

# LAKES COLLEGE COVID 19 SECURE RISK ASSESSMENT

| <b>Name of Assessor:</b><br>Helena Grant       |   | <b>Signature of assessor:</b>  |                     |  | <b>Date of assessment:</b><br>17/05/20 | <b>Review Dates</b><br>27/05/20; 02/06/20;<br>11/06/20; 15/07/20;<br>22/07/20; 29/07/20;<br>26/08/20; 08/09/20;<br>25/09/20; 18/11/20;<br>06/01/21; 01/03/21 |
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| Activity/Process/Operation                     | What is the hazard?   | Who could be harmed & how  | Risk Level<br>H/M/L | Existing Control measures in place to reduce the risk  | Risk Level<br>H/M/L                    | Further actions required to reduce the risk  |
| Local factors – prevalence of cases and R rate | <p>Exposure to Covid 19 through spikes in community spread in the different districts the college serves</p> <p>New variants of the virus with potential higher transmission/greater severity</p> | <p>Risk to all from transmission of virus via community spread through:</p> <ul style="list-style-type: none"> <li>-Inadequate physical distancing</li> <li>-physical contact with contaminated surfaces</li> <li>-inhalation of airborne virus</li> <li>-Inadequate personal hygiene</li> </ul> | H                   | <ul style="list-style-type: none"> <li>Regular monitoring of number of cases within districts (information on cases and case rates per 100,000 of population for local areas can be found here <a href="https://coronavirus.data.gov.uk/#category=ltlas&amp;map=rate">https://coronavirus.data.gov.uk/#category=ltlas&amp;map=rate</a>) and R rate for the county. Local authority case tracking can be found at <a href="https://coronavirus-staging.data.gov.uk/cases">https://coronavirus-staging.data.gov.uk/cases</a> and at <a href="https://lginform.local.gov.uk/reports/view/lga-research/covid-19-case-tracker-area-quick-view-1?mod-area=E07000026&amp;mod-group=2011OACgroups&amp;mod-type=comparisonGroupType">https://lginform.local.gov.uk/reports/view/lga-research/covid-19-case-tracker-area-quick-view-1?mod-area=E07000026&amp;mod-group=2011OACgroups&amp;mod-type=comparisonGroupType</a></li> <li>Monitoring of government advice regarding local lockdowns - local situation information at <a href="https://www.cumbria.gov.uk/publichealth/covid19outbreakcontrol.asp">https://www.cumbria.gov.uk/publichealth/covid19outbreakcontrol.asp</a></li> <li>All staff and learners encouraged to download the track, test and trace app.</li> </ul> | M                                      | <ul style="list-style-type: none"> <li></li> </ul>   |

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|                                   |  |  |   | <ul style="list-style-type: none"> <li>• Records of learners and staff on site and their “bubbles” to help assist with track, trace, test if a case is identified in one of our staff or learners</li> <li>• Arrangements in place for swift return to remote working in case of local lockdown – blended learning on site/remote learning will continue in September, revert back to full remote learning in case of local lockdown will be easily achievable, all staff and students have the required resources to work/learn from home.</li> <li>• Return to remote working and learning from 4<sup>th</sup> January in line with National Lockdown measures – 5<sup>th</sup> January National Lockdown including closing of colleges and schools, return to remote education excepting learners classed as vulnerable in line with government instruction.</li> <li>• Variants – Information from Cumbria County Council 04/02/21 confirmed no evidence of South African variant or further forms of Kent variant within Cumbria currently. Contingencies in place for door to door testing if variants detected. Current controls at college remain adequate to reduce risk of transmission of all variants.</li> </ul> |   |  |
| Shielded/<br>Vulnerable<br>people | Exposure to virus of<br>people considered at<br>higher risk from Covid<br>19 | Increased risk of<br>severe illness of<br>contracting<br>covid 19 of the<br>following<br>groups: | H | <ul style="list-style-type: none"> <li>• Staff who are shielded must remain at home working where possible</li> <li>• Staff classed as vulnerable to work from home where possible. Any individual classed as vulnerable who cannot work from home will be assessed individually in consultation with</li> </ul>  | L |  |

