

Health and Safety

Risk Management – Assessment Report (v33)

Risk Area:	Site Operations
Assessment Framework:	COVID-19
Work Area or Activity:	COVID-19 –
Competent Person	Jenny Webb
Groups Affected:	Cleaners Contractors Learners Staff Members of the public
Updated on:	10/01/2022
To be reviewed on:	30/03/2022

This COVID-19: Risk Assessment and Action Plan document continues to set out the decisions taken and measures put in place for the College and ensure the College continues to operate in a COVID SECURE safe way.

Presentation of this latest update includes elements, highlighted in yellow, of fundamental changes made to the Assessment based upon updated guidance issued to the College (see page 3 for the sources of those updates)

The College is determined to assure and ensure the safety of all staff and students, to help deal with the challenges presented while ensuring the college remain open. The College will continue to monitor and review its COVID-19 risk assessment in accordance with Public health advice, NHS, Department for Education (DFE) and Government guidance.

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:

- Contingency plan for COVID-19
- COVID-19 flow chart
- Visitors instructions
- Mini bus Risk assessment

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.
4 th 10 th 17 th September 2020	Updated Government guidance Further education (FE) autumn term guidance
19 th September 2020	SAGE advice received by College; Principles of managing transmissions associated with FE. Refectory and LRC now open with control measures in place.
22 nd September 2020	Updated Government Corona virus measures announcements affecting indoor team sports
5 th November 2020	<p>Updated Government guidance New National Restrictions from 5th November- Further Education colleges will remain open.</p> <p>Apprenticeship providers should continue to follow guidance for providing apprenticeships during the Coronavirus (COVID-19) outbreak.</p> <p>Face coverings should be worn by all adults and students when moving around the premises, outside of classrooms, in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Public facing facilities -The Hair salon, Beauty rooms, Restaurant, Gym including the Hydrotherapy pool should not be open to members of the public in line with the restrictions.</p> <p>Sport and physical education as part of education and training can continue. Outdoor sports should be prioritised where possible. Competition's between different colleges should not take place in line with the wider restrictions on grassroots sport.</p> <p>Those still defined as Clinically extremely vulnerable are advised not to attend education, and staff are strongly advised to work from home and not to go into work during</p>

	<p>the period of national restrictions. Those who are defined as clinically vulnerable may continue to attend the college in line with current guidance and the college COVID-19 Secure risk assessment.</p>
2 nd December 2020	<p>Government restrictions uplifted and Tiers introduced. Isle of Wight placed into tier 1 meaning public facing facilities can recommence.</p> <p>The college has made the decision to continue with the wearing of a face covering in all communal areas.</p> <p>Those still defined as Clinically extremely vulnerable can return to work at the college but must adhere to the college Covid secure risk assessment at all times.</p>
23 rd – 30 th December 2020 while the college is closed for the Christmas break	<p>Further government tier restrictions introduced and the Isle of Wight placed into Tier 3.</p> <p>On December 30th further tier restrictions introduced and the Isle of Wight is placed into tier 4 the highest tier however education establishments will remain open.</p> <p>Those defined as Clinically Extremely vulnerable should work from home. Tier 4 areas means you should not leave your home unless you have a reasonable excuse for example for work or education purposes. Travel to the mainland must be avoided.</p> <p>Government Information and guidelines highlight that all schools and colleges are to introduce a mass asymptomatic Covid 19 rapid testing regime in the new year and have introduced the Lateral Flow devise test which should be offered to all staff and students from the first week in January 2021.</p>
4 th January 2021-8 th February 2021	<p>The Government announce a period of national lockdown measures. From 5th January Further Education providers will remain open to vulnerable students and the children of critical workers and to mobilise the mass testing regime to roll out to students returning from 11th January All other students will learn remotely until at least 5th March This has been put in place to lower the number of social contacts wherever possible.</p> <p>Asymptomatic testing in colleges should be increased to twice a week to enable testing for staff. Daily close contact testing (serial testing) for staff and students has been paused. The programme also allows colleges to test students on return</p>

