

College COVID-19 Risk Assessment

Activity being assessed:	Operating in COVID-19 Environment		Reference no:	COVID-19 / 5	
Division / Department	College Wide		Faculty:	All	
Location:	All Campuses	Assessment Date:	12/01/2021	Review Date:	2 Weekly Review Cycle (Only published if hazard, control measures or risk ratings have been updated)

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Deadline for additional controls and responsible person	Residual Risk		
			L	S	RR			L	S	RR
Increased COVID-19 frequency in the community	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> Monitor frequency with reference to local and national sources. Ability to close campus or further limit use at short notice under instruction from PHE 	2	4	8	<ul style="list-style-type: none"> Introduction of asymptomatic testing site on campus to providing testing to staff and students in accordance with DfE and PHE guidance. (Separate risk assessment on testing site operations) 		1	4	4
College COVID-19 measures become out of date	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> Continual monitoring of situation and updating of guidance for staff and students as required. Updates discussed weekly at CLT meetings 	2	4	8					
Lack of knowledge and training about Coronavirus leading to increased risk in transmission of COVID-19 Poor knowledge of Lateral Flow	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> College dedicated "coronavirus" webpage to be the authoritative source of information of information about the College response to prevent "fake news" issues. This will include the publication of this risk assessment and subsequent updates. 	2	4	8	<ul style="list-style-type: none"> Education (both verbal and posters in testing centre) of those having a Lateral Flow Test that a negative result does not remove the need to follow government guidance and College controls put in place to restrict the spread of the coronavirus. 		2	4	8

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Testing could lead to unfounded personal relaxation of rule conformity after a negative test		<ul style="list-style-type: none"> • All Staff had delivered or were e-mailed a presentation outlining the control measures put in place across college and how they can contribute to a safe working environment. • All staff complete a pre-start risk assessment in conjunction with their line manager to identify if they fall into a risk category to ensure they have the correct information supplied • All were briefed during induction to outline the control measures put in place across college and how they must contribute to a safe College environment • Signage around college will remind all of the importance of social distancing, good hand hygiene and any other rules put in place to reduce the spread of coronavirus • Signage in toilets will remind all to wash hands and the correct way to do it • This RA and other information will be communicated to our partners working on site <ul style="list-style-type: none"> ○ Stour Vale Trust ○ Fuselek ○ Prospect ○ Olympian Security • Duty managers, security, and behaviour lead to support compliance 								

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Protecting people who are at high risk. Some people may have pre-existing medical conditions Extremely Clinically Vulnerable Staff or Student	Mild/Severe illness, in severe case potential of death. Staff/ Students/ Visitors/ Contractors who are extremely clinically vulnerable people defined as: Those that have received a letter from the NHS or their GP to inform them if they fall into this category.	<ul style="list-style-type: none"> All staff complete a pre-start risk assessment in conjunction with their line manager to identify if they fall into a risk category The College will comply at all times with the current government guidance on extremely clinically vulnerable people for staff (Adult Guidance) and guidance for young extremely clinically vulnerable people for students (Young Person Guidance) this may also change in the event of a local or national lockdown or a rise in local infection rates. For staff this will be dependent on job role and will need to be discussed with their Line Manager and the HR Director for individual review. For students this may be dependant on courses studied and can be discussed with their Student Support Manager for individual review. 	2	5	10	<ul style="list-style-type: none"> During national Lockdowns, this will usually mean shielding at home and working from home if possible but not attending site. 		2	5	10
Protecting people who are at medium risk. Some people may have pre-existing medical conditions	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people defined as:	<ul style="list-style-type: none"> All staff will complete a pre-start risk assessment in conjunction with their line manager to identify if they fall into a risk category The College will comply at all times with the current government guidance on clinically vulnerable people for 	2	4	8	<ul style="list-style-type: none"> During national Lockdowns, this will usually mean working/studying from home where possible. 		2	4	8

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Clinically Vulnerable Staff or Student	<p>Anybody aged 70 or older.</p> <p>Anybody aged under 70 with an underlying health condition listed below:</p> <ul style="list-style-type: none"> chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis chronic heart disease, such as heart failure chronic kidney disease chronic liver disease, such as hepatitis chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy diabetes a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets 	<p>staff and students (Vulnerable Guidance) this may also change in the event of a local or national lockdown or a rise in local infection rates.</p> <ul style="list-style-type: none"> For staff this will be dependent on job role and will need to be discussed with their Line Manager and the HR Director for individual review. For students this may be dependant on courses studied and can be discussed with their Student Support Manager for individual review. 								

