

College COVID-19 Risk Assessment

Activity being assessed:	Operating in COVID-19 Environment		Reference no:	COVID-19 / 8
Division / Department	College Wide		Faculty:	All
Location:	All Campuses	Assessment Date:	11/01/2022	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 those previously classed as 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 at home for staff and students in accordance with DfE and PHE guidance. Testing site on campus for those that cannot test at home. (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College COVID-19 measures become out of date	Mild/Severe illness, in severe case potential of death.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 those previously classed as 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	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors	<ul style="list-style-type: none"> College dedicated "coronavirus" webpage to be the authoritative source of information about the College response to prevent "fake news" issues. This will include 	2	4	8	<ul style="list-style-type: none"> Education 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 		2	4	8

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<p>transmission of COVID-19</p> <p>Poor knowledge of Lateral Flow Testing could lead to unfounded personal relaxation of rule conformity after a negative test</p>	<p>especially those previously classed as clinically vulnerable people</p>	<p>the publication of this risk assessment and subsequent updates.</p> <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 students 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 • 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 ○ Security Contractor • Duty managers and security to support compliance 				<p>restrict the spread of the coronavirus.</p>				

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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 were previously classed as 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 people previously classed as extremely clinically vulnerable people for staff (Guidance) and guidance for young extremely clinically vulnerable people for students (Guidance) this may also change in the event of a local or national lockdown or a rise in local infection rates. The Government is no longer instructing people to work from home; this includes those who were identified by the NHS or GP as being Clinically Extremely Vulnerable (CEV). The Government advise that as a minimum, those who were CEV must adhere to the same guidance as everyone else. The Government advice is that those who were identified as CEV may wish to consider additional precautions that they can continue to take For staff this will be dependent on job role and will need to be discussed with their Line 	2	5	10	<ul style="list-style-type: none"> In the event of further lockdowns, this may mean shielding at home and working from home if possible but not attending site. All staff who were classed as Extremely Clinically Vulnerable are booked in with Occupational Health to carry out an individual risk assessment. 		2	5	10

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		Manager and the HR Director for individual review. <ul style="list-style-type: none"> For students this may be dependant on courses studied and can be discussed with their Student Support Manager for individual review. 								
Protecting people who are at medium risk. Some people may have pre-existing medical conditions Clinically Vulnerable Staff or Student	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially people previously classed as clinically vulnerable people defined as: Anybody aged 70 or older. Anybody aged under 70 with an underlying health condition listed below: <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 	<ul style="list-style-type: none"> The current government guidance on clinically vulnerable people for staff and students was that this category has been withdrawn other than for women who are more than 27 weeks pregnant. This may change in the event of a local or national lockdown or a rise in local infection rates. All staff will complete a pre-start risk assessment in conjunction with their line manager to identify if they fall into a risk category 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	4	8	<ul style="list-style-type: none"> All staff previously classed as Clinically Vulnerable with a complex mix of health issues are booked in with Occupational Health to carry out an individual risk assessment. 		2	4	8

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	<ul style="list-style-type: none"> 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) pregnant women 									
<p>Protecting people who are at high risk. Some people may have pre-existing medical conditions</p> <p>Someone previously classed as Extremely Clinically Vulnerable individual in the same household</p>	<p>Mild/Severe illness, in severe case potential of death.</p> <p>Household members of staff or student who were classed as 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>	<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"> In the event of further lockdowns, this may mean working/studying from home where possible. 		2	4	8

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as a member of staff or student										
Students with an EHCP that have specific needs	Mild/Severe illness, in severe case potential of death. Students	<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"> In the event of further lockdowns, it may be in accordance with guidance, only those students who are vulnerable will attend site. 		2	4	8
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 continue to 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 	2	4	8	<ul style="list-style-type: none"> In the event of further lockdowns, only those authorised should attend site 		2	4	8

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		<p>and with the minimum number of people at any one time</p> <ul style="list-style-type: none"> ○ 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 standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces 								
Travel to/from 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"> • College travel plan has been updated in conjunction with Prospect Coaches Ltd to include greater detail • College Coaches will be adjusted to include: <ul style="list-style-type: none"> ○ 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. asthmatics, etc. who are not required to wear one) will be 	3	4	12	<ul style="list-style-type: none"> • In the event of further lockdowns, only those authorised should attend site. 		2	4	8