	<p>to face to face education.</p> <p>Providers can continue with vocational and technical exams which can only be fulfilled through practical assessment. Summer exams have been cancelled.</p> <p>Under national lockdown in education settings face coverings should be worn by adults and students when moving around the premises, outside of classrooms and in communal areas where social distancing cannot easily be maintained.</p>
22 nd February 2021	<p>From the 8th March all college students can return to on-site education. Students and Staff who are extremely clinically vulnerable should not return until the 31st March 2021. For those returning to the college asymptomatic testing will take place to help mitigate the transmission risk of COVID-19 by identifying those without symptoms from transmitting and spreading the virus unknowingly. All staff and Students have been written to inviting them to be tested.</p> <p>Staff will move to twice weekly self-home testing and should all be home testing by no later than 8th March. Packs containing 7 tests should be collected from the college main reception area between 1st-5th March. Staff should familiarise themselves with the “step by step guide for COVID-19 self-testing” given with the packs and note that they are legally required to report their results to the NHS.</p> <p>Students will be invited to have 3 tests on site, each test spaced out between 3-5 days. Following the 3 test dates students will be given packs for twice weekly self-home testing.</p>
14 th April 2021	<p>Following the return to onsite education from 8th March government guidance has been updated for the summer term as restrictions are eased in line with the COVID-19 response - Spring 2021 road map. The steps out of lockdown will be guided by data not dates. There will be a minimum of 5 weeks between each step</p> <p>Step 1- from 29th March</p> <ul style="list-style-type: none"> • Outdoor sports and leisure facilities can reopen • All students regardless of age can participate in formally organised outdoor sports • Wraparound provision for any reason can take place outdoors for students aged under 18 • Clinically extremely vulnerable staff and students can return to work and their education setting from 1st April <p>Step 2-not before 12th April</p> <ul style="list-style-type: none"> • Students can return to industry placements, where working from home is not reasonably [possible and

	<p>commercial activity within colleges can reopen as the corresponding businesses begin to open in wider society</p> <ul style="list-style-type: none"> • Indoor leisure facilities including Gyms can reopen to the public • On-site hospitality Restaurant can reopen to the public- outside service only
17 th May 2021	<p>Following the successful return to on-site education from 8th March, this risk assessment has been updated as restrictions are eased in line with the Governments COVID-19 response-spring 2021 (roadmap)</p> <p>From 17th May in line with step 3 of the roadmap</p> <ul style="list-style-type: none"> • Face coverings are no longer recommended within classrooms and workshops (but remain a requirement in Hospitality and Salons). • Indoor hospitality on site including the college Restaurant and Refectory can reopen (table service only within the restaurant) • Indoor adult sport can resume meaning Futsal and spin zone can reopen • Some student cohorts can be mixed into wider groups for specialist teaching • Domestic residential trips that are already booked can go-ahead but must be in line with relevant Covid secure guidance and only after confirmation of insurance cover <p>Before step 4 begins the government will complete a review of social distancing and other measures that have been put into place to reduce transmission.</p>
14 th June 2021	<p>The government has announced a 4 week pause at step 3 of the roadmap this means that current restrictions will remain in place until 19th July.</p> <p>There is a new variant of Coronavirus- the Delta variant which is known to spread more easily than the other variants that were previously more common. Data will be reviewed at the end of June and guidance will be updated to allow for plans for step 4 as soon as possible.</p> <p>Currently the following must be adhered to:</p> <ul style="list-style-type: none"> • The integrity of bubbles must be maintained • Consistent groups must be upheld within the setting • The legal gathering limit is 30. In outdoor events multiple groups of 30 are allowed but must be kept separate at all times. • Traditional taster and open days are unlikely to be feasible this academic year unless thoroughly risk assessed and in line with legal gathering limits, bubbles

	<p>and consistent groups.</p> <ul style="list-style-type: none"> • From 21st June domestic residential trips can take place for consistent groups of up to 30 replacing the current limit of 6 however these events must be thoroughly risk assessed and strict protocols must be in place in line with government guidance
19 th July 2021	<p>As the country moves to step 4 of the roadmap the college will continue to manage the risk of serious illness from the spread of COVID-19. Step 4 marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions towards advising on how people should protect themselves and others, alongside targeted interventions to reduce risk. These include having an outbreak plan outlining how the college would operate if there was an outbreak in our setting or local area. Outbreaks may require the college to step measures up.</p> <p>Further control measures include continuation of:</p> <ul style="list-style-type: none"> • Good hand hygiene • Maintaining appropriate cleaning regimes • Keeping occupied spaces well ventilated • Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19 <p>It is no longer necessary to keep students in consistent bubbles. Bubbles and previous social distancing measures will not be used from the autumn term.</p> <p>From 23rd July education settings will no longer be expected to undertake contact tracing, however room seating plans should remain in place from the start of the autumn term due to the possibility of an outbreak, where seating plans would be utilised.</p> <p>The requirement to wear a face covering has been removed but the college expects and recommends they are worn in enclosed and crowded spaces where an individual may come into contact with people they do not normally meet. This includes public transport. If the college has an outbreak staff, students and visitors may be asked to wear a face covering.</p>
16/08/2021	<p>From 16th August you will not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply;</p> <ul style="list-style-type: none"> • You are fully vaccinated and at least 14 days have passed since receiving the vaccine