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	<ul style="list-style-type: none"> being seriously overweight (a body mass index (BMI) of 40 or above) pregnant women 									
<p>Protecting people who are at medium and high risk. Some people may have pre-existing medical conditions</p> <p>Clinically Vulnerable or Extremely Clinically Vulnerable individual in the same household as a member of staff or student</p>	<p>Mild/Severe illness, in severe case potential of death.</p> <p>Household members of staff or student who are extremely clinically vulnerable people defined as: Those that have received a letter from the NHS or their GP to inform them if they fall into this category</p> <p>Household members of Staff or Student who are clinically vulnerable people defined as: Anybody aged 70 or older. Anybody aged under 70 with an underlying health condition listed below:</p> <ul style="list-style-type: none"> chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis 	<ul style="list-style-type: none"> Those who are living with or providing care to somebody in this category may be anxious about returning to College. However, the current advice is that people in this category can attend college. Staff in this situation should discuss it with their Line manager for individual review. Students should discuss this with their Personal Coach for individual review. 	2	4	8	<ul style="list-style-type: none"> During national Lockdowns, this will usually mean working/studying from home where possible. 		2	4	8

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	<ul style="list-style-type: none"> chronic heart disease, such as heart failure chronic kidney disease chronic liver disease, such as hepatitis chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy diabetes a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets being seriously overweight (a body mass index (BMI) of 40 or above) <p>pregnant women</p>									
Students with an EHCP that have specific needs	<p>Mild/Severe illness, in severe case potential of death.</p> <p>Students</p>	<ul style="list-style-type: none"> Students with an EHCP are encouraged to attend College where it is appropriate for them to do so. A College Learning Support Assistant will carry out individual Risk Assessments before they attend 	2	4	8	<ul style="list-style-type: none"> During national Lockdowns, only those students who are vulnerable should attend site. 		2	4	8

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Travel to/from College by staff	Mild/Severe illness, in severe case potential of death. All Staff especially clinically vulnerable people	<ul style="list-style-type: none"> • Wherever possible staff should travel to College alone using their own transport. If they do not have a private vehicle, other means of transport to avoid public transport should be considered e.g. cycling, walking • Where public transport is the only option for staff, managers should consider: <ul style="list-style-type: none"> ○ Changing and staggering working hours to reduce congestion on public transport ○ Avoid the need to use public transport during peak times (05:45 - 7:30 and 16:00 - 17:30) • If staff have no option but to share transport: <ul style="list-style-type: none"> ○ Journeys should be shared with the same individuals and with the minimum number of people at any one time ○ Passenger sitting in the rear of the vehicle ○ Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission ○ The vehicle should be cleaned regularly using gloves and standard 	2	4	8	<ul style="list-style-type: none"> • During national Lockdown, only those authorised to should attend site 		2	4	8

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		cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces								
Travel to/from College by students	Mild/Severe illness, in severe case potential of death. All Students especially clinically vulnerable people	<ul style="list-style-type: none"> • New College travel plan has been produced in conjunction with Prospect Coaches Ltd to include greater detail • Wherever possible students should travel to College alone using their own transport, either self-driven or dropped off by a member of their household. However, many will elect to use either College Coaches or public transport. • College Coaches will be adjusted to include: <ul style="list-style-type: none"> ○ When waiting at coach stops students should maintain a distance of two metres ○ Only two students will sit on each row, each in the window seats ○ The coach air recirculation system will be turned off ○ Roof vents will be opened where possible (and weather permitting) to provide ventilation ○ Coaches will be cleaned after each journey using disinfectant, with particular attention to high touch areas ○ Drivers and students who can (there may be some with genuine exemptions i.e. 	3	4	12	<ul style="list-style-type: none"> • During national Lockdown, only those authorised should attend site. • During national Lockdown the College coach service will be suspended. Students should travel to College using the same rules as for staff. 		2	4	8

