

## Health and Safety

### Risk Management – Assessment Report (v18)

<b>Risk Area:</b>	Site Operations
<b>Assessment Framework:</b>	COVID-19
<b>Work Area or Activity:</b>	COVID-19 –
<b>Competent Person</b>	Jenny Webb
<b>Groups Affected:</b>	Cleaners Contractors Learners Staff Members of the public
<b>Updated on:</b>	06/11/2020
<b>To be reviewed on:</b>	06/12/2020

This COVID19: 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 COVID19 risk assessment in accordance with Public health advice, NHS, Department for Education (DFE) and Government guidance.

Students studying at the 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

### 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 <sup>th</sup> 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 <sup>th</sup> 10 <sup>th</sup> 17th September 2020	Updated Government guidance Further education (FE) autumn term guidance
19th 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 <sup>nd</sup> September 2020	Updated Government Corona virus measures announcements affecting indoor team sports
5 <sup>th</sup> November 2020	<p>Updated Government guidance New National Restrictions from 5<sup>th</sup> 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</p>

	<p>are advised not to attend education, and staff are strongly advised to work from home and not to go into work during 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>
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## 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 or mixing of groups</p>	<p>Teaching staff must stay at the front of the classroom and maintain a social distance of at least 2 metres</p> <p>The wearing of face coverings in all common and social spaces including outdoors and on-site, introduced to lower the risk of transmission by students not socially distancing sufficiently during break times. Monitored by all staff.</p> <p>While in class students are seated at a 1metre distance within a conventional classroom with mitigations that there is no face to face seating arrangements and all students face forwards and side on. Space is increased within workshops and PC teaching rooms</p> <p>Room layouts have been adjusted so that college users sit front facing and not face to face. Furniture layouts should not be adjusted without approval from H&amp;S</p> <p>Managers have implemented working in what is referred to as block bubbles to minimize contacts. Those in a particular teaching block bubble 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>Teaching staff move across the site not students unless lack of space requires a class take place in another building. This is only approved if access to this area does not impact upon the existing blocks bubble status for example via a discreet entrance and exit.</p> <p>Block bubbles remain when using the main site refectory for lunch take away service with blocks allocated a staggered lunch (15-minute slot if they have indicated a need for use) food eaten in allocated bubbles classroom</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 are used to trace contacts while at college</p> <p>Seating plans must 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>When offering a service to the public layouts must be changed in line with the relevant Industry standard.</p>	<p>Yes</p>	<p>Severity 5 Likelihood 2 Risk 10</p>

Exam furniture layouts must maintain a distance of at least 1.25 metre's between each chair if students are from the same bubble and 2 metre's if a mixed bubble.

LRC usage is timetabled for block bubble usage only and has an allocated external path entry and exit route

Additional teaching spaces have been created each with discrete entrances/ exits in ensure bubble integrity

Screening has been installed in areas where there are lots of face to face contact:

- Main reception A block CECAMM
- Admissions
- Enrollment/Bursary
- Student services
- Finance
- Hair main reception
- Beauty main reception
- Refectory

Areas previously used for offering services to the public remain closed to the public namely Restaurant, hair, beauty, Futsal, Hydrotherapy pool, Gym and MOT services

English, Math's and vocational study with some students remain in their bubble groups

College users are requested to go directly to their allocated areas and not pass through any other block.

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

College users use corridors to travel through and not as a social space and should encourage students to do the same.

Inform those coming into buildings to socially distance including signage on entrance doors, and classrooms by email, word of mouth/reminding.

Use of more than one entry/exit point in curriculum areas to allow a one-way system to operate in busy "pinch point areas"

Use virtual ways to carry out Teaching via remote teaching using technology such as TEAMS where appropriate

Use virtual ways to meet other staff as an

	<p>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 Heads of department and 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 at 1 meter.</p> <p>Markers used on the floor to help people socially distance in common areas such as corridors</p> <p>Areas 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 where markers have been painted onto the ground. (information included within safety briefing) and especially with regard to toilets when cleaners are carrying out their duties.</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><b>2. Risk of Covid-19 contracted through ineffective cleaning</b></p>	<p>Additional hours have been allocated to the College cleaning team (KGB) to ensure the day time continued focus on cleaning and sanitising of high contact common areas including</p> <ul style="list-style-type: none"> <li>Door handles Handrails Light switches</li> <li>Window handles</li> <li>Cash machines</li> <li>Telephones</li> <li>Water fountains</li> <li>Photocopiers</li> <li>Lift buttons</li> </ul>	<p>Yes</p>	<p>Severity 5 Likelihood 2 Risk 10</p>