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| <p>Staff/students family circumstances (live with shielded/vulnerable persons</p> |  | <p>Over 70 years old; Pregnant; BAME;those with specific medical conditions which increase vulnerability to infection. Refer to below:<br/> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</a></p> |  | <p>Occupational Health. (<i>Government Guidance – Individuals classed as vulnerable should be offered the safest onsite roles, stay 2m away from others wherever possible (although an individual may choose to undertake a role were this is not possible if they prefer). If they have to spend time within 2m of other people, settings must be carefully assessed and discuss with them whether this involves an acceptable level of risk)</i></p> <ul style="list-style-type: none"> <li>• Staff should inform HR and line manager if they fall into the high risk or vulnerable groups. HR will address on an individual basis, ensuring individual risk assessments are in place as appropriate. BAME status included in risk assessment.</li> <li>• Occupational health questionnaire sent out to all returning staff/learners covering vulnerabilities and other considerations such as commuting method. Returnees will have their suitability to return risk assessment based on their answers</li> <li>• Students who are shielded must remain at home undertaking remote learning. Parents/guardians of students classed as vulnerable should be consulted and medical advice followed. If allowed to return on medical advice the student may require an individual risk assessment</li> <li>• Staff/students living with a vulnerable member of household can attend at college (government guidance)</li> </ul> |  |  |
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|  |  |  | <ul style="list-style-type: none"> <li>• Staff/students living with a shielded household member can attend only where stringent social distancing guidelines can be adhered to (maintain 2m distance). Staff should inform HR. HR will address on an individual basis, ensuring individual risk assessments are in place as appropriate.</li> </ul> <p>As from 1<sup>st</sup> August shielding is paused. All staff undertake short health risk assessment before return which identifies whether they were in the shielded or vulnerable categories. Those identified to have will be referred for further risk assessment by HSS Advisor to ensure relevant controls are in place for these individuals. This extends to those with a member of their household in the shielded group.</p> <p>Students in these categories from August 1<sup>st</sup> can return to college, including those students who had a household member in the shielded category.</p> <p>If shielding measures are introduced, e.g. because of a rise in infection rates in the local community, those in the shielded groups will be returned to home working/remote learning.</p> <p>From 5<sup>th</sup> November - 2<sup>nd</sup> December (National Restrictions) those staff and students identified as being in the extremely vulnerable category will work/learn from home for this period. Those in the vulnerable category will undertake another occupational health risk assessment to assess their risk level and further controls put in place</p> |  |
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|                                      |   |  |   | <p>(including working from home/being asked to stay at home) where required.</p> <p>5<sup>th</sup> January 2021 return to remote working and learning. All those within the clinically extremely vulnerable group must work from home and were they cannot work from home must stay at home. Shielding ends 31/03/21.</p> <p>Unless essential all staff in vulnerable group to work from home. If not possible strict social distancing and hygiene protocols must be followed. Footfall on site low due to majority working and learning from home.</p> <p>Reopening 08/03/21 – blended learning model continues which reduces footfall on site. Those in vulnerable category will have risk assessment reviewed and on return to site will follow strict social distancing and hygiene procedures.</p> |  |
| Access and movement around buildings | Overcrowding and mixing of staff/students | Risk to building users from transmission of virus through:<br>-Inadequate physical distancing<br>-physical contact with contaminated surfaces<br>-inhalation of airborne virus | H | <ul style="list-style-type: none"> <li>• Footfall kept low through maintaining working from home/remote learning wherever possible and staggered days/hours.</li> <li>• One way systems in place at entrances, exits, in corridors and on stairs as required to maintain one way flow, use clear signage/markings (floor stickers/arrows) on all routes.</li> <li>• Walk to left rule in all corridors of main building and NCFN and stairways utilised, some designated for going up, some for going down. Clearly signposted.</li> <li>• One way system in place in Construction Skills Centre.</li> </ul>   | M <ul style="list-style-type: none"> <li>• Staggered/extended working hours – Estates/Facilities/DM cover if opening hours longer to accommodate.</li> <li>• Staff actively monitor traffic routes and flows and adjust where appropriate</li> <li>• Use tannoy system to remind staff/students about social distancing and wearing face coverings on a regular basis.</li> <li>• Online return to college induction (Welcome Back Pack) to be compiled outlining new procedures and everyone’s</li> </ul> |