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		<p>asthmatics, etc. who are not required to wear one) will be required to wear 'face coverings' during the journey</p> <ul style="list-style-type: none"> • There will be adequate waste bins near the entrance of the college for any disposable face masks to be deposited • Announcement system in place to notify students when their coach has arrived to avoid large queues at bus stop area. • Duty managers, security, and behaviour lead to support compliance. • Additional Bus Co-Ordinator Roles created to supervise arrival and dispatch points 								
Travel at College by staff	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff especially clinically vulnerable people</p>	<ul style="list-style-type: none"> • When travelling at work or between site locations, staff should travel alone. If staff have no option but to share a vehicle, then they should: <ul style="list-style-type: none"> ○ Share with the same individuals and with the minimum number of people at any one time ○ Wherever possible maintain a distance of two metres and avoid touching their faces ○ Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey ○ Wash their hands for 20 seconds using soap and 	2	4	8	<ul style="list-style-type: none"> • During national Lockdown Shenstone House and Coombs Wood Campuses closed and accessed only with permission from estates team or essential purposes. 		1	4	8

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		<p>water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle</p> <ul style="list-style-type: none"> Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey. 								
Travel at College by students	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Students especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Student will not be required to travel between sites during the day. Travel between sites by students will only occur using the Coach shuttle as part of traveling to/from College following the travel guidelines under the new College "Travel Plan" 	1	4	4	<ul style="list-style-type: none"> During national Lockdown, only main campus will be open to students so no travel between sites required. 		1	4	4
Access and egress from site by staff and students	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Controlled unloading of coaches outside campus to allow staggered entry to enable social distancing Allow plenty of space between people waiting to enter site in queues, encouraging compliance with appropriate signage. Require everyone to use the hand sanitising stations provided outside entrance to each Campus (In foyer for Coombs Wood) Signage to remind people with symptoms not to access site 	2	4	8	<ul style="list-style-type: none"> During national Lockdown access to campus will be through a single point in reception where access can be monitored. 		2	4	8

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		and to go home and isolate in accordance with PHE guidelines <ul style="list-style-type: none"> Duty managers, security, and behaviour lead to support compliance. 								
Access and egress from site by visitors / contractors	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> The College will stop all non-essential visitors <ul style="list-style-type: none"> All visitors will need to be approved by a member of CLT / Head of Facilities and Procurement / Health and Safety Manager Visitors asked not to attend if they have symptoms of Coronavirus (COVID-19) and to follow PHE guidelines Visitors who attend site will be asked a few health-related questions prior to entry. Visitors to site will have their temperature checked, any displaying fever will be denied entry and asked to return after a suitable self-isolation period Require everyone to wash their hands using the provided hand sanitiser when entering and leaving the site The receptionist will enter the visitors details into the visitor book and then give them the completed pass to minimise contact with the book. Information signs in reception will educate visitors on the COVID-19 prevention controls 	2	4	8	<ul style="list-style-type: none"> During national Lockdown visitors restricted to essential contractors and visitors only. 		1	4	4

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		and College COVID guidelines in operation across site								
Moving around site	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> A reduced number of students on site at any one point in time Use of stairs encouraged in preference to lifts Lifts on site are generally small and so have a maximum capacity of 1 person In blocks with more than one staircase/ entrance and where possible one-way systems implemented. In blocks with suitably wide corridors, 'keep left' signage implemented to reduce travel distances with one-way systems. Smoking Shelters converted to bicycle racks and smoking moved off site to allow for social distancing. Staff, students and visitors who can (there may be some with genuine exemptions i.e. asthmatics, etc. who are not required to wear one) will be required to wear 'face coverings' when in communal indoor areas, such as corridors, stairwells, the Student HUB, Elliott's, Starbucks and other retail outlets. 	2	4	8	<ul style="list-style-type: none"> During national Lockdown number of staff and students on site reduced to minimum required to operate. 		1	4	8

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		<ul style="list-style-type: none"> Duty managers, security, and behaviour lead to support social distancing compliance. 								
Providing first aid response	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend. First aiders provided with additional PPE to the normal issue gloves, they also receive a face mask, visor and apron for use when treating a casualty at less than the required social distancing measures. If CPR is required, "Hands only" CPR should be used and a cloth such a towel laid across the casualty's nose and mouth First aiders received a briefing about increased controls during COVID-19 	3	4	12					
Dealing with fire and evacuation	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> The primary responsibility is to preserve life and evacuation in the event of fire should occur as normal, with all persons proceeding to evacuate the building. In the event of a fire situation social distancing will be temporarily suspended until persons are safely away from the building and at the safety of the assembly point where 	2	4	8					