	<ul style="list-style-type: none"> • You are below the age of 18 years and 6 months • You have taken part in or are currently part of an approved COVID-19 vaccine trial • You are not able to get vaccinated for medical reasons <p>NHS Test and Trace will still contact you and let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you are not legally required to self-isolate you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms the college requires you to have a PCR test as soon as possible.</p> <p>18-year olds will be treated in the same way as under 18s until 4 months after their 18th birthday to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by:</p> <ul style="list-style-type: none"> • Limiting close contact with people outside your household, especially in enclosed spaces • Wearing a face covering in enclosed spaces and where you are unable to maintain social distancing • Limiting contact with anyone who is clinically extremely vulnerable • Taking part in regular LFD testing <p>You should follow this advice until 10 days after your most recent contact with the person who has tested positive for COVID-19. If you develop symptoms at anytime even if these are mild, self-isolate immediately and arrange to have a PCR test.</p> <p>All young people aged 16-17 England are to be offered a first dose of COVID-19 vaccine by 23rd August to give them protection before returning to college.</p>
27/09/2021-18/11/2021	<p>Steadily over the course of the year the UK has seen life return closer to normal however winter is always a challenging time for the NHS. This winter could be particularly difficult due to the impacts of COVID-19 on top of the usual increase in demand and seasonal flu.</p> <p>The government has put in place a plan A consisting of:</p> <ul style="list-style-type: none"> • Maximising uptake of the vaccine among those who

	<p>are eligible but have not yet taken up the offer</p> <ul style="list-style-type: none"> • Offering booster doses of the COVID-19 vaccination programme • Offering first dose vaccines to all young people aged 12-17 <p>The college put in place a vaccination centre on 23rd September offering vaccinations for all students and staff aged 16 or over.</p> <p>The college has, put in place contingency and outbreak plans if there is a requirement to re-introduce additional measures caused by high levels of COVID-19 within local areas of the college or the community.</p> <p>The college continues to supply Covid self-testing kits to staff and students and encourage twice weekly testing and reporting.</p> <p>The college still has in place a programme of enhanced cleaning with its partners and, in line with this risk assessment, classroom staff and students should continue to wipe down tables and workstations before and after use with cleaning materials provided.</p> <p>Ventilation has become an important factor in the fight against COVID-19. Ventilation is the process of introducing fresh air into indoor spaces while removing stale air. Letting fresh air into indoor spaces can help remove air that contains particles and prevent the spread of coronavirus. Buildings are ventilated by natural systems such as vents, windows and doors or by mechanical systems such as extractor fans or air conditioning. Opening windows and doors are the simplest way to ventilate a room. The college risk assessment has already previously made it a control measure to open windows and doors to increase ventilation in areas where there are no mechanical systems in place.</p> <p>Ventilation should be considered alongside other control measures to reduce the risk of COVID-19 transmission. It is important to identify and deal with areas that are not well ventilated therefore CO2 monitors have been provided so that staff can quickly identify where ventilation needs to be improved. Monitors have already been placed within hairdressing, pathways and P block and after a period of 4 weeks will then be relocated to different locations to monitor ventilation. Local staff within the locations where CO2 monitors are provided are instructed on how to read the device and to report the Campus and health and safety Manager any high-level readings.</p>
28/11/2021	On Saturday 27 th November the prime minister announced new temporary measures following the emergence of the Omicron variant of COVID-19 in the UK. The new measures

