

Health and Safety

Risk Management – Assessment Report (v16)

Risk Area:	Site Operations
Assessment Framework:	COVID-19
Work Area or Activity:	COVID-19 – Re-opening
Competent Person	Jenny Webb
Groups Affected:	Cleaners Contractors Learners Staff Members of the public
Updated on:	06/08/2020
To be reviewed on:	24/08/2020

This COVID19: Risk Assessment and Action Plan document continues to set out the decisions taken and measures put in place for the phased re- opening of the College and ensure the College continues to operate in a safe way.

The college plans to Operate a full programme from September 2020 and is preparing for all learners to return. This decision is based on updated Government guidance and the announcement by the prime minister that the governments 5 tests have been met, and the decision, based on all the evidence, to move forward with wider opening of education and childcare settings

The College is determined to assure and ensure the safety of all staff and students, to help deal with the challenges presented by fully re-opening, the College and will continue to monitor and review its COVID19 risk assessment in accordance with Public health advice and Government guidance.

Any students returning to College will do so only when there is a robust risk assessment in place that sets out both the conditions for College operations and specifies the procedures to be in place before students return to a particular location, with a localised risk assessment that underpins student engagement.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding Policy including Child Protection
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

This Risk Assessment should be considered alongside other assessments covering:

- Confirmed Covid case
- *(See also appendix for updated Government guidance)*

Risk rating matrix

Accident severity-unmanaged hazard	Accident likelihood- managed hazard
1. No Injury	1 Unlikely
2 Minor Injury	2 Possible
3 Severe Injury	3 Very Possible
4 Critical Injury	4 Likely
5 Death/Multiple deaths	5 Very Likely

Risk Rating:

Below 9 - Low Risk
 9 to 14 - Medium Risk
 15 or above - High Risk

Adjustments

9 June 2020	Adjustments to address updated WHO guidance and the closure of toilets when cleaning is in progress
10 July 2020	Review of risk assessment
6 th Aug 2020	Updates due to government advice on shielding and those defined as Extremely clinically vulnerable or clinically vulnerable. Shielding paused 1/8/2020.

Site Precautions

What are the hazards	What is already being done	Satisfactory	Risk Findings
<p>1. Risk of Covid-19 spreading through ineffective social distancing</p>	<p>Managers to implement working in what is referred to as block bubbles to minimize contacts. Those in a particular teaching block bubble would only work and mix -while socially distancing with those within their block bubble minimizing contacts and mixing while delivering a programme of study</p> <p>College users are requested to go directly to their allocated blocks and not pass through any other block.</p> <p>Heads of department are responsible for allocating a suitable room within their block bubbles including students for lunch breaks to be taken while maintaining social distancing</p> <p>College users use corridors to travel through and not as a social space and should encourage students to do the same.</p> <p>Inform those coming into buildings to socially distance including signage on entrance doors, by email, word of mouth/reminding.</p> <p>Use of more than one entry/exit point in curriculum areas to allow a one-way system to operate</p> <p>Teaching staff must stay at the front of the classroom and maintain a social distance of at least 2 meters</p> <p>Use virtual ways to carry out Teaching via remote teaching using technology such as TEAMS where appropriate</p> <p>Use virtual ways to meet other staff as an alternative to face to face meetings college using "TEAMS". or phone</p> <p>Change/redesign tasks where possible so that only 1 person is needed to complete.</p> <p>Room occupancy levels have been adjusted and information passed to curriculum managers</p> <p>To ensure room numbers no not exceed new room occupancy levels in classrooms and workshops Maximum student numbers are shown on the outside of the door</p> <p>Classroom furniture has been adjusted to accommodate smaller groups with social distancing.</p> <p>Room layouts have been adjusted so that college</p>	<p>Yes</p>	<p>Severity 5 Likelihood 2 Risk 10</p>