	<p>Vending machines Toilets</p> <p>All toilet blocks and handwashing facilities will be cleaned hourly. Classrooms and offices are deep cleaned by the cleaning team twice a week</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>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/cups 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</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 suspect case and reports held on file.</p>		
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	<p>Refer to guidance on “cleaning non-healthcare settings”</p> <p>And “implementing protective measures in education and childcare settings”</p> <p><a href="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">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</a></p>		
<p><b>3. Risk of Covid-19 contracted through poor personal hand hygiene</b></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"> <li>When they arrive</li> <li>If entering a different block</li> <li>When removing / putting on face coverings</li> <li>Before any rest break</li> <li>Before they eat</li> <li>After going to the toilet</li> <li>Before they leave</li> <li>When they get home</li> </ul> <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</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 &amp; HS manager and can be used as a teaching resource to underpin hand washing.</p> <p>Email banners are available from the Campus &amp; H&amp;S manager to help pass on this message to others.</p>	Yes	<p>Severity 5</p> <p>Likelihood 2</p> <p>Risk 10</p>
<p><b>4. Risk of COVID-19 transmission due to insufficient /ineffective or incorrect use or handling of PPE</b></p>	<p>A face covering must be worn in all common areas including indoor and outdoor social spaces unless mask exempt or engaged in an activity where wearing a face covering may cause an additional health risk e.g. some physical exercise/ sport activities.</p> <p>Reusable Face visors and masks are available for all</p>	Yes	<p>Severity 4</p> <p>Likelihood 2</p> <p>Risk 8</p>

	<p>staff at the college main Reception/ CECAMM main reception or via the health and safety function if staff do not have one when they arrive</p> <p>Disposable face masks are available for students and visitors at the college main reception or via the health and safety function if they do not have one when they arrive</p> <p>Further PPE is available for those who are at risk of coming into close contact with someone likely to expel infectious droplets including</p> <p>First aiders-Across college - list in place and First aid briefing targeted to all college first aiders by H&amp;S Management</p> <p>Specialist PPE is available for First Aiders including:</p> <ul style="list-style-type: none"> <li>A fluid resistant surgical face mask</li> <li>Eye protection</li> <li>Gloves</li> <li>Apron</li> <li>Visors- these are reusable and will be assigned to a member of staff</li> </ul> <p>Those giving personal care - Pathways staff</p> <p>Those using public transport including taxis, ferry's must wear a face covering on their journey to/from college unless mask exempt.</p> <p>Face masks and visors must be worn within the classroom/ workshop as part of the control measure for some subjects e.g. Hair dressing, Beauty Therapy. Hospitality areas must wear a face covering (mask or visor)</p> <p>Bins for the disposal of face masks have been placed in the 1<sup>st</sup> aid room, Hair and Beauty areas where masks are a pre-requisite for safe delivery</p> <p>Those wearing a face covering should follow these steps when wearing and removing them</p> <ul style="list-style-type: none"> <li>• Practice social distancing wherever possible</li> <li>• 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</li> <li>• When wearing a face covering avoid touching you face or face covering to prevent cross contamination</li> <li>• Change the face covering if it becomes damp or if you touch it</li> <li>• Continue to wash your hands regularly</li> <li>• Change and wash the face covering daily</li> <li>• If the material is washable wash in line</li> </ul>		
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	<p>with manufacturers instructions</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Face coverings used as a precaution-Do not throw these face coverings into any college bins. Dispose of carefully at home</li> </ul> <p>H&amp;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&amp;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.</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><b>5. Risk of COVID-19 transmission through poor respiratory hygiene</b></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 <b>in class</b> 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>	Yes	<p>Severity 5</p> <p>Likelihood 2</p> <p>Risk 10</p>
<p><b>6. Risk of COVID-19 transmission leading to multiple confirmed cases</b></p>	<p>The college will follow advice from the NHS, DFE and Public Health England in an effort to quickly trace close contacts while at <b>the college whenever there is a risk of transmission. There is a COVID-19 action pack in place for managers listing questions to ask the confirmed case, where and how to collect required information and a flow chart to follow the process on collecting information and</b></p>	Yes	<p><b>Severity</b> <b>5</b></p> <p><b>Likelihood</b> <b>2</b></p> <p><b>Risk</b> <b>10</b></p>