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		<p>they can then resume social distancing as best allowed by the space.</p> <ul style="list-style-type: none"> • Fire evacuation drills will be announced to allow social distancing to be maintained during a known drill. • Fire Alarm has been reconfigured (in accordance with amendment to Fire Risk Assessment) to delayed alert/double knock system to reduce false alarms 								
Deliveries to site	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> • Where drivers are required to exit their vehicle, they should sanitise their hands before handling any materials. • Ideally drivers should not come onto site and deliveries should be dropped off at either reception or Gate B. • Drivers who have to will be allowed only to use the toilet in Block 1 closest to reception. 	2	4	8	<ul style="list-style-type: none"> • During national Lockdown deliveries to site are reduced to minimum required to operate site. 		1	4	4
Inadequate cleaning of premises (and associated risks to cleaners)	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> • Cleaners biohazard kits will be enhanced with face masks and visors in case they are required to clean an area when a suspected case of COVID-19 has been present and there are visible bodily fluids. • Enhanced cleaning procedures in place across the site, particularly in communal areas and at touch points. Regular cleaning (particularly during peak flow times) of 	3	4	12	<ul style="list-style-type: none"> • During national Lockdown, cleaning staff have been retained for buildings that remain open to provide routine cleaning and continue additional COVID-19 touch point cleaning. 		3	4	12

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		common contact surfaces in receptions, offices, toilets, and communal spaces take place: <ul style="list-style-type: none"> ○ Taps and washing facilities ○ Toilet flush and seats ○ Drinking water fountains ○ Door handles and push plates ○ Speed gate card scanners ○ Handrails on staircases and corridors ○ Lift controls ○ Machinery and equipment controls ○ Telephone equipment ○ Keyboards, photocopiers, and other office equipment ○ Shared / hot desks including all student desks ● Cleaning disinfectant changed to a product certified as being effective against coronavirus ● Rubbish collection and storage points increased and emptied regularly throughout and at the end of each day. ● Signs placed in toilets that give details on how to report no stock of soap or dirty conditions ● Staff instructed to keep desks as clear as possible to allow cleaners to sanitise easily ● New cleaning auditor appointed on secondment 								

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Suspected case of COVID-19 with a member of staff or a Student	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> Full "Suspected COVID-19 Policy and Procedure" developed in conjunction with PHE and DMBC in place. College will cooperate and assist with PHE, DMBC and NHS "test and trace" where contacted Duty managers, security, and behaviour lead to support compliance. 	3	4	12	<ul style="list-style-type: none"> PPE should be worn by staff caring for the student while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a student with complex needs) 	Caregiver At time required	3	4	12
Unsafe behaviour due to failure to adhere to COVID-19 Rules put in place by Government or College	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> Breaches of instructions and notices issued under COVID-19 measures will be dealt with under the relevant disciplinary process for both staff and students Disciplinary policy and student code of conduct updated to include reference to COVID-19 behaviours Duty managers, security, and behaviour lead to support compliance. 	3	4	12					
Staff meetings	Mild/Severe illness, in severe case potential of death. All Staff/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> Where possible staff meetings will take place via "Microsoft Teams" Where a meeting cannot take place via "Microsoft Teams" then additional measures should be taken <ul style="list-style-type: none"> Social distancing rules must be strictly adhered to. Windows should be opened for ventilation The meeting host should ensure hand sanitiser is available in the room 	3	4	12					

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		<ul style="list-style-type: none"> Minutes, agendas, and other paperwork should not be passed around between participants and should be circulated electronically The duration of the meeting should be kept as short as possible 								
Staff gathering in common areas	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Where possible, staff should be encouraged to bring their own food. Staff should also be encouraged to stay on site once they have entered and avoid using local shops. Where possible staff should eat at their desk and not in a communal space (the staff lounge will be closed as a social space and is being used as office space) In their own offices/kitchenettes staff should frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use 	3	4	12					
Students gathering in common areas	Mild/Severe illness, in severe case potential of death.	<ul style="list-style-type: none"> Where possible, students should be encouraged to bring their own food. Students should also be encouraged to stay on site 	3	4	12	<ul style="list-style-type: none"> During national Lockdown significantly reduced numbers of students on site in accordance with Government guidance. 	2	4	8	

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	All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<p>once they have entered and avoid using local shops.</p> <ul style="list-style-type: none"> Break times will be staggered to reduce congestion Timetables will be arranged to reduce number of students required to be on site over lunch period. The refectory will be reconfigured in line with industry guidance as a space to sit and eat, including distancing, capacity, and cleaning. Students encouraged to use outside areas (weather permitting) Students will be allowed to eat in classroom if required. External shelters present on Red Brick Road and Trim Trail to allow students to gather at a social distance while still protected from the weather 								
Toilet facilities	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Restrict the number of people using toilet facilities at any one time using signage to indicate maximum capacity. Wash or sanitise hands before and after using the facilities Enhanced cleaning regime for toilet facilities, particularly door handles, locks, seats, and the toilet flush Paper hand towels placed into toilets to remove need for hand dryer use 	3	4	12	<ul style="list-style-type: none"> Toilet attendants may be required to ensure compliance if initial behaviour shows rules are not being followed. 	To be reviewed by Behaviour Lead Ongoing			