	<p>users sit front facing and not face to face.</p> <p>Public spaces (LRC, Refectory) remain closed until further notice Staff/ Students to be encouraged to bring own food and water and be self-sufficient</p> <p>Markers used on the floor to help people socially distance in common areas such as corridors</p> <p>Areas will have toilets allocated to them where possible and the use of toilets within teaching areas will be managed locally (see local areas risk assessment).</p> <p>College users are asked to respect social distancing in enclosed spaces such as designated smoking shelters (information included within safety briefing) and especially with regard to toilets when cleaners are carrying out their duties.</p> <p>Plans to return students are agreed only by college H&S management</p> <p>Class sessions will only run for half a day maximum until further notice (no food available)</p> <p>External benches removed to lower the risk of social distancing breaches</p> <p>Staff are asked to comply with social distancing measures in offices and staff rooms and adjust furniture if required Via posters, emails and safety briefings</p> <p>Staff in shared offices should not sit face to face unless there is at least a 2 metre distance between them</p>		
<p>2. Risk of Covid-19 contracted through ineffective cleaning</p>	<p>Cleaning contractors KGB will swap from a nightshift system to a 10am-6pm cleaning regime.</p> <p>There is a focus on cleaning and sanitising of high contact areas from the contracted cleaning team who will focus on:</p> <ul style="list-style-type: none"> Door handles Handrails Light switches Window handles Cash machines Telephones Staff office computers Water fountains Photocopiers Staff office telephones Lift buttons Vending machines Toilets <p>Staff should clear their work stations/ desks daily to</p>	<p>Yes</p>	<p>Severity 5 Likelihood 2 Risk 10</p>

	<p>allow for sufficient cleaning to take place.</p> <p>Staff using the college vehicle fleet are asked to ensure that they sanitise the steering wheel, gear stick, door handles, keys etc. when leaving the vehicle for the day- Sanitiser is available in all vehicles</p> <p>Staff using walkie talkie radios are asked to sanitise these after use/if shared with others and sanitise daily if not a useful cleaning guideline has been provided where radios are used.</p> <p>Campus manager to be provided with a timetable for computer room's usage to agree as keyboards will need to be cleaned by cleaning contractors KGB before the next cohort is allowed access.</p> <p>Equipment and resources used by students should not be used again until they have been sanitised/cleaned (see departmental risk assessments for information on how this will be achieved)</p> <p>During class tools/equipment must not be shared with others.</p> <p>All areas should allow for sufficient time for the sanitising/cleaning of resources before they are required again.</p> <p>Where possible students should use their own personal tools/equipment e.g. Apprentices while in college and involved in a practical learning class</p> <p>Where possible tools not easily cleaned and used in some practical applications should be rotated allowing them to be taken out of service for 72 hours (3 days) while replacement sets are used.</p> <p>Some stocks of sanitising wipes are available however areas should check stock levels and raise orders to ensure that there is a sufficient supply within their local departments and allow adequate time in the days for the cleaning/ sanitizing of these items.</p> <p>Adequate cleaning supplies for the cleaning of common areas including toilets and college furniture e.g. classroom tables and facilities around the college are in place.</p> <p>Information posters are displayed at the main entrance, places visible to those on each block and in all toilets.</p> <p>All toilet blocks and handwashing facilities will be cleaned hourly.</p> <p>Shared resources will be subject to discrete cleaning (e.g. keyboards)</p>		
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	<p>Staff are asked to use/clean their own cutlery/cups and to not share any other resource to lower the risk of someone else using them via emails and safety briefings</p> <p>Refer to guidance on “cleaning non-healthcare settings”</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>And “implementing protective measures in education and childcare settings”</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>		
<p>3. Risk of Covid-19 contracted through poor personal hand hygiene</p>	<p>All blocks have access to soap and water and all college users should wash their hands for at least 20 seconds:</p> <ul style="list-style-type: none"> when they arrive for work Before any rest break Before they eat After going to the toilet Before they leave When they get home <p>Staff should encourage students to wash their hands before the class begins, when they return from breaks, when moving into other rooms, and before/ after eating</p> <p>Hand sanitiser stations introduced in 20 separate locations where using soap and water is not possible e.g. in between some tasks,</p> <p>Posters are in place reminding people of the importance of hand hygiene at this time</p> <p>Hand hygiene videos are available from the Campus & HS manager and can be used as a teaching resource to underpin hand washing.</p> <p>Email banners are available from the Campus & HS manager to help pass on this message to others.</p>	Yes	<p>Severity 5 Likelihood 2 Risk 10</p>
<p>4. Risk of COVID-19 transmission due to insufficient /ineffective or incorrect</p>	<p>PPE is available for those who are at risk of coming into close contact with someone likely to expel infectious droplets including</p> <ul style="list-style-type: none"> First aiders-Across college - list in place and First aid briefing targeted to all college first 	Yes	<p>Severity 5 Likelihood 2 Risk</p>