	<p>will be introduced as a precaution to slow down the spread of the variant. Measures now required at the college are:</p> <ul style="list-style-type: none"> • Re introduction of face coverings in all common areas including college transport for students, staff and visitors • The current process for contact tracing remains in place. In addition, any suspected or confirmed close contact of the Omricon variant will be asked to isolate for 10 days regardless of vaccination status or age. • Staff and students are reminded to self-test twice a week • Staff and students are encouraged to take up the offer of the vaccine including boosters and the college will be holding a further vaccination day on 15th December and 12th January. • Those returning from overseas must take a PCR test between day 0-2 and quarantine until the result of the test. If the result is negative quarantine can end.
24/12/2021	<p>The government has announced that England has moved to plan B in response to the risks of the Omicron variant. In education settings this means face coverings should continue to be worn in common areas and when using college vehicles as passengers.</p> <p>Covid-19 infection rates are very high and the Omicron variant is spreading rapidly. It is important that everyone takes steps to reduce the spread of Covid-19 infection.</p> <p>Those with Covid-19 symptoms should stay home and self-isolate immediately. They should arrange a PCR test as soon as possible.</p> <p>Those identified as close contacts aged 18 years and 6 months or over and not fully vaccinated (have not received both vaccine jabs) are required to stay home and self-isolate for 10 days.</p> <p>Close contacts who are fully vaccinated (have received both vaccine jabs) are not required to self-isolate but are strongly advised to take an LFD test every day for 7 days and to self-isolate if any test is positive.</p> <p>There are changes to self-isolation for confirmed cases. The self-isolation advice for people with coronavirus is that it is now possible to end self-isolation after 7 days following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day.</p>
02/01/2022	<p>Changes to guidance since the last publication for Further education Covid-19 operational guidance.</p> <p>From the 4th January it is recommended that face coverings should be worn by staff and students when moving around the premises, in corridors and communal areas and in class</p>

	<p>rooms and workshops. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports lessons and physical activity.</p> <p>It is not expected of teachers to wear a face covering whilst teaching students if they are at the front of the class, to support education delivery, although these can be worn whilst teaching if staff choose to do so.</p>
07/01/2022	<p>From Tuesday 11th January 2022 people without Covid-19 symptoms who test positive on a rapid response Lateral Flow Test (LFD) will not be required to take a confirmatory PCR test. This is a temporary measure while Covid-19 rates remain high across the UK. With high levels of Covid-19 across the UK the vast majority of people with positive LFD results can be confident that they have Covid-19. Those with symptoms should still isolate immediately and book a PCR test, this has not changed.</p> <p>The changes to the length of self-isolation for those fully vaccinated remains the same. Those who test positive will be able to leave self-isolation 7 days after the date of their initial positive test if they receive 2 negative LFD results 24 hours apart on days 6 and 7.</p> <p>From the 9th January 2022 those who qualify as fully vaccinated can take either an LFD or a PCR test within 2 days of arriving in England. If you have a positive result on an LFD a confirmatory PCR test must be taken.</p> <p>Those who qualify as fully vaccinated or are under 18 do not need to take a PCR test before travel to England or self-isolate upon arrival</p>

Site Precautions

What are the hazards	What is already being done	Satisfactory	Risk Findings
<p>1.Risk of COVID-19 transmission increasing due to new variants</p>	<p>Face coverings should be worn when moving around the site, in all common areas (refectory, toilets, corridors) and in classrooms and workshops</p> <p>Face masks are available for staff and students at the college main Reception/ CECAMM main reception or via the health and safety function</p> <p>Anyone who feels unwell with a new continuous cough or a high temperature, loss or change in</p>	Yes	<p>Severity 3</p> <p>Likelihood 4</p> <p>Risk 12</p>

