

## RISK ASSESSMENT

| Department & Activity  | Date of assessment | Date for Review | Reference Number |
|--|--------------------|-----------------|------------------|
| Stamford College – September Reopening of the College and Surrounding buildings following Covid-19 Restrictions  | 05/08/2020         | 01/12/2020      | SCRA 05          |
| <p><b>Description:</b></p> <p>With the aim of the R rating maintaining below 1 government advice and guidance is to prepare and implement measures for the full reopening of Stamford College following the coronavirus pandemic that has spread nationwide. The Coronavirus Covid-19 has not gone, it is still present as the local Government has shown with new lockdowns restrictions put in place in Greater Manchester, East Lancashire and parts of West Yorkshire due to rising infections.</p> <p>New Government figures have revealed the latest coronavirus data in Lincolnshire. As of 7pm on Wednesday August 19, there have been 2,621 lab-confirmed cases of the virus in the county – a rise of four since Tuesday. The total stood at 2,603 on Sunday, August 16, meaning 18 new cases have been confirmed so far this week. Last week around 41 people tested positive for Covid-19 in Lincolnshire in the week, with the same number in the week before (ending August 9), according to figures from Public Health England (PHE). The figures are calculated from infection rates in the local area based on hospital and care settings and drive-through test centres and swabs sent by post. The 41 positive tests in the week ending August 9<sup>th</sup> compares to 32 the week before and 22 in the week before that. The infection rate per 100,000 people was 5.4 in Lincolnshire in the week ending August 9<sup>th</sup>.</p> <p>Stamford College based on Drift Road will plan to reopen in September in accordance with government guidelines and Covid Alert levels. It is the Stamford College's intention of having strategic plans in place to limit the risk of the Coronavirus virus spreading, with this in mind the 2 -meter social distancing rule will remain to protect our staff, students and visitors whilst attending college in September. The fundamental operations of the college will not resume in the same way as they did prior to closing, the risk of Coronavirus spreading has not gone it is still apparent and risks still remain to staff and students contracting the infectious disease. All staff and students will be advised of the correct procedures to be followed prior to returning to college. This will involve communication and information distributed to all our staff and students highlighting the implementation of one-way systems, maintaining 2-meter social distancing rules, restrictions on the use of lifts, rearranging of classrooms and department group bubbles etc. To protect all staff and students the reopening of the college will be a gradual process, with a reduced number of staff and students attending. The college intends to have a 25% mixture return of staff and students to maintain a critical minimum level required and only where face to face delivery is essential for student's progression and teaching will be supplementary to online/distance learning. Those that can work/Study from home will be advised to remain working from home and those that fall in the categories of Clinically Vulnerable and Clinically Extremely Vulnerable will be suitably assessed prior to returning. Students will continue to have access to learning material and will be fully supported via online tutorial learning and face to face learning at the college. Students will attend and remain in their own group bubbles whilst in College proposed groups sizes for 30 students will be 20 students in one room and 10 students in another. The Estates staff have been maintaining a minimal staff rota throughout the college lockdown to ensure maintenance checks and live services remain operational throughout the lockdown. The main college buildings will be checked prior to reopening by Estates staff, with exceptions to Block 8-Animal Studies where live animals need care and staff have maintained husbandry duties during the college closure. Business Watch have been informed of the relevant changes, working with Estates Business Watch will revert back to evening and weekend monitoring.</p> <ul style="list-style-type: none"> <li>• There are 5 Covid Alert levels, starting with Level 5 -lockdown, Level 4 – Social distancing continues with measures, Level 3 -Gradual relaxation of restrictions, Level 2 – Minimal social distancing, enhanced tracing and Level 1-Continue International Monitoring. With the alert levels progressing this risk assessment has been produced in accordance with the current Covid-19 Alert level 3 – Gradual relaxation of restrictions.</li> </ul> <p>Following our risk assessment approach with regards to prevention. Should the college experience any cases or reported symptoms of Covid-19 during the months of reopening, the college will follow the necessary actions highlighted in section 3 and will contact the local health protection team once the college has been informed of anyone testing positive for Covid-19. <b>Key Contacts for early advice:</b> Public Health Lincolnshire – Email: <a href="mailto:HealthProtectionTeam@Lincolnshire.gov.uk">HealthProtectionTeam@Lincolnshire.gov.uk</a> [In Hours 08:00 – 17:00], Public Health England – Tel: 0344 225 4524 (option 1) [Out of Hours], 111 online Coronavirus or via calling 111 service if they are unable to access the online platform.</p> |                    |                 |                  |

## Curriculum Bubbles

New Timetables below:

| TIMETABLE 1   | TIMETABLE 2  | TIMETABLE 3  |
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| <ul style="list-style-type: none"> <li>Construction and Motor Vehicle continue on Timetable 1. (111 students per day)</li> <li>Animal Studies – continue on timetable 1 (30 students per day)</li> <li>A Levels Yr1 remote however Counselling and Access remain on this timetable 1 (25 students per day)</li> <li>Sport no change – Borderville</li> </ul> <p><b>Total 166 students approx. per day</b> using refectory or Bistro at these times.</p> | <ul style="list-style-type: none"> <li>Rachael Copper All Creative and Performing Arts/Music moving to Timetable 2 slots below (125 students per day)</li> <li>Media move to timetable 2 sessions from timetable 1 (30 students per day)</li> <li>Public Services – no change Borderville - breaks required for Air and Defence</li> </ul> <p><b>Total 155 students approx. per day</b> using refectory or Bistro at these times</p> | <ul style="list-style-type: none"> <li>Business / IT and Travel move to Timetable 3 from Timetable 1 (80 students per day) breaks required for Air and Defence</li> <li>Hair / Beauty and Hospitality move to Timetable 3 below. (60 students per day)</li> <li>Caring Professions move to timetable 3 from timetable 1 slots (45 students per day)</li> </ul> <p><b>Total 185 students approx. per day</b> using refectory or Bistro at these times</p> |

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| Session 1 (1.5hr) | 0900-10.30  | Session 1 (1.5hr) | 0915-10.45  | Session 1 (2hr) | 0900-11.00  |
| Break             | 10.30-10.45 | Break             | 10.45-11.00 | Lunch           | 11.00-11.45 |
| Session 2 (1.5hr) | 10.45-12.15 | Session 2 (2hr)   | 11.00-13.00 | Session 2 (2hr) | 11.45-13.45 |
| Lunch             | 12.15-13.00 | Lunch             | 13.00-13.45 | Break           | 13.45-14.00 |
| Session 3 (1.5hr) | 13.00-14.30 | Session 3 (1.5hr) | 13.45-15.15 | Session 3 (1hr) | 14.00-15.00 |
| Break             | 14.30-14.45 | Break             | 15.15-15.30 | Break           | 15.00-15.15 |
| Session (1.5hr)   | 14.45-16.15 | Session 4 (1hr)   | 15.30-16.30 | Session 4 (1hr) | 15.15-16.15 |

Existing Timetable Slots:

| TIMETABLE 1 |             | TIMETABLE 2 |             |
|-------------|-------------|-------------|-------------|
| Session 1   | 0900-10.30  | Session 1   | 0915-10.45  |
| Break       | 10.30-10.45 | Break       | 10.45-11.00 |
| Session 2   | 10.45-12.15 | Session 2   | 11.00-12.30 |
| Lunch       | 12.15-13.00 | Lunch       | 12.30-13.15 |
| Session 3   | 13.00-14.30 | Session 3   | 13.15-14.45 |
| Break       | 14.30-14.45 | Break       | 14.45-15.00 |
| Session     | 14.45-16.15 | Session 4   | 15.00-16.30 |