<p>handling of PPE</p>	<p>aiders by H&S Management</p> <p>Specialist PPE is available for First Aiders including:</p> <ul style="list-style-type: none"> A fluid resistant surgical face mask Eye protection Gloves Apron Visors- these are reusable and will be assigned to a member of staff <p>Those giving personal care - Pathways staff</p> <p>Government guidance currently states that face masks are not required except in some specific scenarios - as above.</p> <p>Those using public transport where they may be in close contact with people they do not know must wear a face covering on their journey to/from college.</p> <p>Those wanting to wear their own PPE e.g. face mask or gloves can do so whilst at College, however, the wearing of masks in college is currently not a requirement unless stipulated and agreed with H&S as part of the control measure for some subjects e.g. Hair dressing and Beauty Therapy.</p> <p>Those defined previously as Extremely clinically vulnerable must have access to this risk assessment and have read it to keep themselves safe. Those defined previously as Extremely Clinically vulnerable will be given a face visor and additional PPE if their role means that social distancing may be compromised at some point.</p> <p>Those wearing a face covering should follow these steps when wearing and removing them</p> <ul style="list-style-type: none"> • Wash hands for at least 20 seconds with soap and water or use hand sanitiser before putting on a face covering and after removing it • When wearing a face covering avoid touching you face or face covering to prevent cross contamination • Change the face covering if it becomes damp or if you touch it • Continue to wash your hands regularly • Change and wash the face covering daily • If the material is washable wash in line with manufacturers instructions • If the face covering is not washable dispose of it carefully- if used for first aid or personal care place into a plastic bag, tie up and place in clinical waste bins only within first aid room in lower C or within pathways 		<p>10</p>
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	<ul style="list-style-type: none"> • Face coverings used as a precaution-Do not throw these face coverings into any college bins. Dispose of carefully at home • Practice social distancing wherever possible <p>H&S have produced a video showing how to safely put on PPE when dealing with a first aid incident (available through the TEAMS portal and on the H&S page of the staff portal) This can also be used when delivering personal care.</p> <p>PPE must still be used in classes where this has always been expected. e.g. Composites, Welding, Engineering etc. and where the areas risk assessment has detailed this as a safety precaution</p> <p>For those visiting students in the workplace (e.g. Assessors) the Employers Risk assessment for COVID-19 must be adhered to and this may require additional PPE. Hand sanitiser should be carried by staff visiting students outside of the college and used where there is no access to soap and water.</p> <p>PPE for those who may need to assist someone who becomes unwell at the college with Covid-19 symptoms is available from the first aid room and will be issued on an “as needed” basis (see separate RA for Covid-19 Procedure if someone becomes unwell)</p>		
<p>5. Risk of COVID-19 transmission through poor respiratory hygiene</p>	<p>Signs in place throughout the college in line with the Catch it, bin it, kill it campaign.</p> <p>Student safety briefing outlines the protocols for catching a sneeze, flushing tissues away, and washing hands.</p> <p>Those who may have allergies or the common cold, resulting in sneezing should carry tissues with them or consider wearing a face covering to help lower the spread of airborne droplets</p>		
<p>6. Risk of COVID-19 transmission from those Symptomatic</p>	<p>The College will follow advice from Public Health England advice:</p> <p>Anybody who feels unwell with a new, continuous cough or a high temperature, loss of taste/smell should stay at home to avoid spreading the infection to others. Signs are in place on all entry doors into all buildings stating that if symptomatic they must not enter the building.</p> <p>Staff and students should minimize contact with unwell individuals by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the</p>	<p>Yes</p>	<p>Severity 5 Likelihood 2 Risk 10</p>