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			L	S	RR			L	S	RR
		<ul style="list-style-type: none"> Suitable and sufficient rubbish bins provided for hand towels with regular removal and disposal. 								
Low number of handwashing facilities across site	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Additional hand sanitising facilities to the usual welfare facilities have been purchased and located where hand washing facilities are unavailable or in short supply. Adequate supplies of soap and hand sanitiser for outstations are available (several suppliers also identified) and will always be kept topped up Regular cleaning of the hand washing facilities Suitable and sufficient rubbish bins for hand towels where needed with regular removal and disposal Sufficient breaks will be granted for staff and students to carry out hand washing Staff and Students advised to be alert to repeated handwashing and sanitising causing skin dryness and cracking and to report it. 	2	4	8					
Changing and showering facilities	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff and Students especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Where possible areas will adapt working to remove the need to change/shower at college. Based on the size of each facility a maximum capacity sign will be displayed 	2	4	8	<ul style="list-style-type: none"> Currently Closed 	To be reviewed at end of national Lockdown			

College COVID-19 Risk Assessment

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Deadline for additional controls and responsible person	Residual Risk		
			L	S	RR			L	S	RR
		<ul style="list-style-type: none"> Enhanced cleaning of all facilities throughout the day and at the end of each day Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 								
College retail facilities (Elliott's, Munch, Starbucks)	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Shops have a one-way system Socially distanced queueing system marked on floor to reduce congestion Reduced capacity in shops to mitigate congestion Reduced selection available to decrease product choosing time Hand sanitiser available by doors Staff, students and visitors who can (there may be some with genuine exemptions i.e. asthmatics, etc. who are not required to wear one) will be required to wear 'face coverings' when purchasing. They may be removed once seated if eating in. Staff working in these areas who can (there may be some with genuine exemptions i.e. asthmatics, etc. who are not required to wear one) will be required to wear 'face coverings' Track and Trace system in place through Till (ID card scanning) for those that choose to eat in. 	2	4	8	<ul style="list-style-type: none"> During national Lockdown reduced to one take-away outlet only 		2	4	8

College COVID-19 Risk Assessment

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Deadline for additional controls and responsible person	Residual Risk		
			L	S	RR			L	S	RR
		<ul style="list-style-type: none"> Payment by contactless debit/credit or college preferred. Screens installed around tills Increased cleaning regime 								
Staff Offices	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Where possible rearrangement of room to maintain capacity but provide adequate social distancing Reduced occupancy limit on rooms where needed to ensure social distancing Opening of windows to ensure ventilation Air conditioning systems on site do not recirculate to different rooms as per HSE guidance Air conditioning systems maintenance and filter changes will continue as per schedules Prop open doors (that are not fire doors) where safe to do so to avoid handle usage and aid ventilation. Increased cleaning regime Staff Lounge converted to additional office space for Learning Services 	2	4	8					
Use of Shared Equipment (Photocopiers / printers / phones / etc.)	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Cleaning wipes to be provided by shared devices Cleaners will be performing additional high touch area cleaning. Additional hand sanitising stations fitted near to shared equipment 	2	4	8					

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Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Deadline for additional controls and responsible person	Residual Risk		
			L	S	RR			L	S	RR
General / Theory classrooms	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> Students will operate in a bubble as a primary control, so social distancing will be implemented where possible Where possible rearrangement of room to maintain capacity but provide adequate social distancing for staff Where rearrangement is not possible reduced occupancy limit on room to ensure social distancing for staff Opening of windows to ensure ventilation Air conditioning systems on site do not recirculate to different rooms as per HSE guidance Air conditioning systems maintenance and filter changes will continue as per schedules Prop open doors (that are not fire doors) where safe to do so to avoid handle usage and aid ventilation. Rooms to be left unlocked so students do not wait in corridors Increased cleaning regime Cleaning wipes provided in every room 	2	4	8					
Computer classrooms / Science Laboratories	Mild/Severe illness, in severe case potential of death.	<ul style="list-style-type: none"> Students will operate in a bubble as a primary control, so social distancing will be implemented where possible 	3	4	12					

