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| **Risk Assessment Title:** | **Covid-19 – College Level**  |
| **Created By:** | **Simon Andrews** |
| **Date:** | **September 2020** |
| **Authorised By:** | **Tony Johnson** |

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|  | High |
|  | Medium |
|  | Low |

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|   | **Severity** |
| None (1) | Minor (2) | Major (3) |
| Unlikely (1) |   |   |   |
| Likely (2) |   |   |   |
| Very Likely (3) |   |   |   |



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| **Safeguarding** | Safeguarding Policy to be followed. Check for inappropriate material, adequate supervision, check ID badges, awareness of College first aid procedures, awareness of College safeguarding representatives / procedures, management of misbehaviour, implementation of Personal Emergency Evacuation Plans where appropriate, briefing on E-Safety to all learners. | **Equality & Diversity** | Single Equality Scheme and relevant HR policies to be followed. Check for inappropriate material ensure safe access and egress to rooms and buildings, zero tolerance of victimisation/bullying, ensure learner has understood tasks ensure that the language used is appropriate and not offensive. Management of misbehaviour. |

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| **Hazards****Identified** | **Risks**  | **Persons affected** | **Controls** | **Likelihood**  | **Severity** | **Matrix Class****(LxS)****High Med Low** |
| Travelling to Work | Spread of the virus, infection, illness, loss of life | Staff, students, vulnerable persons, Visitors and Contractors | Is your journey necessary? Working from home to be encouraged wherever possible. Individual questionnaires to be discussed with line managers to cover opportunities to work from home, concerns and individual circumstances. This includes those who are in high risk categories or live with people in high risk categories.Do you have the following symptoms – A high temperature and a new continuous cough, anosmia (loss of taste or smell) - if so **you should not travel to work** and should follow the relevant guidelines. <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>If you use public transport to get to work you must follow the relevant guidelines on face coverings and social distancing. Wherever possible walking or cycling to work is encouraged. If you drive, you should not car share with anyone outside of your household. Thinking carefully about the times, routes and ways you travel will mean we will all have more space to stay safe.<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>Arrangements with bus contractors to ensure that appropriate measures are in place to enable travel by students.Timetabling planning by Departments to ensure start and finish times are varied, which will minimise impact on public transport. This should also help minimise any congestion on entrances, corridors & refectories. Movement around College buildings should be kept to a minimum. |  |  |  |  |  |  |  |
| COVID 19 | Spread of the virus, infection, illness, loss of life | Staff, students, vulnerable persons, Visitors and Contractors | **Social distancing**Social distancing is essential and a fundamental protection against Covid-19. This is 2 metres for staff wherever possible. This applies to all settings excluding personal care where appropriate PPE must be worn.All staff will maintain a 2 metre distance from other staff and students. If this is not possible then additional measures will be taken, which may be visors or other face coverings. Specific sectors such as hairdressing will be required to wear appropriate PPE. Signage will outline the requirements.Departments have reviewed work schedules, start and finish times, working from home, reduction of numbers of persons on site, reallocation of workers to other tasks, including AM & PM timetables.Conference calls, Microsoft Teams, Zoom meetings etc. should take place wherever possible instead of face to face meetings. Where face to face meetings are required these should last as short a time as possible and maintain social distancing. Where possible, if there is a window in a room it should be opened to allow fresh air into the room. Class sizes should be reduced to maintain 2 metre social distancing. Where this is not possible social bubbles must be created.  Social bubbles must not mix with other bubbles and they should maintain 2 metre distance in corridors and social areas. Staff must maintain 2 metre distance from students and other staff in class.Timetabling should be planned to keep traffic on corridors and social areas to a minimum, including starting, finishing and break times.Where possible one way routes are planned throughout all College buildings, including stairwells. Where this is not possible people should keep left when walking around the College buildings with no stopping on corridors or stairwells. Signage will be in place to guide staff and students on requirements.People will enter and leave the buildings at different entrances/exits. Classrooms and workshops will be checked for size to calculate the number of people that will be allowed in these rooms at any one time, ensuring social distancing is followed. Where possible students should stay in the same class and the teacher move to classes to prevent the potential spread of the virus.Classrooms, workshops and staffrooms are marked out into safe working areas and such guidance must be adhered to at all times.Where appropriate, possible and suitable for the student, teaching and learning may take place remotely to reduce the number of people in college buildings.Equipment must not be shared under any circumstances. This includes laptops, keyboards or other office equipment.Staff are requested not to mix with staff from other bubbles or buildings at break/lunch times, however going for a walk may be beneficial as long as social distancing guidance is followed. All staff are advised to comply with national guidelines, requirements and laws related to Covid-19.