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		<p>encouraged to wear 'face coverings' during the journey (Government guidance may at times make this a requirement)</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 and security 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 where possible. 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 ○ 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 water or hand sanitiser if soap and water are not 	2	4	8	<ul style="list-style-type: none"> • In the event of further lockdowns, Shenstone House and Coombs Wood Campuses may be closed and accessed only with permission from the estates team for essential purposes. 		1	4	8

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		<ul style="list-style-type: none"> available before entering and after getting out of the vehicle 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"> 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"> In the event of further lockdowns, only main campus may 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 those previously classed as clinically vulnerable people</p>	<ul style="list-style-type: none"> Controlled unloading of coaches outside campus to allow staggered entry to prevent congestion Allow plenty of space between people waiting to enter site in queues. Encouraging everyone to use the hand sanitising stations provided outside entrance to each Campus (In foyer for Coombs Wood and Shenstone House) Duty managers and security to support compliance. 	2	4	8	<ul style="list-style-type: none"> In the event of further lockdowns access to campus may be through a single point in reception where access can be monitored. 		2	4	8
Access and egress from site by visitors / contractors	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors</p>	<ul style="list-style-type: none"> Visitors asked not to attend if they have symptoms of Coronavirus (COVID-19) and to follow PHE guidelines 	2	4	8	<ul style="list-style-type: none"> In the event of further lockdowns visitors restricted to essential contractors and visitors only. 		1	4	4

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	especially those previously classed as clinically vulnerable people	<ul style="list-style-type: none"> Visitors who attend site will be asked a few health-related questions prior to entry. Require everyone to wash their hands using the provided hand sanitiser when entering and leaving the site The new visitor booking in system can be used contactless. Information in reception will educate visitors on the COVID-19 prevention controls and College COVID guidelines in operation across site 								
Moving around site	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people</p>	<ul style="list-style-type: none"> Use of stairs encouraged in preference to lifts Lifts on site are generally small and so will advise people to be sensible with lift capacities 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 encouraged to wear 'face coverings' when in crowded indoor areas, such as the Student HUB, Elliott's, Starbucks and other retail outlets (Government guidance may at times make this a requirement). Duty managers and security to support compliance. 	2	4	8					

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Providing first aid response	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people	<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. 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 receive a briefing about increased controls during COVID-19 	3	4	12					
Dealing with fire and evacuation	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people	<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. Fire evacuation drills will be announced to allow face coverings to be worn in the crowded corridors 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 and prevent unnecessary crowding 	2	4	8					

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Deliveries to site	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people	<ul style="list-style-type: none"> 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					
Inadequate cleaning of premises (and associated risks to cleaners)	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people	<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 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 	3	4	12					

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		<ul style="list-style-type: none"> ○ Telephone equipment ○ Keyboards, photocopiers, and other office equipment ○ Shared / hot desks including all student desks ● Cleaning disinfectant is 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 ● New cleaning supervisor appointed. 								
Suspected case of COVID-19 with a member of staff or a Student	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people</p>	<ul style="list-style-type: none"> ● Full "Suspected COVID-19 Policy and Procedure" developed and updated 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 and security 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	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially those previously classed as</p>	<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 	3	4	12					

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	clinically vulnerable people	include reference to COVID-19 behaviours <ul style="list-style-type: none"> Duty managers and security to support compliance. 								
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 a meeting consists of a large number of staff then additional measures should be taken <ul style="list-style-type: none"> Windows should be opened for ventilation The meeting host should ensure hand sanitiser is available in the room Minutes, agendas, and other paperwork should ideally not be passed around between participants and should be circulated electronically The duration of the meeting should be kept as short as possible Where a member of staff attending a meeting would feel uncomfortable or has specific recommendation from Occupational Health then the meeting can be joined via "Microsoft Teams" 	3	4	12					
Staff gathering in common areas	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as	<ul style="list-style-type: none"> In their own offices/kitchenettes staff should frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves 	3	4	12					

