Manager and issued at induction.</p> <p>Areas where works have been conducted are cleaned by estates staff after completion.</p> <p>Emergency works are to be conducted as soon as possible; areas where emergency works are required to be undertaken must be cleared of all personnel. If the works are in a circulation space then signage, barriers and diversions are to be put in place and senior management informed.</p> <p>Emergency works must be supervised by a member of estates staff (observing social distancing).</p>	<p>Routine contracted works are to be programmed outside of hours when students are present on site.</p> <p>Exceptional works are to be programmed for a 0700 hrs start the next day, where delaying the works does not present an immediate or significant risk to health, safety, security, or infrastructure.</p> <p>Delivery of construction work to include detailed programming to reduce the impact to the college community.</p> <p>Construction work will require a specific activity based risk assessment as it will impact pre-planned activities such as enrolment and may impact access to Montague Raid turnstiles.</p> <p>Contractors are to wear a face covering at all times while on campus (unless within a designated construction site). Their activity risk assessment must be reviewed if they are unable to do so.</p>				
<b>19</b>	<p><b>Facilities Management.</b></p> <p>Infrequent use of water services can lead to the risk of Legionella.</p> <p>Infrequent use of equipment and interrupted maintenance/inspection regimes could affect equipment safety.</p> <p>Concern over coronavirus transmission via building HVAC services (recirculation).</p>	High	Serious	High	<p>Legionella - weekly programme of water flow has been conducted throughout the lockdown period.</p> <p>Maintenance - statutory inspections have continued throughout the lockdown period and will continue over summer leave.</p> <p>Coronavirus - mechanical heating and cooling guidance received from industry and college's HVAC contractor regarding HVAC best practice - carried out by the Estates Manager.</p>	<p>Legionella - increase water flow programme in the lead up to re-occupancy.</p> <p>Coronavirus - convection Heaters / cooling fans must not be used and will be removed by Estates.</p>	Low	Serious	Medium	M
		4	4	16			2	4	8	
<b>20</b>	<p><b>Meetings and communication.</b></p> <p>Where possible retain a 2 metre gap between individuals – staff/staff or staff/student or 1 metre with risk mitigation, where 2 metres is not achievable.</p>	High	Serious	High	<p>Interaction and communication between staff and students may be face-to-face but is subject to social distancing rules.</p> <p>Meetings and communications between staff may be face-to-face but is subject to social distancing rules.. Meetings can be conducted remotely utilising telephone conference calling and more widely by using Microsoft Teams</p>	<p>If a face-to-face meeting is essential ensure the meeting location is suitable to allow for social distancing and adequate natural ventilation.</p> <p>If 'social' visits are made to other members of staff or offices they must be undertaken within social distancing guidance.</p>	Unlikely	Serious	Low	L
		4	4	16			1	4	4	

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	<p>Guidance for student/student social distancing will be maintained where appropriate and possible.</p> <p>To ensure suitable and sufficient standards of personal and collective hygiene and sanitation to control indirect transmission.</p> <p>Potential issues surrounding safeguarding.</p>				which enables online meetings, chats, calls, screen sharing, and file sharing – where possible and practical.					
21	<p><b>Educational trips and visits.</b></p> <p>Where possible retain a 2 metre gap between individuals – staff/staff or staff/student or 1 metre with risk mitigation, where 2 metres is not achievable.</p> <p>To ensure suitable and sufficient standards of personal and collective hygiene and sanitation to control indirect transmission.</p>	High 4	Serious 4	High 16	<p><del>A small number of outdoor local trips and visits can take place subject to a full risk assessment. Consideration of transportation and social distancing should be embedded in the risk assessments.</del></p> <p><del>Wider trips/visits will not be undertaken before 17 May 21 at the earliest.</del></p> <p>Government and DfE guidance now includes that educational day, and domestic residential trips and visits may go ahead, however they are strongly discouraged until the end of the academic year. If there is an absolute requirement to undertake a trip/visit, please contact your AP in the first instance to start a pre-approval process. A rigorous trip risk assessment including college and venue COVID-security measures would be required.</p>	<p><del>Intra college sports fixtures have recommenced subject to full risk assessment and adherence to national association's guidelines</del></p>	Unlikely 1	Serious 4	Low 4	L
22	<p><b>Work experience/placement.</b></p> <p>Standards of COVID-security of placement providers.</p> <p>Standards of risk management of placement providers.</p> <p>Reluctance by individual businesses to provide placements.</p>	High 4	Serious 4	High 16	<p>Some selected work placements may commence from 07 Jun 21, but only where there is a requirement for awarding body accreditation, <b>and</b>, where college senior management have agreed that the placement may go ahead. Procedures and controls are in place for these placements.</p> <p>There will be no physical enrichment activities undertaken before 7th June 2021.</p>	<p>Alternative arrangements for external work experience as a requirement of qualification have been introduced by some awarding bodies.</p>	Low 2	Serious 4	Medium 8	M
23	<p><b>Exams</b></p> <p>Requirement to adhere to guidance on conducting exams to ensure public health and COVID-security.</p>	Medium 3	Serious 4	High 12	<p>All public examinations have been cancelled.</p> <p>Formal assessment points in April and May will take place in the Sports Hall and follow JCQ regulations.</p>	<p>Exam rooms will be kept clean. Frequently touched surfaces will be cleaned after every exam.</p> <p>Normal JCQ distancing of 1.25 metres (in all directions) will be observed with the addition</p>	Low 2	Serious 4	Medium 8	M