	<p>sense of taste or smell should book to have a PRC test by going online to book. https://www.gov.uk/get-coronavirus-test Or by calling 119</p> <p>Close contacts who are not fully vaccinated (have not received both vaccination jabs) must self-isolate for 10 days</p> <p>Fully vaccinated close contacts should take LFD tests for 7 days and report the results daily.</p> <p>If the test is positive they must self-isolate and not leave the home. An LFD test should be taken on day 6 and another 24 hours later. If both are negative they can end self-isolation.</p> <p>Close contacts who are at college are strongly advised to help protect others by maintaining a 2 metre distance. Avoiding direct contact with those defined as clinically extremely vulnerable. Wearing a face covering at college, and increasing hand washing. These measures should be followed for 10 days since the last contact with the confirmed case.</p> <p>Signs are in place on all entry doors into all buildings stating that if symptomatic or if they have a positive result from a Covid test they must not enter the building.</p> <p>Regular reminder emails and flow charts detailing processes are sent to staff.</p> <p>To lower the risk of transmission among asymptomatic people, staff and students given self-home testing kits and asked to self-test twice a week (3-5 days apart) Staff and Students have been briefed on the requirement to report their results to the NHS for test and trace purposes</p> <p>Results can be reported either online; www.gov.uk/report-covid19-result or by telephone between 7am-11pm by calling 119 Staff should also report their results to the college to: staffcovidtest@iwcollege.ac.uk</p> <p>Any positive LFD cases are told to self-isolate immediately</p> <p>If staff or students are isolating because of a positive LFD test with no symptoms but then develop symptoms within the isolation period a PCR test should be taken and a new isolation period should begin from the day following symptom onset</p> <p>The college Health and Safety Manager keeps a supply of COVID-19 home testing kits for staff and</p>		
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	<p>students who cannot access a PCR test through the usual methods. These kits are self-testing kits, which need to be sent for sample analysis via the main sorting post office on Saint Bernard's way-Industrial estate Newport. Testing cannot be carried out by college staff and results are only sent to the individual.</p> <p>Asymptomatic COVID-19 self-test kits are available on site, at the main reception and within curriculum areas.</p> <p>Teaching staff should continue to stay at the front of the classroom and maintain a social distance of at least 2 metres</p> <p>If someone becomes symptomatic while at the college the first aid procedure will be:</p> <ul style="list-style-type: none"> 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 or arrange for a parent/guardian to collect them asking them to follow the government staying at home guidance <p>https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance</p> <p>Those awaiting collection - as public transport if symptomatic must 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>Toilets within lower C are the only and closest toilets that should be used for those seated within the lower C first aid room.</p> <p>Those checking on the unwell person must ask if the toilets have been used and inform the health and safety function ASAP as these must be deep cleaned before anyone else can use them</p> <p>CECamm have allocated the disabled toilet on the ground floor for this purpose.</p> <p>Clinical advice can be obtained by contacting the on-line NHS 111 or phoning</p>		
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	<p>NHS 119</p> <p>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 and unconfirmed as having COVID-19 can continue to work unless they develop COVID-19 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>Heads of department are responsible for insisting that the same students sit at the same desk/chair at each lesson wherever possible to lower the number of possible transmissions. Seating plans must be accessible at all times and may be used to trace contacts should an outbreak occur.</p> <p>Seating plans should also be in place for exams and whenever an area is carrying out a service to the public e.g. restaurant, hair salon and Beauty rooms</p> <p>Screening will remain where there are lots of face to face contact:</p> <p style="padding-left: 40px;">Main reception A block CECAMM Finance Hair main reception Beauty main reception</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>It is recommended that staff continue to use virtual ways to meet other staff as an alternative to face to face meetings college using "TEAMS". or phone</p>		
<p>2.Risk of COVID-19 contracted through ineffective cleaning</p>	<p>Additional hours have been allocated to the College cleaning team (KGB) to ensure a continued focus on cleaning and sanitising of high contact common areas including</p> <p style="padding-left: 40px;">Door handles Handrails Light switches Window handles Cash machines Telephones Water fountains Photocopiers Lift buttons Vending machines Toilets</p> <p>All toilet blocks and handwashing facilities are cleaned hourly. Classrooms and offices are deep cleaned by the cleaning team twice a week</p>	<p>Yes</p>	<p>Severity 3 Likelihood 2 Risk 6</p>

	<p>Adequate cleaning supplies for the cleaning of toilets and college furniture e.g. classroom tables and facilities around the college are in place.</p> <p>Desks, chairs, and PC equipment must be cleaned after each use either at the end or beginning of each class by those using each class. Heads of department determine locally if students will be involved in cleaning a PC for example after using it. Cleaning product has been provided in each area and is replenished by the cleaning team</p> <p>Refectory staff are responsible for wiping down tables in-between use.</p> <p>Other 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>All areas should allow for sufficient time for the sanitising/cleaning of resources before they are required again</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>During class tools/equipment must not be shared with others.</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>Staff are asked to clean their own desks/ PCs cutlery/cup/Utensils and to not share any other resource to lower the risk of someone else using them via emails and safety briefings. Cleaning products are supplied</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- cleaning wipes and hand Sanitiser is available in all vehicles (see separate mini bus risk assessment)</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>Additional deep cleans take place in areas when highlighted that they may be a case and reports held on file.</p>		
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<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 If entering a different block <p>After using shared resources such as photocopier machines.</p> <ul style="list-style-type: none"> When removing / putting on face coverings Before any rest break Before they eat After going to the toilet Before they leave When they get home <p>Staff 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 all separate locations in addition to where using soap and water is available in toilets</p> <p>Bottles of hand sanitiser and available for Assessors and those who work away from the site frequently. Assessors should contact the H&S dept for replenishment supplies.</p> <p>Posters are in place in all blocks and sites 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 & H&S manager to help pass on this message to others.</p>	<p>Yes</p>	<p>Severity 3 Likelihood 3 Risk 9</p>
<p>4.Risk of COVID-19 transmission through closer contact requirements</p>	<p>PPE is available for those who are at risk of coming into closer contact with someone likely to expel droplets when carrying out first aid, and personal care.</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>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</p>	<p>Yes</p>	<p>Severity 3 Likelihood 2 Risk 6</p>