	<p>contacting the DFE or public health England and local authority.</p> <p>Registers, seating plans and direct questions to the confirmed case are used to identify those who may have come into contact with a confirmed case.</p> <p>Anyone who feels unwell with a new continuous cough or a high temperature, loss or change in sense of taste or 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 with symptoms must stay home and arrange to be tested. If the test is positive you must self-isolate and not leave your home for 10 days from the test date. Your household must also self-isolate and not leave the home for 14 days. Signs are in place in all buildings that detail the process for contacting the NHS and arranging a test. Access to priority testing is available for those involved in Education by contacting HR for a referral code.</p> <p>Staff who develop symptoms should book a test through the gov.uk online portal.</p> <p><a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a></p> <p>Or by calling 119</p> <p>Students should book a test through the gov.uk portal:</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p>Or by calling 119</p> <p>The college Health and Safety Manager keeps a supply of COVID-19 testing kits for staff and students who cannot access a 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>Staff and students must socially distance in line with this risk assessments social distancing rules even within their bubbles and wherever possible attend meetings with those outside of their bubbles via TEAMS meetings.</p> <p>Face coverings must be worn in line with this risk assessments PPE rules.</p>		
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	<p>If someone becomes symptomatic while at the college the first aid procedure will be:</p> <ul style="list-style-type: none"><li>Put on the listed PPE</li><li>Go to the location of the person</li><li>Maintain a 2 metre distance</li><li>Ask the person what their symptoms are</li><li>Send them home asking them to follow the government staying at home guidance</li></ul> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Those awaiting collection- as public transport if symptomatic must be avoided, will be taken to the lower C first aid room or A block A41 isolation room/CECMM first aid room (for staff and students at CECMM) 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&amp;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. Those seated within A41 needing to use the toilet should only use the disabled toilet by the lift on the ground floor of A block. 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>CECMM 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 NHS 119</p> <p><b>IF URGENT CARE IS NEEDED CONTACT 999 STAFF MUST NOT TAKE THEM TO THE HOSPITAL</b></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>		
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<p><b>7. Risk that staff misunderstand actions they should take if</b></p> <p><b>A. someone in the same household is confirmed with COVID-19</b></p> <p><b>B. Someone outside of the household but known to them is confirmed with COVID-19</b></p>	<p>All managers should display the COVID-19 flow chart for easy reference if faced with information that either a staff member or student has decided to self-isolate and to be able to give reassurance on what action is required.</p> <p>Reception staff who routinely take calls from staff and students should refer to the training given by their line manager and in a confirmed case have the pre-prepared set of questions (provided from the COVID-19 action pack) to ask Students, close to hand. Staff calls should be passed to HR</p> <p>All staff should know that they will need to self-isolate for 14 days if someone in their household is confirmed with COVID-19.</p> <p>All staff should know to inform students that they will need to self-isolate for 14 days if someone in their own household is confirmed with COVID-19</p> <p>In both student and staff cases, if a family member or friend outside of the college is confirmed with COVID-19 but they do not share the same household there is no need for self-isolation unless you develop symptoms or are contacted by the NHS Test and Trace and told to self-isolate.</p> <p>If not contacted you must ensure strict social distancing and hand hygiene in line with this risk assessment.</p> <p>If contacted stay home and if symptomatic arrange a test. If the test is positive you must self-isolate and not leave your home for 10 days from the test date. Your household must also self-isolate and not leave the home for 14 days.</p>	<p>yes</p>	<p>Severity 5</p> <p>Likelihood 2</p> <p>Risk 10</p>
<p><b>8. Risk that the organisation does not understand the process or engage with the NHS test and trace process</b></p>	<p>An all staff email was sent detailing how to download the NHS Test and Trace app and encouraging staff to download.</p> <p>Registers of everyone in the study setting must be taken for every lesson or activity across the college</p> <p>Seating plans must be accessible at all times.</p> <p>QR codes are in place in public facing facilities plus the main reception areas and visitors are encouraged to download the NHS test and trace app and use their mobile phone and scan into the venue.</p> <p>When allowed to open, all areas offering a service to the public must ensure that visitors scan the QR code within the area. (Hair, Beauty, MOT, Futsal, Gym, Hydrotherapy pool, Restaurant) Where members of the public do not have access to a mobile phone staff must have in place a system such as an appointment book listing the name and contact numbers of those attending and keep this</p>	<p>Yes</p>	<p>Severity 4</p> <p>Likelihood 2</p> <p>Risk 8</p>