Definitions of Clinically Vulnerable & Clinically Extremely Vulnerable can be found here:

### Clinically Vulnerable:

- Aged 70 or older (regardless of medical conditions)
- Under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- Chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- Chronic heart disease, such as heart failure
- Chronic kidney disease
- Chronic liver disease, such as hepatitis
- Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- Diabetes
- People with a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets
- Being seriously overweight (a body mass index (BMI) of 40 or above)
- Pregnant women

**Clinically Extremely Vulnerable:**

1. Solid organ transplant recipients.
2. People with specific cancers:
  - people with cancer who are undergoing active chemotherapy
  - people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer
  - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
4. People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
6. Women who are pregnant with significant heart disease, congenital or acquired.

| No. | Activity   | Associated Hazards  | Who may be harmed                            | Severity (1-10) | Probability (1-10) | Risk Factor | Existing control measures  | Further action required  |
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| 1.  | September College Reopening to avoid:<br><br>Anxiety of students & staff Spread of disease – students & staff<br><br>Communication to students | Large number of students in enclosed spaces.<br><br>Risk of Coronavirus spreading through direct transmission of infected surfaces, tools, equipment, IT equipment. | Staff<br>Students<br>Visitors<br>Contractors | 2               | 3                  | 6           | <ul style="list-style-type: none"> <li>• Students and parents continue to be kept informed by news letter's and regular updates from Stamford College relating to the reopening in September.</li> <li>• Students and parents advised of the changes at Stamford College prior to attending. Students made aware and know what to expect.</li> <li>• Signs and posters remain to be displayed around college reminding staff and students of social distancing, personal hygiene i.e. washing of hands 20 second rule, catch it, bin it, kill it campaign. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Additional supplies of PPE incl. face coverings have been ordered and staff and students are encouraged to provide their own.</li> <li>• Additional hand sanitizer stations have been positioned around the college in corridors to encourage all students to sanitize their hands frequently to reduce the risk of exposure to covid-19. Paper towel dispensers have also been</li> </ul> | <ul style="list-style-type: none"> <li>• Monitor and regular review risk assessment during Coronavirus Covid-19.</li> <li>• With news letter from college exc.</li> <li>• Estates staff to maintain and continue to carry out routine checks whilst on a reduced rota until September or new staff appointment.</li> <li>• Estates - to inspect the college and design and install additional signage where appropriate.</li> <li>• Estates to order and arrange for the installation of sneeze guards in departmental areas where required.</li> <li>• Removal of additional furniture from common areas and additional barriers installed still in operation.</li> <li>• Lifts to be marked up with floor designs and additional signage prior to reopening in September.</li> </ul> |