**Cleaning**PPE will be provided to cleaners and operations officers. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods, will be scheduled on a regular basis.Cleaning will be undertaken between classes/groups, especially of equipment where appropriate.Bins will be emptied daily, or when full, following recommended procedures, and ensuring that staff are safe whilst performing this task.Disinfectant supplies/wipes will be provided in classrooms, offices and multi-use areas.There will be thorough cleaning of welfare facilities throughout the day. Specialist deep cleaning contractors will be in place in the event of a suspected case of Covid-19.Training will be provided to departments where necessary.Regular checks will be carried out by line managers and relevant staff to ensure that the necessary procedures are being followed. In the normal course of the day it is all staff’s responsibility to ensure that guidelines and measures are being followed, and in the event that they are not, advice should be given and, if necessary, behaviour should be challenged.**Wearing of PPE**PPE supplies will be secured and made available.Where identified and a requirement for the job, adequate supplies will be available to protect persons.Persons to ensure they wear their PPE correctly and only remove PPE safely to prevent cross- contamination. All waste to be placed in bins in yellow contaminated waste bags. Handwashing is essential after this process. <https://www.youtube.com/watch?v=oUo5O1JmLH0>Staff and students to ensure they follow the hand washing guide lines and use hand sanitiser at all appropriate and required times. Hand sanitiser stations will be at all entrances and exits to buildings. Bottles of sanitising gel will be available for classrooms.**Face Masks/Coverings**Face coverings will not be mandatory, however, there may be circumstances where they are required. Signage will indicate if this is the case. Please see:<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>Should staff wish to wear a mask on corridors or areas where space feels more confined, then they should do so.Procedures for the safe removal and disposal of face masks/coverings must be followed.**Hand Washing**Hand washing facilities with soap and water are in place. Stringent hand washing should be taking place. See the hand washing guidance below. Regular handwashing should be planned and take place throughout the day.<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>Supplies of soap will be secured and made available.Drying of hands will be with disposable paper towels. <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>Staff are encouraged to protect the skin by applying emollient cream regularly <https://www.nhs.uk/conditions/emollients/>Sanitisers will be available at entrances to buildings which must be used in accordance with entrance rules. Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow **“Catch it, Bin it, Kill it”** and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.Staff are encouraged to report any problems and carry out skin checks as part of a skin surveillance programme.<https://www.hse.gov.uk/skin/professional/health-surveillance.htm>To help reduce the spread of coronavirus (COVID-19) everyone should be aware of the public health advice <https://www.nhs.uk/conditions/coronavirus-covid-19/>**Staff & Students** Staff should complete the relevant questionnaire before coming back into College. They are advised to use any national track & trace procedures in place and when required.They must have gone through the induction presentation, City and Guilds qualification, familiarise themselves with and follow site rules and follow Government guidelines.Students will be inducted appropriately to familiarise themselves with buildings, rules and procedures. This will include an induction video.**First Aiders**To attend all cases, first-aiders should use full PPE (mask, gloves, apron), which will be provided. Hand washing prior to contact with the injured person and afterwards when taking off PPE which must be discarded in appropriate bins for destroying. **First aiders should not be called to suspected cases of Covid-19. Those exhibiting symptoms should arrange to leave the college and follow self-isolation guidelines and national test and trace procedures if necessary.**For further information on CPR see: <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>**Catering**Catering will be provided on college sites, however there will be clear guidelines to be followed. This may include the requirement to wear a face covering if collecting food, the requirement to order food in advance remotely, table service and food being delivered to students in bubbles. Catering outlets will log details of customers who use the service.A regular cleaning regime is in place in catering areas. No groups of more than six are allowed to sit together in these areas.Vending machines will be available only when safe procedures can be guaranteed. |  |  |  |  |  |  |  |
| COVID 19, isolation, anxiety,  | Mental Health and Wellbeing  | Staff, students, vulnerable persons | The College will promote mental health and wellbeing support to all persons to access via the college Buzz page, emails, Teams meetings, communication with SLT, Departmental Managers/HR and H&S. The Evermind app is available for all staff to access.Counselling services in place for students and staff to access. <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>Regular communication of mental health information and open door policy for those who need additional support will be in place. The Health and Safety Department has circulated and holds a significant amount of information relating to mental health and wellbeing. |  |  |  |  |  |  |  |