	<p>for 21 days.</p> <p>Swift action will be taken when the college becomes aware that someone has tested positive with COVID-19 by the principal, or their delegated representative contacting the DFE dedicated help line or local health protection team</p> <p>Separate COVID-19 action pack and action flow chart in place for Managers on what to do if there is a confirmed case of COVID-19 at the college. Copies of the flow chart should be displayed on managers office walls at all times.</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 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>Those contacted by the NHS Test and Trace service and told to self-isolate due to exposure to a confirmed case must self-isolate and not leave their home for 14 days from the date you last had contact with the confirmed case. If symptoms develop you should arrange a test. If the test is negative you must still continue the isolation period until 14 days are over.</p>		
<p>9. Risk of COVID-19 transmission from the use of either public transport or the college fleet</p>	<p>Where possible those attending college should avoid public transport and drive, walk or cycle.</p> <p>Where sessions for students are being held at College, start and finish times should be adjusted to allow for travel "off-peak"</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</p>	<p>Yes</p>	<p>Severity 5 Likelihood 1 Risk 5</p>

	<p>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 cleaning wipes and hand sanitiser within the vehicles</p> <p>A face covering is required for all off site trips when using a mini bus – see associated college Mini Bus risk assessment.</p> <p>A face covering is required unless mask exempt on all public transport including a coach service, taxi, ferry.</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 and wash their hands as soon as possible.</p> <p>Avoid multiple occupancy of vehicles where possible. If a task involves the need for multiple occupants in a vehicle:</p> <p style="padding-left: 40px;">Sit side by side not face to face</p> <p style="padding-left: 40px;">Make sure the vehicle is well ventilated to increase the flow of air by opening windows</p> <p style="padding-left: 40px;">Make sure that the vehicle is cleaned regularly</p>		
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Site Operations (General)

<p><b>10. Risk of wellbeing and mental health being affected through anxiety about COVID-19</b></p>	<p>COVID-19 Secure college risk assessment in place, regularly reviewed in line with government guidance and updated and passed to SMT and HODS to disseminated to their staff</p> <p>H&amp;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 upheld and face coverings worn.</p> <p>New college wellbeing policy in place and HR team to support</p>	<p>Yes</p>	<p>Severity 3 Likelihood 2 Risk 6</p>
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	<p>key members of college staff now qualified mental health first aiders</p> <p>College staff working at the college eases isolation risk The NHS website has some useful tools to support those with anxiety</p> <p><a href="https://www.nhs.uk/conditions/stress-anxiety-depression/ways-relieve-stress/">https://www.nhs.uk/conditions/stress-anxiety-depression/ways-relieve-stress/</a></p> <p>And Minds pages on relaxation also has tips on exercises <a href="https://www.mind.org.uk/information-support/tips-for-everyday-living/relaxation/">https://www.mind.org.uk/information-support/tips-for-everyday-living/relaxation/</a></p> <p>Minds tips in their information on obsessive compulsive disorder (OCD) <a href="https://www.mind.org.uk/information-support/types-of-mental-health-problems/obsessive-compulsive-disorder-ocd/self-care-for-ocd">https://www.mind.org.uk/information-support/types-of-mental-health-problems/obsessive-compulsive-disorder-ocd/self-care-for-ocd</a></p> <p><a href="https://www.ocduk.org/ocd-and-coronavirus-survival-tips/">https://www.ocduk.org/ocd-and-coronavirus-survival-tips/</a></p> <p>Mind also has games and puzzles which can be used as a distraction if feeling overwhelmed or anxious</p> <p><a href="https://www.mind.org.uk/need-urgent-help/how-can-i-distract-myself/games-and-puzzles/">https://www.mind.org.uk/need-urgent-help/how-can-i-distract-myself/games-and-puzzles/</a></p> <p><a href="https://www.mind.org.uk/information-support/types-of-mental-health-problems/anxiety-and-panic-attacks/self-care-for-anxiety/">https://www.mind.org.uk/information-support/types-of-mental-health-problems/anxiety-and-panic-attacks/self-care-for-anxiety/</a></p>		
<b>11. Risk of failure of building mechanical/ electrical plant during lockdown</b>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>Water treatments</li> <li>Fire alarm testing</li> <li>Fridges and freezers</li> <li>Boiler/ heating servicing</li> <li>Internet services</li> <li>Ventilation Systems via fresh air</li> <li>Any other statutory inspections</li> <li>Insurance covers reopening arrangements</li> </ul> <p>Additional ventilation has been introduced by opening windows, shutters and doors and is monitored by H&amp;S</p> <p>Areas of concern- where there is no method of bringing air into the area have been closed and classes re timetabled into discrete areas around the site without effecting bubble integrity</p>	Yes	<p>Severity 5</p> <p>Likelihood 1</p> <p>Risk 5</p>
<b>12. Risk of college users unaware of any changes</b>	<p>Amended evacuation procedures for each block are considered as part of the departmental risk assessments with H&amp;S</p> <p><b>Isle of Wight Fire safety officer has audited each</b></p>	Yes	<p>Severity 5</p> <p>Likelihood 1</p>