College COVID-19 Risk Assessment

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Deadline for additional controls and responsible person	Residual Risk		
			L	S	RR			L	S	RR
	All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> Where possible, rearrangement of room to maintain capacity but provide adequate social distancing for staff For practical activities staff, students and visitors who can (there may be some with genuine exemptions i.e. asthmatics, etc. who are not required to wear one) will be required to wear 'appropriate, close fitting, face covering' similar in style to a face mask For practical activities that will involve the handling of IT components that cannot be easily cleaned between use then disposable gloves will be used. Where rearrangement is not possible reduced occupancy limit on room to ensure social distancing for staff Opening of windows to ensure ventilation Air conditioning systems on site do not recirculate to different rooms as per HSE guidance Air conditioning systems maintenance and filter changes will continue as per schedules Prop open doors (that are not fire doors) where safe to do so to avoid handle usage and aid ventilation. 								

College COVID-19 Risk Assessment

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Deadline for additional controls and responsible person	Residual Risk		
			L	S	RR			L	S	RR
		<ul style="list-style-type: none"> Rooms to be left unlocked so students do not wait in corridors Cleaning wipes will be provided in the room to allow for cleaning of keyboards and mice between users Increased cleaning regime 								
Teaching Kitchens	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Introduce enhanced cleaning of all facilities throughout the day and at the end of each day Where possible workstations will be the correct social distance apart recognising the difficulty of moving equipment such as sinks, hobs and ovens As social distancing within the kitchen cannot be strictly maintained the department will operate in a Fixed Team or "Social Bubble" The wearing of face coverings in the kitchen environment is not required under guidance and not practical so will not be recommended. Staff and students will be temperature checked each morning Staff moving around students to ensure safe practicals provided with visors Catering staff and students will be discouraged from interacting with other staff and students. 	4	4	16	<ul style="list-style-type: none"> Currently Closed 	To be reviewed at end of national Lockdown			

College COVID-19 Risk Assessment

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Deadline for additional controls and responsible person	Residual Risk		
			L	S	RR			L	S	RR
Training Restaurant	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> The restaurant is open in line with Government issued sector specific guidance. A separate risk assessment is in place for this area. 	2	4	4	<ul style="list-style-type: none"> Currently Closed 	To be reviewed at end of national Lockdown			
Learning Services Areas (Student services, Careers, IT Help Desk, etc)	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> Any payments being taken will be preferably via contactless debit/credit card Cash payments can be taken but thorough handwashing must be observed before and after Staff, students and visitors who can (there may be some with genuine exemptions i.e. asthmatics, etc. who are not required to wear one) will be required to wear 'face coverings' Staff working in this area behind the Perspex screens will not be required to wear face coverings unless moving outside this area. Screens installed on desks Limited capacity in area to reduce overcrowding Staff seating and computers rearranged to achieve social distancing Increased cleaning regime Cleaning wipes available in area Tissues available in area 	3	4	12	<ul style="list-style-type: none"> Currently Closed 	To be reviewed at end of national Lockdown			

College COVID-19 Risk Assessment

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Deadline for additional controls and responsible person	Residual Risk		
			L	S	RR			L	S	RR
Library	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> All browsing, and reservations of books will be done online. Collection of a reserved book will be done from the library once notified it is ready for collection. Screens installed on desks Return of books will be done into the book "post box" Each day the book "post box" will be emptied and the contents stored for 72 hours before shelving. Staff emptying the book "post box" should thoroughly wash hands before and after the task. Staff, students and visitors who can (there may be some with genuine exemptions i.e. asthmatics, etc. who are not required to wear one) will be required to wear 'face coverings' 	2	4	8					
Reception	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> Entrance door touch plates disabled, and motion sensor installed Any payments being taken will be via contactless debit/credit card only Screens installed on desk Limited capacity in area to reduce overcrowding. Staff seating and computers rearranged to achieve social distancing Increased cleaning regime 	3	4	12					