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|  |  | <p>-Inadequate personal hygiene</p> | <ul style="list-style-type: none"> <li>• Masks to be worn in communal areas, corridors, stairwells etc, this includes the refectory, LRC and open learning areas whilst moving around. In these areas masks can be removed only when seated. Update from 01/03/21 face coverings to be worn in all communal areas and in classrooms, workshops, open learning areas including when seated in line with government guidance. Face coverings can be removed when seated in the Refectory for eating and drinking. Staff advised to plan in regular breaks for them and students to leave class and take a break outside where they can remove face coverings</li> <li>• An adequate contingency of IIR masks (surgical masks) are available in college for any learners or staff who forget or lose theirs. Those other 60 or classed in vulnerable group advised to wear IIR masks. Anyone dealing with suspected or positive case must wear IIR mask. In the case were a positive result is received by an individual after a test in the college test centre they must wear an IIR mask if they cannot leave site immediately and are waiting in isolation</li> <li>• Floor signage and instructions displayed to control and direct traffic flow. Clear signage on entering building regarding social distancing and hygiene procedures.</li> <li>• Social distancing floor markings to guide people in and out separately. Clear markings on all routes.</li> </ul> | <p>responsibilities -staff and students (electronic records maintained) - complete 05/06/20 and sent to relevant staff and students to complete w/c 08/06/20 for completion before return to college. Contingency in place for learners who have not completed before they return to college.</p> <ul style="list-style-type: none"> <li>• Induction video and quiz updated w/c 24/08/20 to be completed by all staff and students.</li> <li>• HSS Advisor to research if there is any official guidance on taking breaks from wearing face coverings</li> </ul> |
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|   |  |  |   | <ul style="list-style-type: none"> <li>• Identify pinch points and have staff monitoring to ensure social distancing adhered to.</li> <li>• Receptions/shop – perspex screens erected to provide protection</li> <li>• Information and instruction provided to all staff and students on arrangements for movement around buildings – i.e. follow route markers, maintain 2m distance, personal and legal responsibility to follow the arrangements the college has put in place to provide a safe working &amp; learning environment. This extends to instructing others of the correct procedures if they are found to be breaching them (HSWA S7)</li> <li>• Staff and students based in buildings/zoned areas as far as practicable</li> <li>• Student bubbles with staff to move rooms and students remain in same classroom/workshop area.</li> <li>• Information on all relevant controls in place in bullet form provided via College Covid Controls Staff Summary March 21</li> </ul> |   |
| Communal areas – staff rooms/common room/smoking shelters | <p>Overcrowding and mixing of staff/students</p> <p>Exposure by touching contaminated surfaces</p> | <p>Risk to users from transmission of virus through:</p> <ul style="list-style-type: none"> <li>-Inadequate physical distancing</li> <li>-physical contact with contaminated surfaces</li> </ul> | H | <ul style="list-style-type: none"> <li>• Encourage eating at desks or outside. Encourage staff/students to bring their own food, flasks to use and take home own containers.</li> <li>• Limited numbers within communal areas and social distancing to be maintained. Use social distancing markers where necessary. Reduced occupancy signs displayed.</li> <li>• Increased cleaning and disposable paper roll provided. No re-usable towels.</li> </ul>  | <p>M</p> <ul style="list-style-type: none"> <li>• CSC staff room place barriers between desks or limit staff numbers in room to maintain good social distancing. - <b>occupancy reduced (06-08-20)</b> Consider utilising seminar room if additional space required.</li> </ul> |

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|                    |   | -inhalation of airborne virus<br>-Inadequate personal hygiene   |   | <ul style="list-style-type: none"> <li>• Washing of cups, plates etc. only by user and to be removed immediately and taken with user. Move to single use where possible.</li> <li>• Seating areas removed/cordoned off to maintain social distancing.</li> <li>• Staff to monitor common areas at break times.</li> <li>• Common room closed.</li> <li>• Remove or reduce number of benches and seats from use in communal areas, i.e. The Street, STEM entrance, receptions to help maintain social distancing.</li> <li>• Smoking shelters re-opened with reduced occupancy. External areas around the shelters now designated as a “smoking area” with social distancing in place</li> </ul>  |  |
| Hygiene & Cleaning | Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation | Risk to all building users of exposure to virus via:<br>physical contact with contaminated surfaces<br>inhalation of airborne virus;<br>inadequate personal hygiene;<br>inadequate distancing | H | <ul style="list-style-type: none"> <li>• Hand sanitizer (min 60% alcohol) at all entrances, exits and other strategic points around the building. Checked regularly for damage/refilling</li> <li>• Signage and information (including via electronic means) on regular hand washing and sanitizing and other hygiene measures relevant to C19 (as prior to lockdown).</li> <li>• Wipes/cleaning materials provided in offices, classrooms, workshops, LRC, staff areas to wipe down desks; phones; equipment and tools regularly;</li> <li>• Increased day-time cleaning to enable regular enhanced cleaning of communal areas, toilets and touchpoints, e.g. stair handrails, door and window handles, water fountains, light switches, printer touchpads, visitor/contractor</li> </ul> | M <ul style="list-style-type: none"> <li>• Map strategic points for hand sanitizer (initially may not be using all buildings or whole of all buildings – prioritise on areas to be used initially - 25/08/20 hand sanitiser dispensers distributed around all three buildings</li> </ul> |