<p>to the college's emergency evacuation procedure's</p>	<p>block and is satisfied with protocols in place during the COVID-19 Pandemic</p> <p>Additional signage in place for any areas where alternative entrances and exits have been introduced</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&amp;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 are carried out</p> <p>Refer to "managing school premises during the coronavirus outbreak"</p> <p><a href="https://www.gov.uk/government/publication/s/managing-school-premises-during-the-coronavirus-outbreak">https://www.gov.uk/government/publication/s/managing-school-premises-during-the-coronavirus-outbreak</a></p>		<p>Risk 5</p>
<p>13. Risk of insufficient staffing levels to complete relevant teaching, learning and assessment</p>	<p>Repeated government announcements confirm that schools and colleges will not close. 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>Those defined as Clinically extremely vulnerable have been instructed to work from home until 2<sup>nd</sup> December 2020</p> <p>Those defined as Clinically vulnerable returned to working at the college on 1<sup>st</sup> August where the risks highlighted within the college risk assessments had been mitigated and when they could maintain social distancing and regular hand washing. Local Managers arranged a meeting with these staff and discussed both their own areas risk assessment and this overall COVID SECURE risk assessment.</p> <p>Those who live with people who are Clinically extremely vulnerable or Clinically vulnerable have returned to the workplace.</p>	<p>Yes</p>	<p>Severity 5 Likelihood 3 Risk 15</p>
<p>14. Risk that</p>	<p>The number of staff and occupants that can use each</p>	<p>Yes</p>	<p>Severity</p>

<p><b>group sizes planned will not be sufficiently accommodated into available space (within social distancing guidelines)</b></p>	<p>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 there is enough space at the college for all returning students</p> <p>Classrooms have been rearranged to government guidelines</p> <p>Additional areas have been utilised/ redesigned to capture overspill in some areas and to ensure the bubble integrity remains strong across the sites</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 are monitored by H&amp;S and timetabling to ensure levels remain consistent with managing the risk</p>		<p>3 Likelihood 4 Risk 12</p>
<p><b>15. Risk that students may not understand and comply with the restrictions in place</b></p>	<p>August 2020 Curriculum areas returning to College had a discrete H&amp;S briefing detailing the requirements for attending college</p> <p>Briefing sheets compiled at the beginning of the Autumn term and given to all students attending College. Do's and Don'ts briefing.</p> <p>Students written to informing them of the requirement to wear a face covering from Mon 26th October 2020.</p> <p>Parents written to on 3<sup>rd</sup> November 2020 informing those defined as Clinically extremely vulnerable not to attend college up to 2<sup>nd</sup> December 2020 in line with government restrictions.</p> <p>Local area risk assessment in place</p> <p>Study areas laid out so that social distancing is maintained</p> <p>If a breach is seen staff take immediate action to remind students and a follow up email to the local manager detailing the breach and asking for action is sent by the Campus and H&amp;S manager or SMT</p> <p>Signage in place across all areas</p> <p>High risk areas monitored by managers and Health and Safety staff- External spaces</p> <p>Floor markings and additional signage placed within smoking shelters</p> <p>Face covering and exemption lanyards available while</p>	<p>Yes</p>	<p>Severity 5 Likelihood 2 Risk 10</p>