	<p>separate RA for COVID-19 Procedure if someone becomes unwell)</p> <p>Bins only within first aid room in lower C or within pathways</p> <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>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 while in class to help lower the spread of airborne droplets</p> <p>Cleaning takes place of desks and resources between each class lowering the risk of transmission through unclean surfaces</p> <p>Bins for the disposal of face masks have been placed in the 1st aid room, and Hair and Beauty areas</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 manufacturer’s 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 	<p>Yes</p>	<p>Severity 4</p> <p>Likelihood 2</p> <p>Risk 8</p>

<p>6.Risk that staff misunderstand actions they should take if</p> <p>A. someone in the same household is confirmed with COVID-19</p> <p>B. Someone outside of the household but known to them is confirmed with COVID-19</p>	<p>All managers should display the COVID-19 V14 flow chart for easy reference if faced with any COVID-19 related questions to be able to give reassurance on what action is required.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 or are a close contact of someone with COVID-19 and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 and 6 months • they've taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Close contacts who are at the college should take a LFD test daily for 7 days and report the results</p> <p>Close contacts are strongly advised to help protect others by maintaining a 2 metre distance. Avoiding direct contact with those defined as clinically extremely vulnerable. Wearing a face covering at college, especially when traveling in a college mini bus with others, and increasing hand washing. These measures should be followed for 10 days since the last contact with the confirmed case.</p> <p>Reception staff who routinely take calls from staff and students should refer to the training given by their line manager Staff calls should be passed to HR</p> <p>In both student and staff cases, if you think you have had contact with someone who has tested positive for COVID-19 but have not been notified by Test and Trace the guidance on how to stop the spread of COVID-19 must be followed carefully. In this circumstance you can arrange to take a LFD test. In all cases a positive LFD result means you are required to self-isolate.</p> <p>Managers required to brief subordinates on safe working practices, safe systems of work and risk assessments</p> <p>Risk assessment published on website and staff portal</p> <p>All staff email sent when College risk assessment is reviewed</p>	<p>yes</p>	<p>Severity 3 Likelihood 3 Risk 9</p>
<p>7.Risk that the organisation does not engage with the NHS test and trace process</p>	<p>Close contacts of confirmed cases will now be contacted by the NHS Test and Trace and education settings are no longer expected to undertake contact tracing for college students.</p> <p>The college will continue to trace where staff have been named as a close contact to lower the likelihood of staff out breaks and spreading the</p>	<p>Yes</p>	<p>Severity 3 Likelihood 2 Risk 6</p>

	<p>virus to other staff</p> <p>Staff informed on how to download the NHS Test and Trace app. https://www.covid19.nhs.uk/</p> <p>Registers of everyone in the study setting should be taken for every lesson or activity across the college</p> <p>Seating plans must be accessible at all times.</p> <p>In an outbreak situation If a confirmed case has been at the college registers and seating plans may be used to identify those who may have come into contact with a confirmed case and passed to the local health protection team</p> <p>Those who test positive through a LFD test must self-isolate immediately and staff will be asked who they had close contact with. These will be contacted and asked to self test for the next 7 days and report the findings</p> <p>Close contact means:</p> <p style="padding-left: 40px;">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 meters' 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>Where an interaction has taken place through a Perspex (or equivalent) screen this would not be considered sufficient contact provided there has been no other contact such as listed above.</p>		
<p>8.Risk of COVID-19 transmission from the use of either public transport or the college fleet</p>	<p>Those using public transport must wear a face covering. Users should wash their hands before and after putting on/ removing their mask.</p> <p>Passengers traveling in college vehicles must wear a face covering unless mask exempt</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</p>	<p>Yes</p>	<p>Severity 4 Likelihood 2 Risk 8</p>