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|  |  |  |  |  |  | <p>introduced in the welfare facilities around the college.</p> <ul style="list-style-type: none"> <li>• The college will maintain social distancing throughout the College following government guidance, using floor markings &amp; signage. Hazard tape to identify a safe distance has been put in place i.e. reception desk, student services for social queuing.</li> <li>• Where signs are displayed staff and students will be expected to follow the guidance, directional arrow.</li> <li>• Protective screen erected and safe distance markings around main reception desk.</li> <li>• Avoid social gatherings in common areas- soft furnishings remain out of use, signs will be applied to furniture in common area.</li> <li>• College lift – To reduce the spread of respiratory droplets, lift to be used by one person at a time, under certain circumstances 2 x person maximum at one time should a staff/student need to be aided. Students who require assistance from an LSA – LSA to use stairs or keep a reasonable distance may use lift standing side by side. Face coverings will be mandatory when using the lift similar to corridors. Lifts cleaning has been increased.</li> <li>• One-way systems have been introduced in the main college building. There will be an up-stair case (Melbourne Road/South) and a down stair case (North stairs).</li> <li>• One-way systems will also be introduced in the A-Level Block 5.</li> <li>• Staff continue to be advised through HR of employer referral for Covid-19 testing, should any staff show any symptoms.</li> <li>• Car parks will be reviewed and monitored due to a potential increase of personal transport being used. Social distancing will be encouraged</li> </ul> | <p>Signage to display maximum occupancy when using lift.</p> <ul style="list-style-type: none"> <li>• Car Parks will have additional barriers where necessary and signage.</li> <li>• Re-induction for staff to make them aware of the changes (Welcome pack maps, posters, RA, diagrams, list of products available in classroom)</li> <li>• The college will be limited to 500 students a day.</li> <li>• Students/ staff will be encouraged to have flu jab.</li> </ul> |
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|    |  |  |   |  |  |   | <p>across car parks, times and days when students attend will vary.</p> <ul style="list-style-type: none"> <li>On arrival to the college students will be expected and encouraged to go straight to their designated building blocks. Limiting the amount of traffic passing through reception area.</li> <li>Visitors and contractors to be booked in with reception via the host. All visitors and contractors upon arrival are to wait in their car and contact their host prior to entering the college. The host will advise the contractor on arrival of the appropriate action to be taken. This reduces and limits the amount of people waiting in the waiting area.</li> <li>Students attendance will be logged on the college register. This information will be used for attendance and Test &amp; Trace can be actioned should the college experience a covid-19 situation.</li> <li>Those staff that can work from home to continue working from home until further notice under their managers discretion.</li> <li>Face coverings will be expected to be worn by staff and students in corridors and communal areas whilst traveling around the college.</li> <li>Staff and students are to remain on campus during the day and not leave the college campus during lunch breaks.</li> </ul> |  |
| 2. | <p>Fully reopen college and external grounds to staff and student:</p> <ul style="list-style-type: none"> <li>Contaminated surfaces</li> <li>Spread of disease – students and staff</li> </ul> | <p>Large number of students in enclosed spaces.</p> <p>Face-to face contact – students sneezing and coughing</p> | <p>Staff</p> <p>Students</p> <p>Contractors</p> |  |  | 9 | <ul style="list-style-type: none"> <li>All buildings have been checked using a Block Inspection sheet ready for reopening.</li> <li>College and surrounding areas on Drift Road campus and Borderville have been checked to ensure areas are safe for re-occupancy i.e. building fabric, pipes, drains are clear, windows and doors free from damage in preparation for reopening.</li> </ul>   | <ul style="list-style-type: none"> <li>Additional actions are being undertaken by Estates department throughout the closure period and reopening stage i.e. daily cleaning, extra wiping of contact surfaces etc.</li> <li>Water fountains have been flushed regularly throughout lockdown by Estates. All are mains feed; paper cups have been removed. Additional signage displayed</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Direct transmission - Large group gatherings</li> <li>• Heat recovery units / Ventilation Systems</li> </ul> | <p>Underline health conditions</p> <p>Direct transmission of infected surfaces, tools, equipment, IT equipment.</p> <p>Covid-19 spread through ventilation systems - unlikely.</p> |  | 3 | 3 |  | <ul style="list-style-type: none"> <li>• Fire alarm system has been changed to test mode and times adjusted to 8am -4pm.</li> <li>• Mandatory maintenance checks have been completed throughout the lockdown associated to legionella to all buildings incl. checking/ flushing toilets, open outlets and flush where possible. Temperature checks and water sampling has been completed to ensure all water systems are operating sufficiently with no risk to health when the college reopens fully.</li> <li>• All fridges and freezers in catering areas will be checked by Estates staff (x2) during every inspection/patrol until catering team are fully established.</li> <li>• Dishwashers are to be flushed through on a full circle in the Refectory area, Bistro, Catering kitchens and office departments prior to reopening and use to avoid the risk of stagnant water and bacteria build up in machine.</li> <li>• Waste collections for general &amp; confidential waste have been reinstated for main college campus only.</li> <li>• Daily deliveries to block 8 – Animal studies continue to happen with supervision from block 8 staff.</li> <li>• Delivery drivers provided with direct contact numbers and instructed to wait at main gate for further instructions.</li> <li>• Heating has been left running at low (frost protection activated) temperature throughout lockdown, regular maintenance checks are completed onsite and remotely. The temperature will be increased gradually ready for reopening in September.</li> <li>• With only 25% of the college returning, and people who can work from home</li> </ul> | <p>advising users not to let water bottles touch water outlet when filling and to wash their hands after use.</p> |
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|  |  |  |  |  |  | <p>continue to do so not all essential items will be switched on some will remain off until further notice.</p> <ul style="list-style-type: none"> <li>• Electrical items will be reinstated where necessary, returning staff to manage the electrical items in each department. PAT Testing of all electrical equipment at Drift Road, Borderville &amp; the houses has been completed ready for reopening in September.</li> <li>• Water machines will continue to be flushed twice weekly by Estates staff (x2) to prevent the risk of legionella until the college is operating normally. The servicing of water machines has taken place where filters have been changed and each unit cleansed.</li> <li>• Notices have been displayed on every water cooler advising people not to let their container / bottle touch the water outlet.</li> <li>• Borderville Sports Centre reopened to gym members on the 3<sup>rd</sup> August. A separate risk assessment has been completed for Borderville Sport Centre.</li> <li>• Planned maintenance work will be rescheduled with new dates, some refurbishment work following government guidelines has recently been completed in a controlled environment. Any plant/machinery that has fallen out of service will be put out of use until inspections/services have been rescheduled.</li> <li>• PAT Testing has now been completed bringing all electrical items back on track from July.</li> <li>• Access gates to Estates yard and car parks will be opened.</li> <li>• All maintenance is currently up to date, Estate staff have been completing routine checks.</li> </ul> |  |
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|  |  |  |  |  |  | <ul style="list-style-type: none"> <li>• Fire alarms and Security Systems will be put back in test mode between 8am-4pm. Activation of the fire alarm will then not automatically alert the Fire Brigade should an alarm sound while on site. Estates Officers will investigate activations and then call made to 999 if needed. Outside of 8am and 4pm the alarm will go directly to 999.</li> <li>• Testing of the fire alarm has been completed on a weekly basis for the main college building and the Houses located on Ryhall Road.</li> <li>• Post and Royal Mail services have resumed from the 1<sup>st</sup> June. Post is collected and handled using gloves and distributed to the relevant departments.</li> <li>• Deliveries have been reinstated, signage has been displayed on the outside of the store doors advising drivers to ring the bell &amp; wait for assistance abiding by social distancing rules.</li> <li>• Deliveries for Refectory &amp; Bistro will be between 7am -8am &amp; occasionally 10am-11am. Seeking approval from Commis Chef drivers will need to access the main college wearing a face covering and use of hand sanitizer to deliver produce to the relevant kitchen areas.</li> <li>• To reduce staff coming in contact with surfaces and sharing of electronic items, staff do not need to sign for parcels.</li> <li>• Electric overhead air curtains located in block 5, Bistro and reception area will be reinstated accordingly.</li> <li>• Insurance company has been informed, a copy of this risk assessment will be sent to FE Protect.</li> <li>• Incoming posts and others goods received in to Estates. PPE – gloves,</li> </ul> |  |
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|  |  |  |  |  |  | <p>masks, face shields have been provided for staff. Additional cleaning products have been made available. Upon receiving post and other goods staff to wipe all items with anti-bacterial wipes and blue roll before distributing post and goods to staff and departments. Waste to be disposed of in normal waste bags provided.</p> <ul style="list-style-type: none"> <li>• Mechanical ventilation in the college has already been set to maximum – All our Mechanical ventilation is air out and fresh air in – there is NO recirculation of air that takes place.</li> <li>• Heat recovery units – Currently they are all turned off and will remain turned off for the duration of the Summer</li> <li>• Dust/Fume Extraction – Set as normal – NO recirculation of air takes place.</li> <li>• If air conditioning is needed this may be applied as long as natural ventilation is adequate and can be applied to the room.</li> <li>• Cleaning schedules continue to be managed by Estates. Additional cleaning on toilets and welfare facilities has been implemented with cleaning taking place every 2hrs 3 x a day. Cleaning rotas to be displayed in toilets and completed. 3 x additional cleaners have been employed to maintain the control of touch surfaces in toilets and corridors.</li> <li>• Self-clean boxes will continue to be distributed to staff to ensure touched surfaces within the classrooms have been cleaned thoroughly before and after use. Students to wipe own equipment after every use before leaving the classroom.</li> <li>• Students will be issued with their own Chromebook and or laptop, this reducing time spent on cleaning devices.</li> </ul> |  |
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| 3. | Staff & student showing symptoms of Covid -19: <ul style="list-style-type: none"> <li>Designated first aider</li> </ul> | Spread of disease – students & staff<br>Risk of respiratory droplets spreading to others | Staff, Students, Visitors, Contractors | 3 | 4 | 12 | <ul style="list-style-type: none"> <li>In the event of a suspected case the college will follow the current guidance at the time from Public Health England.</li> <li>Designated first aiders (Campus &amp; Community Experience Officers) to attend staff and students from September.</li> <li>Estates first aider on site during August to cover and support first aid during the absence of the (Campus &amp; Community Experience Officers). Additional update training has been provided to support the changes required to treat a person during Covid-19.</li> <li>Only deliver CPR by chest compressions and use a defibrillator (Located in main reception and Construction department)– DO NOT undertake rescue breaths.</li> <li>Designated first aider to wear available PPE before giving treatment -face shield and or face mask/ face covering, disposable gloves, eye protection and apron or other suitable covering.</li> <li>If giving first aid, first aider is recommended to use the equipment listed above.</li> <li>If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any Covid-19 symptoms.</li> <li>If staff or student are showing symptoms or develops signs of Covid-19 they should remain in the classroom until collected and escorted to the isolation room.</li> <li>Report if someone is unwell through the duty manager present on the day, staff and or student to remain in classroom until collected and escorted to the isolation room.</li> <li>Staff and or student will be asked to remain in the classroom with all</li> </ul> | <ul style="list-style-type: none"> <li>Provide changing facilities (first aid room)</li> <li>Provide PPE provisions- PPE ordered stock levels high.</li> <li>Ensure windows are open in all classrooms when occupied.</li> <li>Clinical waste bags provided for PPE used by first aider treating someone who may have suspected symptoms of Covid-19. All other scenarios PPE can be disposed of in general public waste stream.</li> <li>Cleaners will complete a full deep clean of the areas used for a suspected Covid-19 case wearing the appropriate PPE (Gloves, FFP1 mask, Apron, face shield) provided whilst this is undertaken</li> </ul> |
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|  |  |  |  |  |  | <p>windows open in the curriculum bubble area until further assistance and support is provided.</p> <ul style="list-style-type: none"> <li>• The staff or student will be provided with face covering to reduce the risk of disease through respiratory droplets whilst waiting to be collected. They will be advised to get tested seek government guidance/</li> <li>• First aider to minimise the time spent with staff or student, to avoid sharing the same breathing zone with the casualty. Direct them with instructions where possible.</li> <li>• Any Staff or student that may be affected will need to isolate for 10 days.</li> <li>• If a member of staff becomes ill during the day and there is no alternative staff member to cover lesson / group the session will be rescheduled. Students to be sent home, if they travel on college buses then alternative method of transport will be provided.</li> <li>• Classroom and toilets used by anyone placed in isolation to be deep cleaned with disinfectant after use.</li> <li>• Closure of the classroom may be appropriate and deep clean required. Classroom and toilets used by anyone placed in isolation to be deep cleaned with disinfectant after use.</li> <li>• Designated first aider to ensure safe discard of disposable items and clean reusable PPE thoroughly with antibacterial wipes.</li> <li>• Designated first aider to wash hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.</li> <li>• The College must keep in contact with the individual and take appropriate action if it is a confirmed case</li> <li>• If advised this is a negative test then all staff/ students within that area (bubble) will be advised and they can then return to College.</li> </ul> |  |
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| 4. | College notified of positive test for Covid-19 staff or student.   | High risk of Coronavirus Covid-19 spreading           | Staff<br>Students | 2 | 4 | 8 | <ul style="list-style-type: none"> <li>• In the event of a confirmed case the college will follow the current guidance at the time from Public Health England.</li> <li>• Closure of the area (curriculum bubble) is likely to be implemented and deep clean of area to be organised.</li> <li>• This may cause the college to close fully if the location of student/staff cannot be determined. Communication to be circulated to staff and Students notifying of college closure.</li> <li>• The area (curriculum bubble) or possibly main college campus will only be reopened when it is safe to do so.</li> <li>• Those who have been in close proximity with the person with a positive test result will be notified and advised to isolate for 10 days.</li> <li>• Instigate the Covid-19 guidance for non-health care settings: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul> | <ul style="list-style-type: none"> <li>• Review risk assessment on a weekly basis or earlier.</li> <li>• Monitor and review</li> </ul>                 |
| 5. | Remote online learning for student and Remote working for staff and supporting staff wellbeing: <ul style="list-style-type: none"> <li>• Only 25% of people attending college</li> <li>• Students maintaining full study programme</li> <li>• Lost / poor connection</li> <li>• Students not engaging in online tutorials</li> </ul> | Reduce the risk of spreading and contacting Covid-19. | Staff<br>Students | 2 | 3 | 6 | <ul style="list-style-type: none"> <li>• Staff and students to continue to work collaboratively to complete coursework and assessments.</li> <li>• College to maintain communication with staff and students through course tutors, line managers, all staff email updates.</li> <li>• IT helpdesk available for staff working from home.</li> <li>• IT Helpdesk available for students struggling with IT equipment.</li> <li>• Students have access to college intranet and course tutors for support.</li> <li>• Day to day contact with course tutor via emails, telephone calls provided.</li> <li>• Student Wellbeing – Over the phone student services available should student need to talk to someone for support who are or have been self-isolating.</li> <li>• Wellbeing page available for staff - lots of different methods, techniques,</li> </ul>   | <ul style="list-style-type: none"> <li>• Review risk assessment on a weekly basis<br/>Regular contact maintained with staff by the college.</li> </ul> |