	<p><b>monitoring</b></p> <p>All staff should remind those not socially distancing to create sufficient space</p>		
<p><b>16. Are there specific Risk assessments in place for vulnerable learners?</b></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><a href="https://www.gov.uk/education/special-educational-needs-and-disability-send-and-high-needs">https://www.gov.uk/education/special-educational-needs-and-disability-send-and-high-needs</a></p> <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 in line with this college risk assessment.</p> <p><b>Those defined as Clinically Extremely vulnerable have been told not to attend college up until 2<sup>nd</sup> December 2020</b></p>	Yes	<p>Severity 4</p> <p>Likelihood 2</p> <p>Risk 8</p>
<p><b>17. Risk that college staff/ students may not be aware of the College control measures for COVID-19</b></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&amp;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 2</p> <p>Risk 10</p>
<p><b>18. Risk that college visitors /contractors may not be aware of the College control measures for COVID-19</b></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 and asked to wear a face covering to maintain the college bubbles integrity</p> <p>Visitors advised to use the local areas QR codes and check into the relevant block if this area is open to the public.</p> <p>All visitors asked to sign in at the main reception</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</p>	Yes	<p>Severity 5</p> <p>Likelihood 2</p> <p>Risk 10</p>

	<p>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 wear a face covering, maintain the social distance and hand Hygiene protocol adopted by the college – SEE separate Working with Contractors Policy and Risk assessment.</p>		
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## Site Operations (Departmental)

What are the hazards	What is already being done	Satisfactory	Risk Findings
<p>Who will clean classroom chairs, tables desks PCs and any other used equipment / space in between each lesson</p>			
<p>Are there bespoke entry and exit arrangements for the students/staff and how will you ensure they are adhered to?</p>			
<p>How will you manage lunch and comfort breaks ensuring social distancing (toilet, smoking etc.)?</p> <p>(note lunch should be supervised Please show your allocated lunch slot time)</p>			
<p>How will you manage social distancing within practical classes (e.g. when demonstrating an activity)?</p>			
<p>Are you aware that all areas should have either mechanical ventilation or windows, doors, shutters that should remain open. What are your control measures throughout the</p>			

<b>colder months</b>			
<b>Do students use lockers and if so how will you ensure social distancing is maintained?</b>			
<b>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?</b>			
<b>If you work on upper floors will you make sure that you have staff trained on the use of the evacuation chairs?</b>			
<b>How will you embed robust hand hygiene measures for staff and students?</b>			
<b>Have you checked your PPE requirements and do you have sufficient stocks in place?</b>			
<b>Will you be carrying out any off site trips. If so explain how you will address the additional hazards of Covid 19-please note currently only day trips are allowed at the college</b>			

<p><b>Explain what you will do if a student or member of staff tells you they have Covid - 19 symptoms</b></p>			
<p><b>Explain what action you should take if a student or member of staff tells you they have had a positive covid-19 test</b></p>			
<p><b>Have your staff offices been adjusted to ensure staff are socially distanced within a staff office environment</b></p>			
<p><b>Do all teaching staff know that the same student should sit at the same desk for each lesson and a room plan showing table lay out and names kept for test and trace purposes</b></p>			
<p><b>Are staff aware that classrooms have been laid out according to government guidance and room occupancy levels supplied on classroom doors. NO ADJUSTMENTS CAN BE MADE without the approval of H&amp;S</b></p>			
<p><b>If you have external visitors to the area what are your</b></p>			

<p><b>control measures to maintain the integrity of your area bubble</b></p>			
<p><b>Those using public transport are at a greater risk of contracting the virus. The H&amp;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</b></p>			
<p><b>Are you aware that the use of showers should be avoided and if these are used what are your mitigations</b></p>			
<p><b>If a public facilities area is you making sure that your customers are scanning into the area Venues via the QR codes and do you have an alternative for those without mobile phones</b></p>			
<p><b>Have you checked which students have a medical condition and require a health risk assessment.</b></p>			

<b>Covid 19 should be added as an additional hazard and control measures put in place</b>			
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**Designated College H&S Manager**

**Dated**

**Curriculum Manager**

**Dated**

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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 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>

### **Guidance Further education (FE) Autumn term**

<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

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

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### **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/>

### **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>