	<p style="text-align: center;">college</p> <p>Information on how to access testing for the virus is displayed on posters in toilets, classrooms and staff rooms.</p> <p>The first aid procedure for anyone who develops COVID-19 symptoms at the college will be:</p> <p style="padding-left: 40px;">Put on the listed PPE Go to the location of the person Maintain a 2 metre distance Ask the person what their symptoms are Send them home asking them to follow the government staying at home guidance</p> <p style="padding-left: 40px;">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Those awaiting collection- as public transport if symptomatic should be avoided, will be taken to the lower C first aid room/CECAMM first aid room (for staff and students at CECAMM) by a college first aider wearing PPE stored in the first aid rooms consisting of a face mask, eye protection/visor, gloves and a disposable apron and they will be isolated behind a closed door.</p> <p>If possible, a window should be opened. a 2 metre distance must be maintained and the H&S campus manager informed so that a deep clean of the first aid room can be arranged</p> <p style="padding-left: 40px;">Toilets within lower C are the only and closest toilets that should be used if needed and must be deep cleaned before anyone else can use them.</p> <p style="padding-left: 40px;">CECAMM have allocated the disabled toilet on the ground floor for this purpose.</p> <p style="padding-left: 40px;">Clinical advice can be obtained by contacting the on-line NHS 111 or phoning NHS 119</p> <p style="padding-left: 40px;">IF URGENT CARE IS NEEDED CONTACT 999 STAFF MUST NOT TAKE THEM TO THE HOSPITAL</p> <p>Those who have helped assist when someone has been unwell can continue to work unless they develop symptoms. Anyone assisting with someone unwell should wear the PPE described within this risk assessment and wash their hands afterwards for at least 20 seconds.</p>		
<p>7. Risk that the organisation does not</p>	<p>Registers of everyone in the study setting must be taken for every lesson or activity across the college</p> <p>Swift action will be taken when the college</p>		

<p>understand the process or engage with the NHS test and trace process</p>	<p>becomes aware that someone has tested positive with COVID-19 by the principal, or their delegated representative contacting the local health protection team</p> <p>Separate risk assessment and action flow chart in place for Managers on what to do if there is a confirmed case of COVID-19 at the college</p> <p>Information in place detailing Public health team from (PHE) contact numbers and when to contact them</p> <p>When areas in the college where members of the public pay for a service re commence under the terms of their areas risk assessment contact names and numbers will be stored for 21 days. Hairdressing, Hospitality, Beauty, MOTs etc</p> <p>Those who test positive with COVID-19 must provide details of anyone they have been in close contact with</p> <p>Direct close contact- face to face contact with an infected person for any length of time, within 1 metre, including being coughed on, face to face conversation, or unprotected physical contact(skin to skin)</p> <p>Proximity contacts- extended close contact (within 1 to 2 meter's for more than 15 minutes) with an infected person</p> <p>Travelling in a small vehicle like a car, with an infected person</p> <p>Access to testing is available for those involved in Education.</p> <p>Staff who develop symptoms should book a test through the gov.uk online portal.</p> <p>https://www.gov.uk/apply-coronavirus-test-essential-workers</p> <p>Students should book a test through the gov.uk portal:</p> <p>https://www.nhs.uk/conditions/coronavirus-s-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</p>		
<p>8. Risk of COVID-19 transmission from the use of either public transport or</p>	<p>Where possible those attending college should avoid public transport and drive, walk or cycle. The college has cycle shelters in place which will be sanitised each evening by the college cleaning staff KGB</p>	<p>Yes</p>	<p>Severity 5 Likelihood 2</p>