College COVID-19 Risk Assessment

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Deadline for additional controls and responsible person	Residual Risk		
			L	S	RR			L	S	RR
		<ul style="list-style-type: none"> Wipes provided to clean telephone between operator Tissues available in area Government guidance suggests Post and parcels is not currently an increased risk. However, receptionists will ensure they thoroughly wash hands after handling deliveries 								
Performance spaces (Drama studios, music suites, etc)	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> The performance spaces are open in line with Government issued sector specific guidance. A separate risk assessment is in place for this area. 	3	4	12	<ul style="list-style-type: none"> Currently Closed 	To be reviewed at end of national Lockdown			
Hair Salons	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> All staff and students to complete: VTCT Level 2 Award in Infection Prevention (COVID-19) for Hairdressing and Barbering Services A separate risk assessment is in place for this area. 	3	4	12	<ul style="list-style-type: none"> Currently Closed 	To be reviewed at end of national Lockdown			
Beauty Salons	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> All staff and students to complete: VTCT Level 2 Award in Infection Prevention (COVID-19) for Beauty Therapy and Nail Services A separate risk assessment is in place for this area. 	3	4	12	<ul style="list-style-type: none"> Currently Closed 	To be reviewed at end of national Lockdown			
Nursery	Mild/Severe illness, in severe case potential of death.	<ul style="list-style-type: none"> The nursery has developed a dedicated operational policy for COVID-19 in line with Government guidance for early years settings. 	3	4	12					

College COVID-19 Risk Assessment

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Deadline for additional controls and responsible person	Residual Risk		
			L	S	RR			L	S	RR
	Nursery Staff/ Children/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> A separate risk assessment is in place for this area. 								
Sporting facilities	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Fitness suite will be open in accordance with government guidelines Outdoor Gym will be open and cleaned by groundkeepers regularly, however, additional signage is in place to advise people to clean before and after use Sports hall restricted to sports department use only (this will be reviewed when exams are due to commence and guidelines on their conduct has been issued) Where possible individuals will be the correct social distance apart recognising the difficulty of maintaining strict distancing in some team sports. As social distancing within these spaces cannot be strictly maintained students will operate in Tutor Group Fixed Teams or "Social Bubbles" Staff to maintain correct social distancing from students Staff and students will be discouraged from interacting with other staff and students. Increased cleaning regime 	4	4	16	<ul style="list-style-type: none"> Currently Closed 	To be reviewed at end of national Lockdown			

College COVID-19 Risk Assessment

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Deadline for additional controls and responsible person	Residual Risk		
			L	S	RR			L	S	RR
		<ul style="list-style-type: none"> Separate risk assessments are in place for each of the sports/activities in this area. 								
Other practical rooms (engineering, art, textiles, foundation, etc.)	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Restricted to individual department use only Where possible individuals will be the correct social distance apart recognising the difficulty of maintaining strict distancing in some settings. As social distancing within these spaces cannot be strictly maintained students will operate in Tutor Group Fixed Teams or “Social Bubbles” Staff moving around students to ensure safe practicals provided with visors and students encouraged to wear face covering/visor Staff and students will be discouraged from interacting with other staff and students. Increased cleaning regime 	4	4	16	<ul style="list-style-type: none"> Limited use of rooms during national Lockdown 		2	4	8
Apprenticeships, Placements, Work Experience, Schools Liaison	<p>Mild/Severe illness, in severe case potential of death.</p> <p>Limited numbers of Staff/ Students especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Placement Officers and supervisors will liaise with placement providers to ensure a COVID-19 risk assessment has been conducted and considers placement students. Placement officers/assessors/ etc. will conduct as many visits as possible remotely using “Microsoft Teams” 	3	4	12					

College COVID-19 Risk Assessment

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			L	S	RR			L	S	RR
		<ul style="list-style-type: none"> Where placement officers/assessors/ etc. are required to attend a setting, they will: <ul style="list-style-type: none"> Follow social distancing rules Wash hands on arrival, departure and at regular intervals whilst on site Wear face coverings indoors where this is appropriate to the setting Abide by reasonable additional rules put in place by the setting 								
Security Guards dealing with incidents and intruders	<p>Mild/Severe illness, in severe case potential of death.</p> <p>Security Guards/ Students/ Visitors/ Contractors especially clinically vulnerable people</p>	<ul style="list-style-type: none"> Where possible security will carry out their job from the correct social distance Social distancing will be difficult in some interactions e.g. searches. In this case guards will: <ul style="list-style-type: none"> Wear a visor to protect themselves and the person they are interacting with Wear disposable gloves as normal Use sanitiser on hands before and after the interaction Ensure a record is kept of the individual's contact details in the event it is needed for subsequent NHS "Trace and Test" 	3	4	12					