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	clinically vulnerable people	<ul style="list-style-type: none"> Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use 								
Students gathering in common areas	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people</p>	<ul style="list-style-type: none"> Students encouraged to use outside areas (weather permitting) Students encouraged to use face coverings in crowded indoor spaces. (Government guidance may at times make this a requirement) External shelters present on Red Brick Road and Trim Trail to allow students to gather outside while still protected from the weather 	3	4	12	<ul style="list-style-type: none"> In the event of further lockdowns there may be significantly reduced numbers of students on site in accordance with Government guidance. 		2	4	8
Toilet facilities	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people</p>	<ul style="list-style-type: none"> Enhanced cleaning regime for toilet facilities, particularly door handles, locks, seats, and the toilet flush Suitable and sufficient rubbish bins provided for hand towels with regular removal and disposal. 	2	4	8					
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 those previously classed as 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 hand sanitiser for outstations are available (several suppliers 	2	4	8					

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		also identified) and will always be kept topped up <ul style="list-style-type: none"> Regular cleaning of the hand washing facilities Sufficient breaks will be granted for staff and students to carry out hand washing 								
Changing and showering facilities	Mild/Severe illness, in severe case potential of death. All Staff and Students especially clinically vulnerable people	<ul style="list-style-type: none"> Where possible areas will adapt working to remove the need to change/shower at college. 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. 	2	4	8					
College retail facilities (Elliott's, Munch, Starbucks)	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people	<ul style="list-style-type: none"> Hand sanitiser available by doors If the area is busy staff, students and visitors who can (there may be some with genuine exemptions i.e. asthmatics, etc. who are not required to wear one) are encouraged 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) are encouraged to wear 'face coverings' if the area is busy. (Government guidance may at 	2	4	8	<ul style="list-style-type: none"> In the event of further lockdowns, it may be necessary to reduce to one take-away outlet only 		2	4	8

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		times make this a requirement) <ul style="list-style-type: none"> • Payment by contactless debit/credit or college preferred. • Screens installed around tills • Increased cleaning regime 								
Staff Offices	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people	<ul style="list-style-type: none"> • 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 • Cleaning wipes and hand sanitiser provided in every room 	2	4	8					
Use of Shared Equipment (Photocopiers / printers / phones / etc.)	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people	<ul style="list-style-type: none"> • Cleaning wipes to be provided by shared devices • Cleaners will be performing additional high touch area cleaning. 	2	4	8					

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			L	S	RR			L	S	RR
General / Theory classrooms	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people	<ul style="list-style-type: none"> 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 Cleaning wipes and hand sanitiser provided in every room Government guidance may at times make wearing of face coverings a requirement 	2	4	8					
Computer classrooms / Science Laboratories	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people	<ul style="list-style-type: none"> For practical activities that will involve the handling of IT components that cannot be easily cleaned between use then disposable gloves will be used. 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 	3	4	12					

College COVID-19 Risk Assessment

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			L	S	RR			L	S	RR
		<ul style="list-style-type: none"> Prop open doors (that are not fire doors) where safe to do so to avoid handle usage and aid ventilation. Cleaning wipes will be provided in the room to allow for cleaning of keyboards and mice between users Hand sanitiser available in all rooms Increased cleaning regime Government guidance may at times make wearing of face coverings a requirement 								
Teaching Kitchens	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially those previously classed as 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 Opening of windows to ensure ventilation Prop open doors (that are not fire doors) where safe to do so to avoid handle usage and aid ventilation. 	4	4	16					
Training Restaurant	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people</p>	<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					

College COVID-19 Risk Assessment

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			L	S	RR			L	S	RR
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 those previously classed as clinically vulnerable people	<ul style="list-style-type: none"> Any payments being taken will be preferably via contactless debit/credit card 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 encouraged to wear 'face coverings' if the area is busy. (Government guidance may at times make this a requirement) Screens installed on desks Increased cleaning regime Cleaning wipes and hand sanitiser available in area 	3	4	12					
Library	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people	<ul style="list-style-type: none"> Screens installed on desks Return of books will be done into the book "post box" 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 encouraged to wear 'face coverings' if the area is busy. (Government guidance may at times make this a requirement) 	2	4	8					