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	Circumstances when students and adult learners identified as CEV are scheduled to sit an examination.				<p>Collation and retention contact information for candidates and invigilators so that it can be shared with NHS Test and Trace if needed. This includes any external visitors, including any non-college staff (invigilators) assisting with exams, and external candidates not on roll at college.</p> <p>Every exam will have a seating plan, with the names of the invigilators to allow cross referencing of contact details.</p> <p>Good natural ventilation will be assured where possible.</p> <p>A decision on the use of facemasks in May assessments will be made subject to national guidance. Candidates and invigilators will wear face coverings in communal areas.</p> <p>Students are required to wear a face covering when arriving at, and leaving an exam, or if they need to leave the exam room for any other reason; also if they need to communicate with an invigilator. Face coverings may be removed while at their desk and undertaking the exam.</p>	<p>that external candidates must be seated 2 metres apart from each other.</p> <p>For encounters of over 15 minutes, for example when scribes, readers or other individuals are supporting candidates, staff should maintain a 2 metre distance where possible. If staff cannot maintain a 2 metre distance, they should avoid close face to face contact and minimise time spent within 1 metre of others</p> <p>Clear guidance on required conduct and arrangements has been independently sent to both internal candidates, external candidates, and invigilators.</p>				
24	<p><b>Sport and extra-curricular activities</b></p> <p>Formally organised indoor as well as outdoor sport can be undertaken, including competition between FE providers, within the Sport and Public Services Department COVID measures and system of controls, and national governing bodies COVID guidance.</p>	Medium 3	Serious 4	High 12	<p>Students should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>Ventilation maximised by opening doors and windows or using ventilation systems when indoors.</p> <p>Participants reminded of the importance of general and respiratory hygiene.</p> <p>Sports and activity lessons can be conducted indoors, but only in the gymnasium, and involve activities related to team sports that have national governing bodies with developed COVID guidance, and that are on the government 'safe provision' list</p> <p>Outdoor sports prioritised where possible.</p>	<p>All sports and activity lessons are undertaken within the Sport and Public Services Department COVID measures and system of controls.</p> <p>Curricular and extra-curricular sport and activity may include utilizing external coaches, clubs and organisations.</p> <p>External coaches, clubs and organisations complete their own risk assessment, including COVID-security. College must receive sight of this risk assessment before any activity commences.</p> <p>COVID reasons for non-attendance re-iterated to external coaches, clubs and organisations.</p>	Low 2	Serious 4	Medium 8	M
25	<b>Internal events</b>	High 4	Serious 4	High 16	Agreement and authorisation from the Principal only.	Existing LFD programme and NHS Test & Trace are supported.	Low 2	Serious 4	Medium 8	M