	<p>cleaning wipes and hand sanitiser within the vehicles.</p> <p>Windows must be open when using college vehicles to ensure that within this enclosed space, ventilation is introduced.</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 wash their hands afterwards.</p>		
9. Risk of transmission through poor ventilation	<p>Windows and doors within teaching areas and staff offices/ staff rooms should be open to increase ventilation whenever occupied.</p> <p>Windows must be open when using college vehicles to ensure that within this enclosed space, ventilation is introduced.</p> <p>Air conditioning systems are serviced annually and issues relating to air flow are posted through the facilities job-based system for contractor attendance. Systems placed on full fresh air. Where fresh air is not drawn in (hair) ventilation is provided via opening windows and doors to allow natural ventilation.</p> <p>Co2 monitors in place to identify any poorly ventilated spaces. Local staff to monitor. Units relocated to different areas each month. High reads of 1500ppm or above result in the class being relocated into another room and the capacity within the high read room reduced to half as an interim measure.</p> <p>In any cases where an area of poor ventilation has been identified and this cannot be resolved through opening windows and doors, or through minor air conditioning works air cleaning units shall be used to help reduce airborne contaminants in the poorly ventilated space.</p> <p>Areas where c02 monitors have been used/ are currently being used to check ventilation are classrooms/ workshops within: Hairdressing salons Pathways P block S block B block</p>	yes	Severity 3 Likelihood 2 Risk 6

10.Risk of wellbeing and	COVID-19 Secure college risk assessment in place, regularly reviewed in line with government guidance and updated and passed to SMT and HODS to	Yes	Severity
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<p>mental health being affected through anxiety about COVID-19</p>	<p>disseminate to their staff</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 so that individuals are kept informed about measures in place for safety</p> <p>College wellbeing policy in place and HR team to support</p> <p>key members of college staff qualified mental health first aiders</p> <p>An updated Education Staff Wellbeing Charter newly launched setting out commitments from the Government, Ofstead and schools and colleges to promote and protect the mental health of the education workforce.</p> <p>https://www.nhs.uk/conditions/stress-anxiety-depression/ways-relieve-stress/</p> <p>And Minds pages on relaxation also has tips on exercises https://www.mind.org.uk/information-support/tips-for-everyday-living/relaxation/</p> <p>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>Mind also has games and puzzles which can be used as a distraction if feeling overwhelmed or anxious</p> <p>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>3 Likelihood 2 Risk 6</p>
<p>11.Risk of insufficient staffing levels to complete relevant teaching, learning and assessment</p>	<p>All college workers should ensure that they are following the strict guidelines within this risk assessment and take suitable safe precautions which allow them to work safely.</p> <p>Vaccines are now widely available and all age groups have been invited for vaccination and there is now a college staff population of vaccinated staff lowering the risk of being made very ill by the virus.</p> <p>Those defined as Clinically extremely vulnerable no longer need to shield and should have returned to the workplace however they should consider</p>	<p>Yes</p>	<p>Severity 3 Likelihood 3 Risk 9</p>

	<p>maintaining social distancing, wearing a face covering and regular handwashing especially if working alongside a confirmed close contact individual.</p> <p>Those defined as Clinically vulnerable should be at work where the risks highlighted within the college risk assessments have been mitigated and when they maintain social distancing and regular hand washing. Local Managers meet with these staff and discuss the COVID SECURE risk assessment.</p> <p>Those who live with people who are Clinically extremely vulnerable or Clinically vulnerable should have returned to the workplace.</p>		
<p>12.Risk that students may not understand and comply with measures in place to lower the risk of virus transmission</p>	<p>Students have been well briefed at each stage of the road map via emails and letters.</p> <p>Signage in place across all areas about hand and respiratory hygiene.</p> <p>Students written to, if following the COVID-19 risk assessment review a significant change is recorded</p> <p>Students made aware that while in some work-based learning they are required to be fully vaccinated (health and care settings) this is a legal requirement</p>	yes	<p>Severity 3 Likelihood 3 Risk 9</p>
<p>13.Are there specific Risk assessments or measures in place for vulnerable learners and staff</p>	<p>Discrete Risk Assessment process available for SEND Students who, due to the nature of their medical condition should follow the advice from their specialist</p> <p>Clinical studies have shown that those previously considered to be clinically extremely vulnerable (CEV) are at a very low risk of serious illness if they catch the virus. The UK clinical review panel has recommended that no young person under the age of 18 should be considered CEV and under 18s should be removed from the shielded patient list. The chief executive of the UK health security and head of NHS Test and Trace has written to the parents of these young people to inform them.</p> <p>Pathways block has additional measures in place.</p> <ul style="list-style-type: none"> • All visitors to wear a face covering • Contractors to avoid times when students are on site • Dedicated member of cleaning team in place • staff not fully vaccinated take daily Lateral flow tests <p>Some students may have medical conditions which place them at a higher risk of illness if they contract COVID-19. A medical condition risk assessment is carried out as the usual college process but with the additional hazard of Covid 19 now needing to be in place with suitable control measures put in place and</p>	Yes	<p>Severity 4 Likelihood 2 Risk 8</p>