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|    | <ul style="list-style-type: none"> <li>Wellbeing of staff and students</li> </ul>  |   |                              |   |   |    | <ul style="list-style-type: none"> <li>contacts and websites to help with mental health.</li> <li>The weekly wellbeing newsletter was distributed during lockdown but since stopped copies can be found on the college Launchpad.</li> <li>Staff that feel worried or anxious on returning back to the college able to contact HR advice and guidance or contact the Health &amp; Safety Officer using the Covid mailbox - <a href="mailto:Covid.questions@ieg.ac.uk">Covid.questions@ieg.ac.uk</a></li> </ul>  |  |
| 6. | <p>Students and staff attending college –</p> <p><b>CLASSROOMS:</b></p> <ul style="list-style-type: none"> <li>Large group gatherings</li> </ul> | <p>High risk of infectious disease spreading</p> <p>Contaminated surfaces</p> | <p>Staff</p> <p>Students</p> | 3 | 4 | 12 | <ul style="list-style-type: none"> <li>Staff and students returning to college to maintain a full study programme</li> <li>Frequently used items i.e. pen, pencils staff and students to use their own to avoid sharing. To go classrooms</li> <li>Those staff that can work from home to continue working from home until further notice.</li> <li>Staff to avoid overcrowding in staff rooms and classrooms</li> <li>Classrooms to be reorganised to remove the chances of social distancing failing. Classrooms will be spaced out following 1meter ruling.</li> <li>Notices will be displayed on classroom doors highlighting maximum number persons in the room allowed.</li> <li>Furniture to be removed, repositioned or signs applied to ensuring out of use to ensure 1- meter social distancing rule achieved and the maximum occupancy rate is adhered to.</li> <li>Teaching resources to be located in classrooms will remain in classrooms until further notice - i.e. IT Equipment, pens, books etc.</li> <li>Student courses will be divided between online training and face to face training on college grounds.</li> <li>Depending on the size of the course group (example 30 students) this will</li> </ul> | <ul style="list-style-type: none"> <li>Students returning to college on arrival will be expected to go straight to their curriculum areas by external entrance and exits around the college.</li> <li>Estates to remove and relocate furniture in classrooms where not required to reduce the risk of classroom number increasing.</li> <li>Estates to place signs on classroom doors defining the maximum occupancy rate of the room.</li> <li>Students to remain in own group bubbles.</li> <li>Where possible windows and doors to remain open to maximise ventilation.</li> <li>cleaning materials will be provided for staff and students to self-clean when vacating a classroom - This will include the wiping of all hard surfaces and objects / equipment used.</li> <li>When entering or leaving a building/block hand sanitizer should be used. Additional hand sanitizer stations have been installed around the college.</li> <li>Students reminded of remaining in bubble groups.</li> <li>All classrooms to be inspected based on the 8 weekly check</li> </ul> |