College COVID-19 Risk Assessment

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			L	S	RR			L	S	RR
Reception	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people	<ul style="list-style-type: none"> Entrance door touch plates disabled, and motion sensor installed Any payments being taken will be preferably via contactless debit/credit card Screens installed on desk Increased cleaning regime Wipes provided to clean telephone between operator Hand sanitiser available in area Government guidance may at times make wearing of face coverings a requirement 	3	4	12					
Performance spaces (Drama studios, music suites, etc)	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as 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					
Hair Salons	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as 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					

College COVID-19 Risk Assessment

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			L	S	RR			L	S	RR
Beauty Salons	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as 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					
Nursery	Mild/Severe illness, in severe case potential of death. Nursery Staff/ Children/ Visitors/ Contractors especially clinically vulnerable people	<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. A separate risk assessment is in place for this area. 	3	4	12					
Sporting facilities	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people	<ul style="list-style-type: none"> Fitness suite will be open in accordance with government guidelines Outdoor Gym will be open Increased cleaning regime for high touch areas Separate risk assessments are in place for each of the sports/activities in this area. 	3	4	12					
Other practical rooms (engineering, art, textiles, foundation, etc.)	Mild/Severe illness, in severe case potential of death. All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people	<ul style="list-style-type: none"> Increased cleaning regime for high touch areas Government guidance may at times make wearing of face coverings a requirement 	3	4	12					

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			L	S	RR			L	S	RR
Apprenticeships, Placements, Work Experience, Schools Liaison	Mild/Severe illness, in severe case potential of death. Limited numbers of Staff/ Students especially clinically vulnerable people	<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. Where placement officers/assessors/ etc. are required to attend a setting, they will: <ul style="list-style-type: none"> 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 	3	4	12					
Security Guards dealing with incidents and intruders	Mild/Severe illness, in severe case potential of death. Security Guards/ Students/ Visitors/ Contractors especially clinically vulnerable people	<ul style="list-style-type: none"> Where possible security will carry out their job without physical contact The avoidance of physical contact will be difficult in some interactions e.g. searches. In this case guards will: <ul style="list-style-type: none"> 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					

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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"> Wash hands thoroughly before and after task 	2	4	8					
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 issues (e.g. depression, anxiety, etc.)	<ul style="list-style-type: none"> Regular communication with staff and students on college measures. Staff will have the opportunity to speak to their line manager on returning to work. The "Togetherall" service and "Fika" App 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. 	3	3	9	Will be reviewed in the event of further closure of parts of the premises	Personnel Dept Ongoing			

College COVID-19 Risk Assessment

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			L	S	RR			L	S	RR
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 	2	3	6					
Resurgence in COVID-19 cases resulting in a College outbreak, local lockdown or the reintroduction of national restrictions.	<p>Mild/Severe illness, in severe case potential of death.</p> <p>All Staff/ Students/ Visitors/ Contractors especially those previously classed as clinically vulnerable people</p>	<ul style="list-style-type: none"> The Principal will take action following discussions with the Director of Public Health and the Department for Education. Such instances could be: <ul style="list-style-type: none"> Increased prevalence of infection locally that requires interventions in the whole community, including staff and students A large-scale outbreak that may impact on College activities A localised outbreak involving a student, staff member, faculty or division Outbreak plans may reintroduce bubbles as a temporary measure to reduce mixing between groups. 	2	4	8					

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			L	S	RR			L	S	RR
		<ul style="list-style-type: none"> • Outbreak plans may reintroduce social distancing as a temporary measure. • Outbreak plans may reintroduce face coverings as a temporary measure. • Where restrictions are necessary, the default position is always that the College remains open with wider restrictions in place locally. • Should limitations on attendance be required, attendance for in person teaching and learning will be prioritised for students and staff where it is most beneficial. • The College will not at any point place any persons at risk and will evaluate controls to enable full support at all times. • The Line Manager may need to carry out rapid risk assessments on their employee's requirements and potential risk. 								

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:	<i>Kieron Hosell - Original Document Signed</i>	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)	<i>Andy Dobson - Original Document Signed</i>	Job Title & Date	Principal and Chief Executive 11/01/2022