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	Select internal events may be undertaken but are subject to the 'in place' college COVID controls.				<p>All events subject to a rigorous college risk assessment of the event and activities, which must include COVID-security as a key risk.</p> <p>Event COVID-security measures must (at least) equal 'in place' college COVID-security measures, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Strict non-attendance if symptomatic, or self-isolating for any reason.</li> <li>• Distinct groups maintaining social distancing (where possible).</li> <li>• Maximum use of external spaces.</li> <li>• Strict personal hand and respiratory hygiene, and sanitation is kept.</li> <li>• Controls regarding face coverings are strictly observed.</li> <li>• All teaching space mitigations such as layouts and screening are retained.</li> <li>• College guidance regarding first aid and becoming symptomatic on site are followed.</li> </ul>	External organisations undertaking any activity on college site produce their own risk assessment which includes COVID-security measures; this risk assessment must be made available to those college staff organising the event.				
26	<b>Administering first aid.</b>	High 4	Serious 4	High 16	<p>H&amp;S Guidance Note written for college immediate response first aiders includes specific information in respect of coronavirus (administering first aid, social distancing, hygiene, and PPE).</p> <p>PPE provided for college immediate response, and emergency first aiders.</p> <p>Training in donning and doffing PPE has been delivered to immediate response first aiders by the Estates Manager.</p> <p>Briefing on new coronavirus protocols has been given to immediate response first aiders by the H&amp;S Manager.</p>	New start staff who will become immediate response first-aiders are required to undertake a 'fit-test' for FFP3 and FFP2 respirators.	Low 2	Serious 4	Medium 8	M
27	<p><b>Managing symptomatic staff and students.</b></p> <p>Where staff and students are symptomatic or potentially symptomatic.</p> <p>Where staff and students test positive, through either:</p>	High 4	Serious 4	High 16	<p>Existing protocols for staff and students regarding seeking medical assistance (non-coronavirus related).</p> <p>Anyone presenting with the symptoms of coronavirus while in college will be sent home and advised to follow NHS 111 advice. The main symptoms include fever, cough or chest tightness, anosmia, myalgia, fatigue, dyspnoea</p>	<p>Staff briefed to inform reception (or first aiders directly) if they have a symptomatic student who needs to be in isolation in the Main Building meetings room MB1.3a. Reception briefed to relay this information to an immediate response first aider.</p> <p>If symptomatic while in college, students sent into isolation in the Main Building meetings room MB1.3a. Students asked not to remove</p>	Low 2	Serious 4	Medium 8	M

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	<p>a) Onsite through a lateral flow test</p> <p>b) At home through a lateral flow test or PCR test</p>				<p>and may include severe diarrhoea and severe vomiting.</p> <p>Refer to guidance:  <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-background-information/wuhan-novel-coronavirus-epidemiology-virology-and-clinical-features">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-background-information/wuhan-novel-coronavirus-epidemiology-virology-and-clinical-features</a></p> <p>Existing protocols for remote working staff to inform HR of absence (general and in connection with coronavirus).</p> <p>Classrooms and the isolation room to remain naturally ventilated at all times.</p> <p>Refer to activity/hazard No14 (cleaning and sanitation) regarding thorough cleaning and disinfection routines for suspected and confirmed cases of coronavirus.</p> <p>If symptomatic staff or students are unable to be transported, HR will contact NHS 111 for triage and advice. Refer to section 3 in the following guidance:  <a href="https://www.england.nhs.uk/wp-content/uploads/2020/02/coronavirus-patient-pathway.pdf">https://www.england.nhs.uk/wp-content/uploads/2020/02/coronavirus-patient-pathway.pdf</a></p> <p>Refer to guidance:  <a href="#">Guidance for contacts of people with possible or confirmed coronavirus (COVID-19) infection who do not live with the person</a></p> <p><a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></p> <p>Handheld devices available for first aiders to check the body temperature of ill personnel before treatment.</p> <p>'Actions on' flowcharts visible in teaching rooms.</p> <p>College is holding a small number of home testing kits which can be used in exceptional circumstances such as an individual with symptoms who may have barriers to accessing a test elsewhere and the home kit would significantly increase their chance of getting tested. This will enable college to take swift</p>	<p>their facemask, and to leave the classroom immediately and wait for a first aider. Teaching staff will contact reception (or a first aider directly) and inform them that the individual needs to go into isolation. A first aider will make their way to the symptomatic student and escort them to the Main Building (observing social distancing), will don PPE, and verbally assess the individual (observing social distancing). The first aider will remain in visual contact until the individual is picked up by an immediate member of family. Public transport or taxis must not be used.</p> <p>Backup isolation areas identified as the (out of use) smoking shelter.</p> <p>If symptomatic while in college, staff are to socially distance, inform 'on-site' senior management and go home immediately and directly thereafter. When home staff are then to inform HR and follow NHS 111 guidance. Under these circumstance HR may centrally book COVID-19 tests.</p> <p>Use of contact tracing of staff and students (when available.) Refer to guidance:  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a>, and:  <a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-COVID-19-infection-who-do-not-live-with-the-person">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-COVID-19-infection-who-do-not-live-with-the-person</a></p> <p>Spare face masks provided to teachers for issue to symptomatic students.</p> <p>Staff to follow the GM Guidance to support COVID-19 Contact tracing for symptomatic, asymptomatic positive cases either on or off site.</p> <p>Face masks are available in isolation.</p> <p>Students and their parents/carers have been informed of the protocol, and college expectations, regarding the requirement for isolation and the collection of symptomatic (or potentially symptomatic) individuals.</p>				
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					<p>action to protect others if the test result is positive.</p> <p>Refer to the section 2.2 of the main document for up-to-date guidance on NHSTT and self-isolation.</p> <p>Information on protocols used as a result of a positive test from asymptomatic on-site testing are outlined in the risk assessment for asymptomatic testing on site.</p>	<p>Additional flowcharts and guidance issued to staff relating to:</p> <p>NHS Test &amp; Trace. What to do if.... ? Actions if a student or staff member becomes unwell. COVID-19 incident flowchart.</p>				
28	<b>Fire Risk Assessment (FRA).</b>	Unlikely 1	Fatality 5	Medium 5	<p>Fire alarm and detection systems have been tested throughout the lockdown period.</p> <p>The Fire Risk Assessment for each building (zone) has been re-reviewed to consider new working practices and conditions.</p> <p>General protocol that all new start staff and students are asked to disclose if they have any temporary or permanent mobility issues that may prevent them from evacuating a building in the event of a fire alarm.</p> <p>Existing estates evening 'lock-up' procedure includes closing physically locking all classroom doors and closing all remaining fire doors.</p>	<p>Protocols written in section 4.4 of the "COVID-19 H&amp;S Guidance Note – Autumn Term (parent document). to address the role of staff closing 'held open' office and classroom doors, on fire alarm, to slow the spread of smoke and fire.</p> <p>Estates team on site each day for insurance purposes and to ensure that all fire safety checks are completed.</p>	Unlikely 1	Fatality 5	Medium 5	M
29	<p><b>Emergency evacuation (including security incidents.)</b></p> <p>Note: In all cases where there is an immediate or real threat to life, the evacuation of all personnel, by the quickest, safest means is the main concern. Social distancing and hygiene will remain a consideration but may not be the highest priority.</p>	Unlikely 1	Fatality 5	Medium 5	<p>Fire alarm and detection systems have been tested throughout the lockdown period.</p> <p>All routes and final exits are reinstated.</p> <p>On fire alarm, all staff and students are still to evacuate to their nearest (safe) assembly point while adopting social distancing. Sanitiser gel will be brought to the assembly area.</p> <p>General protocol that all new start staff and students are asked to disclose if they have any temporary or permanent mobility issues that may prevent them from evacuating a building if required to do so.</p> <p>Standard procedures for Security Incident Management remain in place but include COVID-security protocols where the circumstances of the incident realistically allow. Refer to section 4.4 of the parent document.</p>	<p>Protocols written in section 4.4 of the "COVID-19 H&amp;S Guidance Note – Summer Term (parent document) to address the requirement for teaching staff to enforce social distancing of students during, and assist with, the evacuation process from all buildings.</p> <p>H&amp;S Manager briefing to all Fire Marshals returning to work.</p> <p>H&amp;S Manager to recruit new staff volunteer Fire Marshals to replace those that have left college employment.</p> <p>Estates team on site to supervise any emergency evacuation</p>	Unlikely 1	Fatality 5	Medium 5	M