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|     |   |  |   | <p>touchpads, desks, chairs, tables and teaching aids</p> <ul style="list-style-type: none"> <li>• COSHH Assessments in place for cleaning substances and sanitiser.</li> <li>• Health surveillance for skin conditions from overuse of sanitiser/handwashing</li> <li>• Advise to use emollient creams to moisturise often.</li> <li>• Waste bins lined with rubbish bags, emptied at least daily and disinfected</li> </ul>   |  |
| PPE | Exposure to virus from incorrect use of PPE or use of incorrect PPE | Staff, students and others at risk of exposure to hazard through provision of incorrect PPE and not using PPE where required correctly | H | <ul style="list-style-type: none"> <li>• Government guidance is that face coverings/masks are not recommended in educational settings. Changing habits, cleaning and hygiene are promoted as effective measures to control the spread of the virus. <b>Update 26/08/20 in line with WHO advice wearing of face coverings in all college corridors, stairwells &amp; communal areas, including the refectory and shop will be mandatory from 08/09/20 (except those with medical or communication conditions who are exempt). Update 01/03/21 – face coverings to be worn in all learning areas, see above in access and movement around buildings.</b></li> <li>• For students who require intimate care PPE needs remain the same; in case of learner or staff becoming unwell with symptoms of C19 and requires direct care – face mask (IIR type) and eye protection if risk of splashing to the eyes (coughing, spitting, vomiting)</li> <li>• Where identified that a task cannot be undertaken maintaining social distancing, time</li> </ul> | M <ul style="list-style-type: none"> <li>• Need to consider staff anxieties and reassurance may be given in some roles by wearing masks/face shields. Consider having some available (3D printer available to do in house)</li> <li>• Masks for optional use on order - received</li> <li>• Faceshields Have available for wear for /first aiders/situations where close contact is required. 09/06/20 – Faceshields available and issued to ALS staff from 08/09/20. Faceshields also issued to other staff identified in higher risk roles and to vocational areas where legislation requires (Hair and Beauty)</li> </ul> |

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|   |  |   |   | <p>limits or engineering controls such as screens then appropriate supplies of PPE will be available to protect persons</p> <ul style="list-style-type: none"> <li>• Where PPE is worn – face masks, face shields, gloves, aprons etc. instruction in correct use is provided, i.e. how to fit mask correctly and instruction on correct removal to avoid contamination and correct disposal. All waste to be placed in waste bags. Guidance on fitting masks can be found at <a href="https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2">https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2</a> and at <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a> and for fitting of filter masks (FFP2) <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=more-3&amp;utm_content=digest-13-may-20">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=more-3&amp;utm_content=digest-13-may-20</a></li> <li>• Adequate supply to be maintained.</li> </ul> <p>NB Wearing gloves is not a substitute for good handwashing routines</p> |   |   |
| Equipment servicing/<br>Premises safety/fire safety | Safety hazards presented from equipment, machinery that have not been used/maintained/serviced during the lockdown and statutory tests due | All persons and persons using specific machinery and equipment are at risk of injury. | M | <ul style="list-style-type: none"> <li>• All statutory testing is currently up to date and all equipment/machinery checked before use to ensure it is in safe working order (pre-user checks)</li> <li>• Fire safety measures – all checked/inspected. Alarms tested and working and fire alarm system inspected/serviced</li> </ul>   | L | <ul style="list-style-type: none"> <li>• Review FRA</li> <li>• Legionella testing not currently undertaken due to company not working – Estates supervisor has contacted L8 to organize a site visit prior to reopening - <b>Visit and service of water systems took place 27/05/20. No issues</b></li> </ul> |