<p>the college fleet</p>	<p>Where sessions for students are being held at College, start and finish times will be adjusted to allow for travel “off-peak”</p> <p>Morning window (10:00-12:30) Afternoon window (13:00-15:00)</p> <p>Areas operating outside of these times must provide information within their areas risk assessment on how they have mitigated the risk of travel during peak times.</p> <p>Those using public transport must wear a face covering. Users should wash their hands before and after putting on/ removing their mask and follow the steps on PPE within this risk assessment</p> <p>Personal face masks should be kept by users and not be disposed of at the college</p> <p>Users of college vehicles are asked to sanitise the vehicle after use (see risk associated to ineffective cleaning) via signs within the college mini buses, work van and chiller van. These vehicles have sanitiser within the vehicle</p> <p>Mini bus use for Off-site visit trips is suspended until further notice and when reintroduced will hold half the usual capacity as every other seat will be closed off</p> <p>Those who use their car (in addition to driving to/from work) as part of their daily routine (e.g. Assessors) will be supplied hand sanitiser and are asked to wash their hands more often.</p> <p>Those driving for work are advised to wear protective gloves when refueling and pay using contactless methods</p> <p>Avoid multiple occupancy of vehicles where possible. If a task involves the need for multiple occupants in a vehicle:</p> <p>Sit side by side not face to face Make sure the vehicle is well ventilated to increase the flow of air by opening windows Make sure that the vehicle is cleaned regularly</p>		<p>Risk 10</p>
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Site Operations (General)

<p>9. Risk of wellbeing and mental health being affected through isolation, or</p>	<p>H&S Information and training given to people to understand what actions have been taken and what they need to do</p> <p>Signage in place and area risk assessments so that individuals are kept informed about measures in place for safety</p> <p>All college users to ensure that social distancing is</p>	<p>Yes</p>	<p>Severity 4 Likelihood 2 Risk 8</p>
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<p>anxiety about COVID-19</p>	<p>upheld</p> <p>New college wellbeing policy in place and HR team to support</p> <p>Training introduced for key members of college staff to become qualified mental health first aiders</p> <p>College staff now encouraged to work at the college if they can rather than work from home to ease isolation risk</p> <p>The NHS website has some useful tools to support those with anxiety https://www.nhs.uk/conditions/stress-anxiety-depression/ways-relieve-stress/ And Minds pages on relaxation also has tips on exercises https://www.mind.org.uk/information-support/tips-for-everyday-living/relaxation/ Minds tips in their information on obsessive compulsive disorder (OCD) https://www.mind.org.uk/information-support/types-of-mental-health-problems/obsessive-compulsive-disorder-ocd/self-care-for-ocd</p> <p>https://www.ocduk.org/ocd-and-coronavirus-survival-tips/</p> <p>Mind also has games and puzzles which can be used as a distraction if feeling overwhelmed or anxious https://www.mind.org.uk/need-urgent-help/how-can-i-distract-myself/games-and-puzzles/</p> <p>https://www.mind.org.uk/information-support/types-of-mental-health-problems/anxiety-and-panic-attacks/self-care-for-anxiety/</p>		
<p>10. Risk of failure of building mechanical/ electrical plant during lockdown</p>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> Water treatments Fire alarm testing Fridges and freezers Boiler/ heating servicing Internet services Ventilation Systems via fresh air Any other statutory inspections Insurance covers reopening arrangements <p>Additional ventilation has been introduced by opening windows, shutters and doors and is monitored by H&S</p>	<p>Yes</p>	<p>Severity 5 Likelihood 1 Risk 5</p>
<p>11. Risk of college users unaware of any changes to the</p>	<p>Amended evacuation procedures for each block are considered as part of the departmental risk assessments with H&S</p> <p>Additional signage will be in place for any areas where alternative entrances and exits have been introduced</p>	<p>Yes</p>	<p>Severity 5 Likelihood 1 Risk</p>