| Visitors to site | Spread of the virus, infection, illness, loss of life | Staff, students, vulnerable persons, Visitors and Contractors | Persons presenting with symptoms or persons within the household must not attend college. Testing will be facilitated by the college for staff where appropriate.Reception areas will have glass/Perspex screens to help prevent the spread of the virus and to protect staff.A review of ventilation and airflow has been undertaken to ensure that fresh air flows are maximised and internal air flows minimised.Wherever possible, windows should be opened. Doors that are not designated as fire doors may be opened to increase air flow.  |  |  |  |  |  |  |  |
| Persons presenting with symptoms | Spread of the virus, infection, illness, loss of life | Staff, students, vulnerable persons, Visitors and Contractors | If staff or student present with symptoms whilst in College they will be removed from class and isolated in a quarantine room. Most College buildings will have a quarantine room. Staff and students must follow the NHS test & trace guidelines <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>Anyone presenting with relevant symptoms will be sent home and advised to follow NHS 111 advice. <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>Staff and students should engage with national test and trace where relevant and when available.Departmental Managers to remain in contact with persons and advise SLT and Estates so that the area can be locked down and a thorough clean can be carried out of the areas in the event of an actual diagnosis. All appropriate recommended cleaning procedures will be followed.External advice and guidance will be sought and followed.Reiterate to all persons the government guidelines. |  |  |  |  |  |  |  |
| Welfare facilities | Spread of the virus, infection, illness, loss of life | Staff, students, vulnerable persons, Visitors and Contractors | Areas where congregation may be possible or previously used will be cordoned off. Signage will be in place to advise of this.Sanitising/anti-viral wipes will be available to clean handles of regularly used areas, such as kitchen boilers, fridge doors, taps etc. A procedure will be in place to ensure that these items/areas are wiped before and after use by staff.Signage will be in place in toilets reminding people to wash hands thoroughly for 20 seconds. Procedures will be in place around maximum numbers in toilet facilities.Kitchenette facilities will be clearly marked for the appropriate maximum number of people, ensuring that 2 metres social distancing is possible. Doors may be kept open if they are not designated fire doors. Where possible, windows should be opened in these areas.The sharing of cups and utensils is not encouraged, with staff bringing their own items for use being the preferred and recommended option.Some water dispensers will be available, however there will be strict guidelines on using these. |  |  |  |  |  |  |  |
| Fire Alarm activations | Spread of the virus due to difficulties in social distancing, infection, illness, loss of life | Staff, students, vulnerable persons, Visitors and Contractors | Fire alarm practices will be undertaken (as statutorily required), however these will be planned to ensure that guidelines are followed.Contractors working in the building (evening, weekends) undertaking dirty/dusty works must remember to cover smoke detectors while working and uncover when finished.Signage will be in toilets around ‘No Vaping’. |  |  |  |  |  |  |  |
| Smoking & Spitting | Spread of the virus, infection, illness, loss of life | Staff, students, vulnerable persons, Visitors and Contractors | The college will be no smoking (including vaping) to prevent congregation, lack of social distancing and potential spread through blowing air in the vicinity of others. Smoking shelters will be blocked off, or removed, and other areas restricted.All staff are to challenge people on smoking/vaping onsite. Challenge should also made around spitting to prevent the spread of the virus.Signage will be displayed in relevant areas. |  |  |  |  |  |  |  |
| Access into and around the buildings | Spread of the virus / social distancing difficulties, infection, illness, loss of life | Staff, students, vulnerable persons, Visitors and Contractors | **Staff, students, vulnerable persons and visitors**Different routes will be planned into and out of college buildings. Routes around buildings will be clearly marked and signposted. 2 metre markings will be placed on floors. The appropriate procedures for entering buildings will be made available to all staff. This includes building plans, routes, entrance and exit procedures, movement around buildings and rules within areas. Fire doors will be checked for closure when people exit the building.Limited use of lifts will be in place, with only one person at a time able to access them. They will only used by persons with mobility or other health issues. Assistance will be allowed where required provided appropriate PPE is used.**Contractors** wishing to access College buildings due to essential works, must provide appropriate risk assessments and method statements. This must include how they will reduce the risk of Covid-19 by following Government guidelines. If possible contractors should only be allowed in College buildings out of hours to carry out works unless the work is essential and urgent. |  |  |  |  |  |  |  |

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| **Risk Assessment Reviews** |
| **Date** | **Remarks** | **Sign** |
| 21/07/20 | Changes made to risk assessment due to Government guidance update | Simon Andrews |
| 2/9/20 | Additional changes made in preparation for College Phase B reopening. | Tony Johnson |
| 10/9/20 | Update from feedback from week one of Phase A | Tony Johnson |
| 14/920 | Clarification on social bubbles | Tony Johnson |
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