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|  |  |  |  |  |  | <p>be divided further with students put in small groups and spread across different classrooms. To ensure social distancing.</p> <ul style="list-style-type: none"> <li>• Staff and students who fall under Vulnerable people, clinically vulnerable &amp; clinically extremely vulnerable to be assessed where necessary.</li> <li>• Student arrivals will be staggered, students will be advised to go straight to the building blocks where the course will be held to avoid large gatherings.</li> <li>• Lunch and finishing times will be staggered to prevent bottlenecks at access/exit points during peak times. Students will be taken to the college transport by lectures to ensure day bubbles are maintained by using external footpaths, avoid walking through college.</li> <li>• Prior to areas reopening in September the Vice Principal, Director of IT and Resources and Health and Safety Officer will undertake a 'walk through' of all areas. If an area is felt to not meet standards then the area will not open until all issues have been addressed.</li> <li>• Ensure staff ratios are adequate and staff have received a site briefing /re-induction of the new arrangements.</li> <li>• Expectations on first day arrival to college will be communicated to students via course lectures, student induction will be located on the college Launchpad. Students are expected to watch prior to attending.</li> <li>• Designated exits and entry points will be specified to students prior to arrival depending on their course location to avoid large gatherings internally and externally of the building.</li> <li>• If staffing levels cannot be maintained then the decision to close the college may be considered.</li> <li>• Staff to feedback regularly on anything they identify as an issue or potential issue to either the Exec's, Director of IT</li> </ul> | <p>guidance to ensure they are safe to be used.</p> <ul style="list-style-type: none"> <li>• Classrooms should be unlocked 10 minutes before timetabled to avoid crowds in corridors and allow for the free flow of students.</li> <li>• Class room sessions planned to ensure students stay in one location / classroom. Staff to move between classes to reduce flow.</li> <li>• Doors can remain open to ensure unnecessary contact with door handles. (Not wedge fire doors open this will affect the self-closers on the doors)</li> </ul> |
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|    |  |  |                   |   |   |    | & Resources, H&SO or a member of SLT <ul style="list-style-type: none"> <li>• Staff rooms – social distancing to be observed, staff to return on a rota basis to minimise number of persons present in staff room and avoid face to face working.</li> <li>• Staff must ensure that they remain in the room that they have been allocated for that day and they must not move the group to different rooms or move the furniture around.</li> </ul>   |  |
| 7. | Students and staff attending college - <b>Workshops/ Practical Rooms and Activities:</b> <ul style="list-style-type: none"> <li>• Large group gatherings</li> <li>• Face to face working</li> <li>• Performing Arts</li> <li>• Hair &amp; Beauty</li> <li>• Off-site trips (EV)</li> </ul> | Increase risk of infectious disease spreading<br><br>Contaminated surfaces | Staff<br>Students | 3 | 4 | 12 | <ul style="list-style-type: none"> <li>• Staff and students to remain in cohort day bubbles.</li> <li>• Those staff that can work from home to continue working from home until further notice.</li> <li>• Staff to return on a split rota to avoid overcrowding and face-to-face working in offices and staff rooms.</li> <li>• Workshop layouts must be reviewed and assessed before activities can resume. Social distancing must be adhered to and operational processes agreed (i.e. tools allocated to work stations, rather than tools collected from cupboards)</li> <li>• Rooms/workshops will display maximum occupancy levels and this must be adhered to at all times. (sign on door)</li> <li>• Any excess furniture will be either be removed or stored in a designated area within the room and taped off sign applied.</li> <li>• Only designated staff to return to facilitate the practical elements of the course identified.</li> <li>• Room layouts must be reviewed and assessed before activities begin</li> </ul> | <ul style="list-style-type: none"> <li>• Departmental staff and HoDs to inspect &amp; review workshop layouts and signed off prior to fully reopening.</li> <li>• all workshops to be inspected based on the 8 weekly check guidance to ensure they are safe to be used.</li> <li>• Estates have provided tape and barriers where needed to assist with workshop safety and operations layout.</li> <li>• Where possible windows and doors should remain open to maximise ventilation</li> <li>• Estates to place signs on workshop doors defining the maximum occupancy rate of the room.</li> <li>• Equipment needed for the lesson activity should be pre-laid out by staff in advance where possible.</li> <li>• Workshops should be unlocked 10 minutes before timetabled to avoid crowds in corridors and allow for the free flow of students &amp; staff</li> <li>• Cleaning materials will be provided for staff and students to self-clean when vacating a classroom - This will include the wiping of all hard surfaces and objects / equipment used.</li> <li>• when leaving a workshop student should be reminded of their safe</li> </ul> |



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|  |  |  |  |  |  | <p>ensuring social distancing is adhered to.</p> <ul style="list-style-type: none"><li>• Some course tutorials will involve students to study from home, online.</li><li>• Staff and students who fall under Vulnerable people, clinically vulnerable &amp; clinically extremely vulnerable to be assessed by HR, Department Manager.</li><li>• Where changing facilities are required - social distancing must still be adhered. – Students to be encouraged to arrive ready for lessons to avoid changing.</li><li>• Classroom all hard surfaces and objects / equipment used are wiped down after use.</li><li>• It is the responsibility of staff using classrooms, workshops and offices to clean the room at the end of the working day.</li><li>• Staff should ensure that they have a clear desk policy in staff areas.</li><li>• Staff must ensure that they remain in the room that they have been allocated for that day and they must not move the group to different rooms or move the furniture around.</li><li>• Doors in classrooms may be left open when in use to provide additional ventilation during uncertain times of covid-19. However, if the member of staff leaves the room then the door must be closed.</li><li>• Hand sanitizers should be used when entering and leaving a classroom / workshop.</li><li>• Stagger arrival, lunch and finishing times to prevent bottlenecks at access/exit points during peak times and student gatherings in corridors.</li></ul> | <p>route to exit, avoid walking through the college.</p> <ul style="list-style-type: none"><li>• General waste bins will be provided in areas, face coverings can be disposed of in general waste.</li></ul> |
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|  |  |  |  |  |  | <ul style="list-style-type: none"><li>• All windows, doors to be left open where possible to create a natural source of air flow through the department.</li><li>• Live performances, relating to <u>Performing Arts</u> including drama and music should not take place in front of a live audience.</li><li>• Performing Activities should be managed in accordance with government guidance on Performing Arts:<br/><br/><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></li><li>• Risk of droplets and aerosol transmission from the performer(s) or the audience to be mitigated.</li><li>• If social distancing guidelines cannot be followed in full consideration to whether activity needs to go ahead.</li><li>• Keep performing arts activity as short as possible.</li><li>• Consider alternative positioning instead of face to face i.e. back to back or side by side positioning.</li><li>• Curriculum bubbles, fixed teams, groups to be considered to avoid mixing with others frequently to avoid the spread of Covid-19.</li><li>• Keep numbers to a minimal with a small number of singers (limited to one), wind and brass.</li><li>• Encourage working outside performance where possible.</li><li>• Where this is not possible ensure all rehearsals, training and performance areas have adequate ventilation.</li></ul> |  |
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|    |   |   |                           |  |    | <ul style="list-style-type: none"> <li>• Details of this risk assessment and of supporting guidance published will be factored into departmental risk assessments, they will be reviewed by the Head of department (HOD) and Director of Learning (DoL) for suitability and distribution.</li> <li>• <u>Hair &amp; Beauty</u>: A separate risk assessment has been produced and works in conjunction with the college reopening risk assessment. The Hair &amp; Beauty risk assessment is specific to the department and highlights the controls and measures that been implemented: <a href="#">Hair&amp;Beauty\Covid-19 Reopening Hair &amp; Beauty RA - Hair Salon &amp; Beauty Rooms Draft V1.docx</a></li> <li>• The above risk assessment is based on the following guidance: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services</a>.</li> <li>• Trips &amp; visits - Curriculum activities and off-site trips, there will be no international trips in 2020/21. All day visits and overnight residentials in England, that are deemed to be an essential requirement for the course will be considered on a case by case basis.</li> <li>• Trips &amp; visits should be agreed and considered whether as absolutely necessary during the covid-19 pandemic between the HoD &amp; DoL.</li> </ul> |  |
| 8. | <p>Welfare Facilities:</p> <ul style="list-style-type: none"> <li>• Contaminated surfaces</li> <li>• Shared facilities</li> </ul> | <p>Staff, students, Visitors</p> <p>Increase risk of infectious disease spreading</p> <p>Students group gathering</p> | Staff, Students, Visitors |  | 12 | <ul style="list-style-type: none"> <li>• Potential shared welfare facilities between staff and students. Separate toilets are available for staff.</li> <li>• More frequent cleaning of welfare facilities has been scheduled - based on timetables and utilisation of areas.</li> <li>• Information posters displayed in toilet areas and across college advising people to frequently wash hands.</li> </ul>   | <ul style="list-style-type: none"> <li>• Welfare facilities will be allocated per block / department.</li> <li>• additional routine cleaning of hard surfaces and contact points to be established (Based on timetables and utilisation)</li> <li>• where social distancing signs are displayed for guidance/ direction arrows these must be followed.</li> <li>• Additional hand towel dispensers have been installed across college</li> </ul> |