College COVID-19 Risk Assessment

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			L	S	RR			L	S	RR
Legionella build up during inactivity of national lockdown and any subsequent local lockdown	Severe illness. All Staff/ Students/ Visitors/ Contractors	<ul style="list-style-type: none"> Flushing of water systems maintained throughout by estates team. 	1	4	4	<ul style="list-style-type: none"> Will be reviewed in the event of further closure of parts of the premises 	Estates Team Ongoing			
Staff absence due to illness / isolation / childcare issues resulting in inadequate staffing to maintain appropriate ratios and supervision of students or to maintain effective infection control	Harm uncertain depending on role and quantity of staff absent. All Staff/ Students/ Visitors/ Contractors	<ul style="list-style-type: none"> New absence monitoring system will notify absence faster. Line managers all aware to monitor staff attendance and stop any activity that no longer has safe staffing Ability to close campus or further limit use at short notice and commence virtual learning if required. 	3	3	9					
Estates operations requiring two people to complete	Mild/Severe illness, in severe case potential of death. Limited numbers of Estates Staff	<ul style="list-style-type: none"> Estates team where possible will operate in Fixed Teams or "Social Bubbles" Manual handling operations requiring 2 persons should be postponed if work is non-urgent If work does need to be done, then staff should: <ul style="list-style-type: none"> Try to maintain social distancing as best possible Wash hands thoroughly before and after task 	3	4	12					
Mental Health Impact from lockdown and changing work/study patterns	Mild/Severe illness, in severe case potential of death. All Staff/ Students especially those with pre-existing mental health	<ul style="list-style-type: none"> Regular communication with staff and students on college measures. Returning students have completed a survey to gauge anxiety over return which was indicated as low on average. 	3	4	12	Will be reviewed in the event of further closure of parts of the premises	Personnel Dept Ongoing			

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			L	S	RR			L	S	RR
	issues (e.g. depression, anxiety, etc.)	<ul style="list-style-type: none"> Staff will have the opportunity to speak to their line manager on returning to work. College counselling service will be available onsite to all staff and students The "Togetherall" (formally "Big White Wall") service is available to all staff and students The college 24/7 telephone counselling helpline is available to all staff Occupational Health service is available to those suffering with stress and anxiety. 								
Local or National Lockdown would mean using DSE at home for an extended period of time	Musculoskeletal disorders	<ul style="list-style-type: none"> The HSE advises there is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed For staff temporarily working at home using display screen equipment (DSE) the College has put in place information on how to protect themselves, e.g. taking regular breaks, stretching exercises, setting the equipment up properly College has developed a Homeworking policy College DSE policy has been revised 	3	3	9					

College COVID-19 Risk Assessment

Likelihood	Guide Description
5	Very likely/imminent – certain to happen
4	Probable – a strong possibility of it happening
3	Possible – it may have happened before
2	Unlikely - could happen but unusual
1	Rare – highly unlikely to occur

Severity	Guide Description
5	Catastrophic - fatality, permanent injury, catastrophic damage
4	Major – significant injury or property damage, hospitalisation
3	Moderate - injury requiring further treatment, lost time from work
2	Minor - first aid injury, no lost time
1	Very minor – insignificant injury, no first aid required

		Severity (S)				
		1	2	3	4	5
Likelihood (L)	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

Risk Rating	Risk Level	Actions to be taken	
20 – 25	High	STOP!	Stop the activity and take immediate action to reduce the risk, a detailed plan should be developed and implemented before commencing or continuing. Senior management must monitor the plan.
15 – 16	Significant	Urgent Action!	Take immediate action and stop the activity if necessary, maintain existing controls rigorously. The continued effectiveness of control measures should be monitored periodically.
8 – 12	Medium	Action	Moderate risks may be tolerated for short periods only while further control measures to reduce the risk are planned and implemented. Improvements should be made within the specified timescale.
3 – 6	Low	Monitor	Look to improve at the next review or if there is a significant change. Monitor the situation periodically to determine if new control measures are required.
1 – 2	Nominal	No Action	No further action is usually required but ensure that existing controls are maintained and reviewed regularly.

Signature of Risk Assessor:	Kieron Hosell	Name & job title:	Kieron Hosell Health and Safety Manager
Details of any persons consulted:	CLT, Assistant Principals, HoDs, Business Support Managers, Union Representatives, VTCT for Hair and Beauty		
Signature of Accountable Manager (HoD, etc.)		Job Title & Date:	
Signature of Assistant Principal (Any RR >8)		Job Title & Date:	
Signature of DP / VP / Director (Any RR >15)		Job Title & Date:	
Signature of Principal (Any RR >20)	Andy Dobson - Original Document Signed	Job Title & Date	Principal and Chief Executive 12/01/2021