## COLLEGE RISK ASSESSMENT

<b>30</b>	<b>Local Outbreak planning</b>  Support to the Tameside Metropolitan Borough COVID Outbreak Control Plan.  Management of confirmed cases in college.  Support of NHS Test and Trace (NHSTT)	High  4	Serious  4	High  16	Adoption of the “Prevention” and “Response” design of the Tameside Metropolitan Borough COVID Outbreak Control Plan.  Control measures adopted to keep symptomatic members of the college community away from site.  Control measures to mitigate (as far as is reasonably practicable) indirect and direct transmission of the virus.  Management of information to the whole college community (including parents/carers) and Health Protection Teams in respect of confirmed cases in college.  Preparation to close site on the advice of Health Protection Teams.  Development and communication of college procedures for reaction to, and support of, the NHS COVID-19 app. Different flowcharts issued to staff and students to provide guidance and ensure a consistent approach and message should anyone receive an app alert while in college.	BCP to be updated to include reference to COVID-19 in respect of pandemic response, remote/blended T&L and pandemic outbreak planning.  Production of class seating plans with robust and proficient senior management processes to react to positive test results and quickly identify close contacts, which supports wider NHS Test and Trace procedures. These will require updating as the number of students on site increases.  Follow contingency planning guidance (4 tier system) as set out by the Government, as required.  Prepare and enact plans for staff and students to remotely work where their registered residence address falls within a (government specified) locally restricted area.  Established contact between the Principal and PHE/PHT.  A communication plan has been implemented to rapidly disseminate key and relevant information in the event of: <ul style="list-style-type: none"> <li>• A full college closure and return to remote learning and working.</li> <li>• A local lockdown.</li> <li>• Changes to working practices as a result of staff absence.</li> <li>• Advice from Test and Trace services.</li> </ul>	Medium  2	Serious  4	Medium  8	M
<b>31</b>	<b>Future closure of site</b>  Impact on T&L, student experience and the requirement to maintain a full programme of study.  Impact on staff and the wider college community in respect of pastoral needs, health, and well-being.  Impact on vulnerable students.	High  4	Serious  4	High  16	Identification and addressing COVID-security risks through implementing controls to reduce transmission, should negate restriction of on-site delivery or full site closure.  Restriction of on-site delivery or closure based on public health advice or exceptional operational reasons.  Full closure would not be considered except on the advice of Health Protection Teams.	Support and teaching staff to revert to remote working and teaching / learning.  The issue of personal laptops for staff (for office and remote working) and the development of the ‘online’ and ‘live’ teaching element of the blended learning approach would assist to ensure the least impact on T&L.  The work undertaken during the pandemic, coupled with the lessons learned from the	Medium  2	Serious  4	Medium  8	M