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|           |   | Poor hygiene –<br>Not washing<br>hands  |                   | <b>3</b> | <b>4</b> |  | <ul style="list-style-type: none"> <li>• Soap, hot water, paper towels and hand sanitizer will be available in areas across college.</li> <li>• Additional hand sanitizer dispensers have been located in corridors around college.</li> <li>• Staff and students MUST remain in curriculum bubbles within blocks / departments and not travel across the campus or use welfare facilities not allocated to them to prevent the unwanted spread of the coronavirus.</li> <li>• Walking in corridors to use welfare facilities face coverings, will need to be worn.</li> <li>• Cleanings staff will use the correct colour coded mop heads and cloths during cleaning process, to avoid cross contamination mop heads, cloths etc will be disposed of frequently.</li> <li>• Cleaning staff issued with appropriate and sufficient supplies of PPE.</li> <li>• Additional cleaning has been arranged in toilets and welfare facilities – every 2 hrs 3 x times a day additional cleaning will be provided. Cleaning schedule to be located in toilet areas.</li> </ul> | <p>and Borderville to avoid / limit use of hand driers.</p> <ul style="list-style-type: none"> <li>• Welfare facilities will be limited to in occupancy rates - students and staff should avoid overcrowding and waiting outside until facilities are available.</li> </ul> |
| <b>9.</b> | <p>Safeguarding for vulnerable staff incl. BAME staff and vulnerable disadvantaged learners:</p> <ul style="list-style-type: none"> <li>• Personal and intimate care -</li> <li>• Increase risk of infectious disease spreading.</li> </ul> | <p>Increase risk of infectious disease spreading</p> <p>Working Face-to-face-Respiratory droplets</p> <p>Underlying Health Conditions</p> | Staff<br>Students |          | <b>9</b> | <ul style="list-style-type: none"> <li>• Under Phase 3 of the Covid Alert Status – Intimate and personal care should be to a minimum. Students that do require personal care will be supported by staff/ LSA.</li> <li>• Staff / LSA's that are supporting students with complex needs will be provided with the relevant necessary PPE – Full arm Apron, gloves, face shield and or face covering.</li> </ul> | <ul style="list-style-type: none"> <li>• During Phase 3 of the Covid Alert state - No intimate and personal care should be undertaken. If care is required PPE would need to be worn.</li> <li>• Any students who require this level of care are included in the categories of persons to NOT attend College. A personal assessment would be completed to ensure the college can accommodate students.</li> </ul>  |   |

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|  | <ul style="list-style-type: none"> <li>Contaminated surfaces</li> </ul> |  |  | 3 | 3 |  | <ul style="list-style-type: none"> <li>Staff/LSA's (everyone) is advised through displayed posters to wash their hands thoroughly for 20 seconds or use hand sanitizer after any contact with a student and or anyone who is unwell.</li> <li>Separate risk assessments will be completed for each vulnerable student.</li> <li>Each student has EHCP and Personal Care Plan.</li> <li>Personal risk assessments to be completed for vulnerable, BAME staff via HR with support from the Health &amp; Safety Adviser.</li> <li>A list of staff and students will be cross referenced against identified vulnerable staff and students through the safeguarding team and HR Department prior to returning to college.</li> <li>During the reopening of the college June/July/August there has been no vulnerable staff or students attending main college campus during this time. Staff and students will be suitably assessed prior to returning for September ensuring their complex needs are covered and supported.</li> <li>A Separate risk assessment has been produced for vulnerable students attending college via the Houses - Skills for Work and Living risk assessment including Covid-19 controls.</li> <li>A rota has been put in place for an Exec, Deputy and or Lead DSL to be on site and to ascertain any concerns. In September this will continue.</li> <li>Safeguarding policy has been updated to reflect the recommendations of DFE and local Safeguarding Board incl. covid-19.</li> </ul> |  |
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| 10. | <p>Social spaces:</p> <ul style="list-style-type: none"> <li>Communal Areas</li> <li>Library</li> <li>Refectory &amp; Bistro</li> </ul>  | <p>Increase risk of infectious disease spreading</p> <p>Large group gathering</p> <p>Contaminated surfaces</p>                 | <p>Staff<br/>Student<br/>Visitors</p> | 2 | 3 | 6 | <ul style="list-style-type: none"> <li>Large Communal areas will remain restricted with soft furnishings removed and limited tables chairs available to avoid large student gatherings.</li> <li>Communal areas in the bubbles are restricted to limited numbers with social distancing encouraged.</li> <li>Under Phase 3 of the Covid Alert Status – Communal library areas and study centres should NOT be used.</li> <li>Library will be using click and deliver to avoid large gatherings.</li> <li>Staff/students must remain within their areas at all times and must not move around the College site.</li> <li>Welfare facilities are to be available in each area.</li> <li>Toilets to be used whilst maintaining social distancing where possible wearing face coverings.</li> <li>If any additional resources are required, staff should arrange this in order for them to be available within their allocated area through Head of Estates.</li> <li>Refectory and Bistro seating areas will have spacings of 2 meters between tables to ensure social distancing.</li> <li>Protective sneeze guards will be installed around counters where required.</li> <li>Face coverings will be mandatory to be worn.</li> <li>Signage displayed in all areas staff /students encouraged to follow guidance/ distance displayed.</li> </ul> | <ul style="list-style-type: none"> <li>Where possible all resources will be made available online for staff &amp; students.</li> <li>Students to be updated through online student induction and first tutorial of the changes to communal areas, college thoroughfares.</li> </ul>  |
| 11. | <p>Transport:</p> <ul style="list-style-type: none"> <li>Traveling by college bus</li> <li>Transport needs for students:</li> <li>Social distancing</li> <li>Restricted numbers</li> </ul> | <p>Increase risk of infectious disease spreading</p> <p>Unable to maintain 2-meter social distancing</p> <p>Enclosed space</p> | <p>Students<br/>Bus<br/>drivers</p>   | 2 | 4 | 8 | <ul style="list-style-type: none"> <li>Face coverings are mandatory – students will be informed prior to boarding the bus and will be expected to wear a face covering.</li> <li>Those with a medical condition and unable to wear a face covering will be issued with a card that can be shown when requested.</li> <li>The first 2 x seats behind the driver to be left empty to ensure a safe distance between the driver and passengers.</li> </ul>   | <ul style="list-style-type: none"> <li>Students should arrange their own transport solution via parents / households where possible.</li> <li>Students should utilise bicycles and walking where possible.</li> <li>In exceptional circumstances transport options can be explored via taxis, minibuses and bus routes as a last resort.</li> <li>Maximum number on a mini bus is maximum occupancy with the two seats located behind the driver left free.</li> </ul> |