<p>colleges emergency evacuation procedure's</p>	<p>Safety briefing for students outlining action to take in the event of an emergency in place</p> <p>All areas and teachers required to brief students on H&S and evacuation procedures via the safety briefing</p> <p>Those responsible in assisting when the fire alarm is activated are on site during all operational hours</p> <p>A 2 metre social distance must be maintained throughout an evacuation procedure</p> <p>Protective face masks have been placed inside/ beside every evacuation chair cupboard where, if assisting/ securing someone means a social distance cannot be maintained.</p> <p>Regular Fire Drills will be carried out</p> <p>Refer to “managing school premises during the coronavirus outbreak”</p> <p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</p>		<p>5</p>
<p>12. Risk of musculoskeletal disorders as a result of using DSE at home for long periods of time</p>	<p>The college H&S page on the college portal has information and training on how home workers can protect themselves e.g:</p> <p>Take regular breaks Equipment set up properly</p> <p>Staff can apply to H&S to take their PC chairs home while temporarily working from home</p>	<p>yes</p>	<p>Severity 3 Likelihood 2 Risk 6</p>
<p>13. Risk of insufficient staffing levels to complete relevant teaching, learning and assessment</p>	<p>All college workers who cannot work from home should return to work at the college</p> <p>Staffing numbers required have been determined including support staff such as facilities, IT, and office/admin staff. Including at least one of the following:</p> <ul style="list-style-type: none"> Teaching staff First aiders Designated Safeguarding Lead (DSL) SEN for Pathways Facilities/site Reception staff Health & Safety staff <p>Those defined as Clinically extremely vulnerable can return to working at the college from 1st August where the risks highlighted within the college risk assessments have been mitigated and when they can</p>	<p>Yes</p>	<p>Severity 5 Likelihood 2 Risk 10</p>

	<p>maintain social distancing and regular hand washing</p> <p>those defined as Clinically vulnerable can also return to working at the college where the highlighted risks have been mitigated and when they can maintain social distancing and regular hand washing.</p> <p>Those who live with people who are Clinically extremely vulnerable or Clinically vulnerable can also return to the workplace</p> <p>In all of the above health cases local managers must go through the contents of this risk assessment with their staff</p> <p>All areas returning to College need to have a discrete H&S briefing detailing the requirements for attending college</p>		
<p>14. Risk that group sizes planned will not be sufficiently accommodated into available space (within social distancing guidelines)</p>	<p>The number of staff and occupants that can use each room at any one time has been determined by the activity, the physical capacity of each room- using social distancing and the type of learner within a room. (i.e. Pathways)</p> <p>Based on college student numbers and available space measured at a 1 metre distance for September, there is enough space at the college for all returning students</p> <p>Classrooms have been rearranged to government guidelines</p> <p>Floor taping has been used to support appreciation of social distancing requirements in common areas such as corridors</p> <p>Levels of block and site occupants to be monitored by H&S to ensure levels remain consistent with managing the risk</p>	Yes	<p>Severity 3 Likelihood 2 Risk 6</p>
<p>15. Risk that students may not understand and comply with the restrictions in place</p>	<p>Curriculum areas returning to College need to have a discrete H&S briefing detailing the requirements for attending college</p> <p>Briefing sheets compiled and given to all students attending College</p> <p>Letters sent out to all staff, students and carers</p> <p>Local area risk assessment required for all returning students</p>	Yes	<p>Severity 5 Likelihood 2 Risk 10</p>
<p>16. Are there specific Risk assessments in place for vulnerable learners?</p>	<p>Discrete Risk Assessment process available for SEND Students</p> <p>Refer to guidance in “conducting a SEND risk assessment during the coronavirus outbreak”</p> <p>https://www.gov.uk/government/publication</p>	Yes	<p>Severity 4 Likelihood 2 Risk</p>

	<p>s/coronavirus-covid-19-send-risk-assessment-guidance</p> <p>Some students may have medical conditions defining them as Clinically vulnerable. H&S have prepared a proforma for staff to complete for learners within this category. This must be signed off by H&S before learners arrive on site</p>		8
<p>17. Risk that college staff/ students may not be aware of the College control measures for COVID-19</p>	<p>Managers engaged with all risk assessments and required to brief subordinates on safe working practices, safe systems of work and risk assessments</p> <p>All risk assessment counter signed and approved by College H&S management</p> <p>Risk assessment published on website and staff portal</p> <p>All staff email sent when College risk assessment is reviewed</p> <p>Students written to, if following the COVID-19 risk assessment review a significant change is recorded</p>	Yes	<p>Severity 5</p> <p>Likelihood 1</p> <p>Risk 5</p>
<p>18. Risk that college visitors /contractors may not be aware of the College control measures for COVID-19</p>	<p>Visitors are asked to sign in at main college reception where there is a hand sanitiser station.</p> <p>Signs in place on all building entrances stating that the area is practicing social distancing.</p> <p>Signs in place in all building entrances advising people who have symptoms of COVID-19 not to enter the building</p> <p>Hand sanitiser and directions to the closest toilets in place at the site's main delivery entrance by Facilities</p> <p>Maintenance contractors are requested to visit by appointment and only when numbers are at their lowest and to maintain the social distance and hand Hygiene protocol adopted by the college – SEE separate Working with Contractors Policy and Risk assessment.</p> <p>Visitors instructions handout updated and available at the college main reception</p>	Yes	<p>Severity 5</p> <p>Likelihood 2</p> <p>Risk 10</p>