	<p>in line with this college risk assessment.</p> <p>Expectant mothers already attend health risk assessments with additional measures in place when expectant mother reach 28 weeks into their pregnancy</p>		
<p>14.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>Visitors given the visitors procedures handout at the colleges main receptions with a section dedicated to Covid 19.</p> <p>Signs in place in all building entrances advising people who have symptoms of COVID-19 or a positive Covid test result 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 maintain the hand Hygiene protocol adopted by the college – SEE separate Working with Contractors Policy and Risk assessment.</p>	Yes	<p>Severity 4</p> <p>Likelihood 2</p> <p>Risk 8</p>
<p>15.Risk that those who have previously had COVID-19 or those who have been vaccinated may think they are immune</p>	<p>Those who have previously had the virus may have some immunity up to a certain period of time but this does not apply to everyone. Those who have had the virus are not expected to self-test for 90- days from the onset of the virus but should join the self-test scheme after this time by contacting HR and asking for a testing kit.</p> <p>If those who have previously had the virus develop new symptoms before a 90-day period they should follow the stay at home guidance and take a PCR test</p> <p>https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance</p> <p>Those who have been vaccinated should continue to follow government guidance. While COVID-19 vaccines have been shown to reduce the likelihood of severe illness for those who have received them it is still possible to contract and pass on the virus.</p> <p>All measures within this risk assessment must still be adhered to including stay at home guidance if symptoms develop.</p>	Yes	<p>Severity 3</p> <p>Likelihood 2</p> <p>Risk 6</p>
<p>16. Risk that the reintroduction of overseas visits may result in an increased level of hazards</p>	<p>All staff and students of any age need to be fully vaccinated (double vaccinated) to attend overseas trips</p> <p>All travelers must be able to prove their vaccination status via their Covid pass or an authorised paper certificate</p>	Yes	<p>Severity 3</p> <p>Likelihood 3</p> <p>Risk 9</p>

<p>associated to fast emerging rules and changes to government procedures</p>	<p>Staff should refer to the dedicated overseas travel policy before booking any overseas trips</p> <p>All required Covid tests must be booked in advance through a private testing provider. https://www.gov.uk/find-travel-test-provider</p> <p>Trips to red listed countries will not be authorized</p> <p>Those planning trips must comply with travel advice given by Foreign Commonwealth & Development Office (FCDO) that sets out COVID-19 and other risks from travel abroad</p> <p>Those planning trips must comply with government guidance https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-COVID-19 https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-COVID-19 https://www.gov.uk/guidance/coronavirus-COVID-19-safer-air-travel-guidance-for-passengers</p> <p>Do not travel if you have COVID-19 symptoms or are self-isolating</p> <p>Face coverings must be taken on the trip and used at the airport, on aircraft and in crowded and enclosed areas where you come into contact with people you do not usually meet</p> <p>A full comprehensive risk assessment detailing all activities and possible COVID-19 virus transmission control measures must be provided and approved before the overseas trip will be approved.</p> <p>Staffing for the overseas trip must include the risk of someone contracting the virus and having to isolate at the overseas location. This duration could be longer than the planned trip. Students would need to be safeguarded and could not be left alone isolating in an alternative location away from the rest of the group.</p> <p>An LFD or PCR test must be taken within the first 2 days upon return to the UK. If using an LFD test which shows a positive result, a confirmatory PCR test will be required.</p> <p>Under 18s and those fully vaccinated do not need to take a PCR test before returning to England nor self isolate upon return</p>		
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Appendix A – Government guidance

Testing available to anyone with symptoms of coronavirus

Anyone with symptoms of coronavirus is eligible to book a test. 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 or vaccination can be booked here:

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

<https://www.gov.uk/get-coronavirus-test>

Further education Coronavirus operational guidance

<https://www.gov.uk/government/publications/coronavirus-COVID-19-maintaining-further-education-provision>

Guidance What parents and carers need to know about early years providers, schools and colleges during the coronavirus (COVID-19) outbreak

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-COVID-19-outbreak>

Guidance Providing apprenticeships during the coronavirus (COVID-19) outbreak

<https://www.gov.uk/government/publications/coronavirus-COVID-19-apprenticeship-programme-response>

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

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 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/>

Reducing the spread of COVID-19 in your household

GermDefence is a website that can help you identify ways to protect yourself and others in your household from COVID-19. It provides scientifically proven advice on reducing the risks from COVID-19 and other viruses in your home. Germ Defence is easy to use and only takes 10 minutes to identify actions and make a plan on how to protect yourself.

<https://www.germdefence.org/>

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>