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|  |  |  |  |  |  | <ul style="list-style-type: none"> <li>• Hand sanitizer will be made available as students board and or disembark from the bus.</li> <li>• Windows must be kept open to provide sufficient ventilation whilst traveling.</li> <li>• When using college contracted coaches/buses, students must follow their instructions and social distancing measures, wearing a face covering at all times.</li> <li>• Where possible students try to maintain social distancing when you walk or cycle, for example when approaching or passing other pedestrians or waiting at crossings and traffic lights.</li> <li>• No passengers sitting in the front of the minibus.</li> <li>• College minibus to be cleaned after each journey.</li> <li>• Where using bikes (private, docked or dock less) wash your hands for at least 20 seconds or sanitise your hands before and after cycling.</li> <li>• When arriving on site students must follow all instructions and abide by the Colleges procedures at all times.</li> <li>• Where possible arrive times of buses to be staggered to avoid large group gatherings.</li> <li>• Campus Community officers to assist with transport and meeting and greeting of students as they come off the bus. Community officers to encourage students to keep moving to classrooms and not loiter around the car park.</li> <li>• Students will be encouraged to wash hands and or use hand sanitizer regularly.</li> <li>• Spitting on college premises is an act of gross misconduct. Any students reported or seen spitting will be disciplined and or removed from the premises.</li> <li>• General waste bins are located around the college for students to dispose of their face covering safely. Students failing to dispose of their face</li> </ul> |  |
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|            |   |  |  |          |          |          | <p>coverings in the appropriate manner will be disciplined</p> <ul style="list-style-type: none"> <li>• Students on dedicated college bus services do not mix with general public on these journeys and tend to be consistent bubbles.</li> <li>• Where students and staff are using public they are follow the government and public transport.</li> </ul>   |  |
| <b>12.</b> | <p>Using pool cars for college business:</p> <ul style="list-style-type: none"> <li>• 1 x person only</li> <li>• 2 x person with one in front and one in back.</li> </ul> | <p>High risk of the spread of COVID-19 Coronavirus</p> <p>Shared vehicles</p>  | Staff (Driver)                               | <b>2</b> | <b>2</b> | <b>4</b> | <ul style="list-style-type: none"> <li>• College vehicles available for staff to use and undertake visits where necessary.</li> <li>• Vehicles requests to be completed and submitted using the normal process through Estates</li> <li>• Vehicles to be wiped down before use and pre-use checks carried out by user.</li> <li>• 2 x persons may share a pool car as long as they are located with one in the front and one in the back.</li> <li>• Maintain good ventilation (i.e. keeping windows open) and face away from each other during journey.</li> <li>• Either Wash hands for 20 seconds using soap and water or hand sanitiser prior to using vehicle and after use.</li> <li>• Staff will be advised to clean relevant interior surfaces that they may come in contact with prior to use and before handing the vehicle back.</li> <li>• Self-clean box will be provided for user to clean touch points.</li> <li>• Where possible traveling to be limited and avoid in sharing cars.</li> <li>• Driving Policy and Driver Lone Working Risk Assessment to observed.</li> </ul> | <ul style="list-style-type: none"> <li>• Monitor and review process on a weekly basis.</li> <li>• Booking process to be followed as per normal.</li> <li>• Vehicles must be disinfected before use by the user</li> <li>• maximum number of occupants per college vehicle is 2 - with increased ventilation - i.e. open windows</li> </ul>   |
| <b>13.</b> | Catering provision for students and staff   | <p>Increase risk of infectious disease spreading</p> <p>Large group gatherings</p> <p>People standing in queues- close</p> | Staff<br>Students<br>Visitors<br>Contractors |          |          | <b>9</b> | <ul style="list-style-type: none"> <li>• Under Phase 3 of the Covid Alert Status - the use of catering and restaurant facilities should be discouraged; however catering facilities are being made available.</li> <li>• A limited menu will be provided for a lunch &amp; breaks. Food orders will be delivered to the classrooms and work</li> </ul>  | <ul style="list-style-type: none"> <li>• where possible timetables must facilitate the minimum amount of time on campus as possible - thus avoiding long durations and the need for food / beverages</li> <li>• where possible and required - staff and students should bring their own lunch.</li> <li>• Eating areas / Breakout areas within blocks / departments will be</li> </ul> |

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|     |  | proximity to each other  |  | 3 | 3 |   | <p>areas to minimise movements around college.</p> <ul style="list-style-type: none"> <li>• Food will be ordered online and a click and collect service will be available for staff.</li> <li>• Menus can be viewed online and will be displayed in each department.</li> <li>• Ensure social distancing – floor markings displayed and posters displayed to encourage people of social distancing.</li> <li>• Tables to be reduced and with limited access.</li> <li>• Minimum number of persons present at one time – poster displaying capacity to be displayed to avoid crowding.</li> <li>• Staggered lunch &amp; break times have been agreed to avoid bottlenecks sittings to available to each day bubble.</li> <li>• Cleaning of surfaces to be enhanced to avoid a risk through contaminated surfaces – table between each use.</li> <li>• Catering Staff to follow COSHH assessments and wear appropriate PPE when cleaning in progress.</li> <li>• Payment will be made via portable card payment.</li> <li>• Protective measures around food hygiene production and delivery will be implemented to reduce risk i.e. limited menu choice, pre-wrapped offer.</li> <li>• Those that qualify for free meals will be able to access vouchers will working from home.</li> <li>• Protective screens will be fitted to cash tills where required.</li> <li>• Face coverings to be worn in commercial areas and corridors.</li> <li>• Catering staff that are customers facing will wear a face coverings and face shield as mandatory.</li> </ul> | <p>identified (Phase 3 Covid alert) where possible and should be used as infrequently as possible but will be available if needed.</p>   |
| 14. | External Areas / Gatherings and Smoking Shelters/ Bike Shelters/ Car Parking | <p>Increase risk of infectious disease spreading</p> <p>Large group gatherings</p> | Staff, students, visitors, contractors |   |   | 6 | <ul style="list-style-type: none"> <li>• Smoking shelters and those who use them to maintain social distancing at all times.</li> <li>• Smoking shelters to be allocated to individual blocks with staggered break times to avoid large gatherings.</li> </ul>  | <ul style="list-style-type: none"> <li>• Students should be encouraged to leave campus as soon as possible if using own transport.</li> <li>• Timetables should be developed to avoid long periods on campus,</li> </ul> |



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|            |                               |  |  | <b>2</b> | <b>3</b> |  | <ul style="list-style-type: none"> <li>• Avoid gathering in groups more than two.</li> <li>• Students and staff should avoid smoking on site when possible.</li> <li>• Designated smoking shelters are provided around the college and should be used appropriately. If a smoking shelter looks over crowded it should not be used and staff/student should return at a later time.</li> <li>• Smoking bins will be provided for extinguishing of cigarettes.</li> <li>• No smoking will be permitted in any other areas apart from the smoking shelters provided.</li> <li>• Leaving the site to smoke will not be permitted.</li> <li>• Smoking breaks will only be allowed via arrangements with tutors/managers. As agreed per timetables.</li> <li>• Cycles racks available for those wanting use transport to college. Bicycle users to be encouraged to arrange for an allocated bike storage facility via Estates through student online induction.</li> <li>• At the beginning of September there will be no car parking permits issued.</li> <li>• To avoid large group gatherings any additional training that mixes cohorts bubbles will remain online.</li> <li>• Signs displayed to encourage social distancing.</li> </ul> | <p>thus removing the need to use smoking shelters.</p> <ul style="list-style-type: none"> <li>• Classes sizes will be reduced with split teaching programmes to allow continued online teaching remotely.</li> <li>• Smoking shelters should only be accessed via external pathways - No internal corridors should be used to commute across site.</li> <li>• Access back into the building again via external paths.</li> <li>• Only access building / departments via the dedicated entrances.</li> <li>• Where communal bike shelters are being used - social distancing should be encouraged.</li> <li>• External benches, tables and chairs should be repositioned where possible and isolated from use where social distancing cannot be managed.</li> </ul> |
| <b>15.</b> | Emergency / Fire / Evacuation | <p>Large group gatherings</p> <p>Slips, trips and falls when exiting the building.</p> <p>Students left unattended and uninformed.</p> | Staff, students, visitors, contractors |          |          |  | <ul style="list-style-type: none"> <li>• Under these circumstances the preservation of life is paramount to social distancing - evacuate as quickly and safely as possible - then follow the colleges normal Emergency Evacuation Procedures.</li> <li>• All fire doors and escape routes have been checked prior to college reopening to ensure full operation and clear escapes routes during an evacuation.</li> <li>• Reduced fire marshal assistance due to staff availability with online training sessions continuing through to</li> </ul>  | <ul style="list-style-type: none"> <li>• evacuation plans will be distributed and staff reminded fire evacuation procedures will revert back to normal practice.</li> <li>• All cross-college training for all staff to reflect the need of a full evacuation.</li> </ul>  |