Site Operations (Departmental)

What are the hazards	What is already being done	Satisfactory	Risk Findings
<p>How will resources used be cleaned before use by other students?</p>			
<p>Are there bespoke entry and exit arrangements for the students and how will you ensure they are adhered to?</p>			
<p>How will you manage comfort breaks ensuring social distancing (toilet, smoking etc.)?</p>			
<p>How will you manage social distancing within practical classes (e.g. when demonstrating an activity)?</p>			
<p>Do students use lockers and if so how will you ensure social distancing is maintained?</p>			
<p>Will you make sure that you have first aid trained staff on site who know what action to take in a suspected Covid 19 situation?</p>			
<p>If you work on upper floors will you make sure that you have staff trained on the use of the evacuation chairs?</p>			

<p>How will you embed robust hand hygiene measures?</p>			
<p>Have you checked your PPE requirements and do you have sufficient stocks in place?</p>			
<p>Have you arranged a date with H&S staff for safety briefings to take place?</p>			
<p>Are you aware that if you use a computer room this must be timetabled to allow for after use cleaning?</p>			
<p>Are you aware that no rooms can be used if not timetabled to ensure stringent cleaning can take place?</p>			
<p>Those using public transport are at a greater risk of contracting the virus. The H&S mitigation to this risk is for those people to travel off peak where it is less likely that they will come into contact with lots of people. If you are NOT starting classes as described within the college risk assessment what is your mitigation to this risk</p>			
<p>Have you checked which staff can return. Those</p>			

<p>defined as Extremely clinically vulnerable and those defined as Clinically vulnerable require the college risk assessment and area risk assessment explained to them by their line Manager as soon as they return</p>			
<p>Have you checked which students can return. Those defined as Extremely Clinically vulnerable and those defined as Clinically vulnerable require a risk assessment carried out by local staff. And need to have been shown the hazards and control measures in place to keep them safe.</p>			

Designated College H&S Manager

Dated

Curriculum Manager

Dated

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Appendix A – Government guidance

Testing now available to anyone with symptoms of coronavirus

The government has announced that anyone with symptoms of coronavirus is now eligible to book a test, ahead of the rollout of the test and trace service. Anyone experiencing a new, continuous cough; high temperature; or a loss of, or change, in their normal sense of smell or taste (anosmia) can book a test.

A coronavirus test can be booked here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Essential workers in England, Scotland or Northern Ireland, can apply for priority testing through GOV.UK. A coronavirus test can be booked here:

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

Updated guidance on managing school premises during the coronavirus outbreak

We have updated our guidance on managing school premises during the coronavirus outbreak with information on preparing for the wider opening of schools, including guidance on water systems, ventilation, fire safety and cleaning.

The guidance can be found here:

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

Guidance on actions that further education (FE) and skills providers should take for all learners from September

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

Guidance on implementing protective measures in education and childcare settings can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Guidance for parents and carers as schools and other education settings in England open to more children and young people can be found here:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

Department for Education coronavirus helpline

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care.

Phone: 0800 046 8687

8am to 6pm – Monday to Friday

10am to 4pm – Saturday and Sunday

If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the helpline

Handwashing advice

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

The latest guidance and video on hand washing can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

The e-Bug project is led by Public Health England and has a dedicated webpage for learning resources on hand washing and respiratory hygiene.

Resources are currently available for KS1, KS2 and KS3 and can be used in various settings including schools and at home:

<https://e-bug.eu/>

Collection of guidance for educational settings on GOV.UK

All of the Department for Education's coronavirus guidance for educational settings can be found in one place on GOV.UK at:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>