## COLLEGE RISK ASSESSMENT

					<p>Contingency plans in place with SLT to address very high levels of staff absence or the absence of 'critical' staff affecting estates management and/or first aid provision.</p> <p>Initial plans and risk assessment reviewed and revised to support vulnerable students (including key worker children) and those without access to digital devices or connectivity at home.</p>	<p>experience of remote working would place the college in a strong position to continue to function as effectively as possible.</p> <p>Issue of IT kit to those students identified as in need who have not previously received support.</p> <p>Weekly staff / student / parent briefing and email to aid communication during any subsequent lockdown.</p>				
32	Impact of COVID-19 on the mental health of both staff and students	High 4	Serious 4	High 16	<p><b>Staff:</b> all staff are enrolled in the Employee Assistance Scheme which offers telephone counselling support and other welfare services for all staff.</p> <p>Access to Occupational Health and CBT therapy through HR.</p> <p>The college is an active member of the MIND scheme 'it's good to talk' with named mental health champions in the college staff.</p> <p>Staff receive signposted support from the college around mental ill health support.</p> <p>The college takes seriously our responsibility to care for the welfare of all members of staff and is flexible and supportive in its use of support mechanisms.</p> <p><b>New EAP service (My Healthy Advantage app), free download via google and app stores and the code to sign up is: MHA113334.</b></p> <p><b>Students:</b> all students have access to their Senior Tutor for support in the first instance.</p> <p>All students have access to two college counsellors (remotely at the current time) should more expert support be required.</p> <p>Students have access to mindfulness resources developed by the Inclusive Learning team.</p> <p>The college operates a fitness to study policy to support students to return to college.</p>	<p>Regular communication with staff through the line management system to complete regular welfare checks.</p> <p>Flexibility shown to support staff who may be experiencing mental ill health issues as a result of the pandemic and remote learning.</p> <p>The introduction of Team Channels for different groups to encourage a sense of community whilst working remotely.</p> <p>Regular email and Teams communication (twice a week) for staff.</p> <p>Provision of IT kit and desk furniture to ensure that remote working is achievable.</p> <p>Setting up of work expectations for staff, students and parents.</p> <p>Weekly meeting to discuss cases of concern with the safeguarding team.</p> <p>Additional addendum written and circulated for remote working to identify additional concerns and triggers.</p> <p>External support agencies information circulated to all students and place on VLE for ease of access.</p> <p>Regular welfare checks from the Senior Tutor team and Inclusive Learning for vulnerable students.</p> <p>On site provision supported for vulnerable students during full lockdown periods.</p>	Medium 2	Serious 4	Medium 8	M

## COLLEGE RISK ASSESSMENT

					Mental ill health is an areas discussed in tutorial sessions.					
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## ACTION PLAN

The following actions are specific to this revision of the risk assessment. Any incomplete actions will be carried over to the next revision.

Serial	Activity N°	Activity and requirement	Completed by whom	Completed by
1	26	<b>Local Outbreak planning.</b> BCP to be updated to include reference to COVID-19 in respect of pandemic response, remote/blended T&L and pandemic outbreak planning.	M Player	01 Feb 21
2	Whole risk assessment	Review on the impact of an increase on student numbers on site as the phased return takes place	Anton McGrath	1 <sup>st</sup> April 2021
3	Whole risk assessment	Review of the impact of a full return of students and staff to the campus post Easter	Anton McGrath	3rd May 2021
4				
5				