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|            |   |  |                           | <b>3</b> | <b>3</b> |          | <p>September. Staff to be responsible for own class and safe evacuation.</p> <ul style="list-style-type: none"> <li>Weekly fire alarm testing has been completed throughout lockdown by Estates team. No faults found.</li> <li>If the fire alarm sounds all staff and students on site must leave by the nearest safest route, externally around the building making their way and reporting to their nearest Fire Assembly Point. Staff to remain with their groups and to stand in an open area respecting social distancing within the Assembly Point Area.</li> <li>Training will be provided to all staff with responsibility for evacuation if required.</li> <li>Under these circumstances the H&amp;S of all is paramount and evacuation should be carried out as quickly and safely as possible.</li> <li>Fire risk assessment reviewed.</li> </ul>  |   |
| <b>16.</b> | Pre-Arrival / On Arrival / During your stay / Upon Leaving Campus - Hygiene process | <p>Large group gatherings</p> <p>Congested access routes</p> <p>Increase risk of infectious disease spreading due lack of communication.</p> | Staff, students, Visitors | <b>3</b> | <b>3</b> | <b>9</b> | <ul style="list-style-type: none"> <li>Arrival communication will be sent to students prior to starting in September explaining expectations.</li> <li>Staff to brief students in own areas of the relevant changes and precautions implemented in each department and around college. To minimise contact with individuals.</li> <li>Students will be advised to remain in own block areas and do not travel from one block to another to limit the risk of contamination.</li> <li>Posters displayed encouraging staff and students to ensure good personal and respiratory hygiene is maintained i.e. wash hands frequently for 20 seconds, 'catch it, bin it, kill it'</li> <li>Hand washing facilities and hand sanitizer available on entrance and exits to buildings.</li> <li>Students will be advised and encouraged to dispose of face coverings appropriately in the general waste bins provided.</li> <li>Personal face coverings- students should store in their own plastic bag when not in use or wearing.</li> </ul> | <ul style="list-style-type: none"> <li>You should wash your hands for 20 seconds, using soap and water or use hand sanitiser regularly.</li> <li>Wash your hands more often, especially:<br/>when you get to work/college or arrive home. And after you blow your nose, cough or sneeze.</li> </ul> |

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|            |  |  |                   |          |          | <ul style="list-style-type: none"> <li>• Additional hand sanitizer units have been installed in corridors</li> <li>• Staggered start times and finish times to avoid overcrowding when using college transport.</li> <li>• Staff to avoid sitting face to face in office environments, alternatives to be considered back to back or side by side.</li> <li>• Reduced staff in staff rooms to avoid face to face contact and maintain social distancing where possible. Avoid overcrowding.</li> </ul>  |   |
| <b>17.</b> | Use of Staff rooms and Staff Rotas                                   | <p>Increase risk of infectious disease spreading through contaminated surfaces</p> <p>Lack of space to adhere to the 2-meter social distancing rule.</p> | Staff             | <b>3</b> | <b>3</b> | <ul style="list-style-type: none"> <li>• Staff encouraged to use own desk and avoid hot desk sharing.</li> <li>• Staff members attending college reduced due to students continuing to work remotely from home- online.</li> <li>• Staff to ensure where possible reasonable social distance applied- rearrange of desks, limited staff working in one area, change of position avoid face-to-face.</li> <li>• Electric appliances Kettles, microwaves and refrigerators are provided for the use of staff. Breaks should be staggered and electrical items should be cleaned frequently as well as surfaces that are touched regularly.</li> </ul> | <ul style="list-style-type: none"> <li>• Where staff should work from home when possible.</li> <li>• Staff must ONLY use their own desk.</li> <li>• Desks must be disinfected/ wiped down before and after use and at frequent intervals.</li> <li>• Staff in staff rooms must be socially distanced - Rota should reflect the staff room layout to ensure distance.</li> <li>• Staff rooms and desks MUST be stripped of all materials so maximum surface area is available for cleaning. Clear desk policy MUST be adhered to.</li> <li>• Staff must not share equipment of any kind.</li> <li>• Communication via email, telephone and radios must be maximised to ensure no non-essential movement around the campus.</li> <li>• use of back to back and side to side working should be adhered to where possible and reflected in the rota.</li> </ul> |
| <b>18.</b> | High Contact Areas / Items - I.E Printers / Door Handles / banisters | Increase risk of infectious disease spreading through  | Staff<br>Students | <b>2</b> | <b>3</b> | <ul style="list-style-type: none"> <li>• Posters displayed advising all staff and students to ensure good hygiene is maintained i.e. washing hands.</li> </ul>  | <ul style="list-style-type: none"> <li>• Use of printers should be avoided where possible.</li> <li>• If Printers / High touch points are being used avoid contact with skin (i.e. use a pen or elbow)</li> </ul>   |

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|  |  | contaminated surfaces |  |  |  |  | <ul style="list-style-type: none"> <li>Additional cleaning of high contact areas will be included in the daily cleaning routine provided by Estates.</li> <li>PPE – face coverings to be worn in corridors and communal areas when using high contact areas and I.E Printers.</li> </ul> | <ul style="list-style-type: none"> <li>Estates will provide additional door opening mechanisms to minimise surface contact.</li> </ul> <p>additional cleaning products will be located near high touch points - i.e. printer screens.</p> |
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| Action ref. | Action required | By whom | Date for completion | Date action completed |
|-------------|-----------------|---------|---------------------|-----------------------|
|             |                 |         |                     |                       |
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| SERVERITY   | RATING | PROBABILTY                   | RATING | RISK FACTOR                                       |
|---|--------|------------------------------|--------|---|
| (negligible) Minor injury / Delay only  | 1      | Very unlikely                | 1      | <b>Risk is low if score is 0-6</b>                |
| (delay only) Over 3 -day injury /lost time/ Minor Damage                        | 2      | Unlikely                     | 2      | <b>Risk is medium if score 7-12</b>               |
| (Minor injury, minor damage) Major injury, damage / Fracture, Disabling Illness | 3      | May happen, possible         | 3      | <b>Risk is high if score is more 12 or above.</b> |
| (Lost time injury, Illness damage) Permanent disability                         | 4      | Likely, some exposure likely | 4      |   |
| (Major injury, disabling Illness, Major damage) Major injury to more than one   | 5      | Very Likely                  | 5      |   |
| Fatality / Death  | 6      | Certain or Imminent          | 6      |   |

*The undersigned accept the findings of the risk assessment and will ensure that any actions identified are carried out within the timescale specified*

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|--|------|-----------|------|
| Member(s) of staff contributing to risk assessment | Name | Signature | Date |
|  |      |           |      |
|  |      |           |      |
| Head of Department                                 | Name | Signature | Date |
|  |      |           |      |
| Director of Learning/area                          | Name | Signature | Date |
|  |      |           |      |
| Staff in department                                | Name | Signature | Date |
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