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|             |  |  |   | <ul style="list-style-type: none"> <li>• Legionella – all systems have continued to be flushed through regularly during shutdown.</li> </ul>  |   | <p><b>identified. Monthly visits from L8 now recommencing.</b></p>   |
| Toilets     | <p>Exposure to virus is increased unless appropriate standards of cleaning &amp; disinfection are in operation</p> <p>Mixing of staff/student - overcrowding</p> | <p>Risk to all building users of exposure to virus via: physical contact with contaminated surfaces inhalation of airborne virus; inadequate personal hygiene; inadequate distancing</p> | H | <ul style="list-style-type: none"> <li>• Thorough cleaning and disinfection routines in place for all toilet areas throughout day including doors</li> <li>• Soap and hand driers provided</li> <li>• Limit on numbers with social distancing queuing and duration spent in the facilities short.</li> <li>• Some sinks and toilets are taped off to help maintain social distancing (e.g. inner sinks taped off so can use only the one at each end of the sink bank. Same principles applied to urinals (based on occupancy numbers in college).</li> <li>• Information posters on handwashing and hygiene procedures displayed (laminated and cleanable)</li> <li>• Hand gel dispenser outside every toilet block to be used before entering and when leaving.</li> <li>• Staff aware of how to report any cleaning requirements in toilets blocks or elsewhere</li> </ul> | M | <ul style="list-style-type: none"> <li>• Look at feasibility and reasonable practicability of taking hand driers out and providing paper towels instead - <b>decision to remain with hand driers as report suggests no higher risk</b><br/><a href="https://www.facilitatemagazine.com/news/hand-dryers-unlikely-to-spread-covid-19-suggests-report/">https://www.facilitatemagazine.com/news/hand-dryers-unlikely-to-spread-covid-19-suggests-report/</a></li> <li>• Implement queuing system for toilets that maintains social distancing. Barriers to guide may be required <b>Signage stating maximum occupancy and procedure – in place.</b></li> <li>• Where possible close any vanity areas in toilet blocks to help prevent loitering</li> <li>• Advise to lower toilet lid before flushing, posters advising this onto back of toilet doors</li> <li>• Consider segregating staff facilities from student facilities</li> </ul> |
| Ventilation | <p>Possibility of virus transmission could be increased due to inadequate ventilation</p>  | <p>Risk to all building users of exposure to virus via</p>   | H | <ul style="list-style-type: none"> <li>• In classrooms, workshops and offices ensure frequent flow of fresh air where possible by opening windows, as a minimum 15 minutes before use and 15 minutes after use. Recommend windows kept open at all times</li> </ul>   | L |  |

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|  | and ventilation systems | inhalation of airbourne virus | <p>room occupied, vents can be used if temperature is low. Windows to be opened across break times (from 01/03/21 when mask wearing in place in classrooms windows should be opened wherever extra breaks for removal of masks are taken).</p> <ul style="list-style-type: none"> <li>• Summary of practical measures for building services operation from REHVA COVID-19 guidance document (April 3 2020) guidance for ventilation:<br/> <a href="https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf">https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf</a> </li> </ul> <ol style="list-style-type: none"> <li>1. Secure ventilation of spaces with outdoor air</li> <li>2. Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time</li> <li>3. At nights and weekends, do not switch ventilation off, but keep systems running at lower speed</li> <li>4. Ensure regular airing with windows (even in mechanically ventilated buildings)</li> <li>5. Keep toilet ventilation 24/7 in operation</li> <li>6. Avoid open windows in toilets to assure the right direction of ventilation</li> <li>7. Instruct building occupants to flush toilets with closed lid</li> <li>8. Switch air handling units with recirculation to 100% outdoor air</li> <li>9. Inspect heat recovery equipment to be sure that leakages are under control</li> </ol> |  |
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|                    |   |   |   | <p>10. Switch fan coils either off or operate so that fans are continuously on</p> <p>11. Do not change heating, cooling and possible humidification setpoints</p> <p>12. Do not plan duct cleaning for this period</p> <p>13. Replace central outdoor air and extract air filters as usually, according to maintenance schedule</p> <p>14. Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection</p> <ul style="list-style-type: none"> <li>• Estates supervisor received advice from the college's Air Conditioning and Ventilation contractors, T&amp;S, who reiterated the above advice.</li> <li>• HSE guidance: <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></li> </ul> |   |   |
| Working in Offices | <p>Mixing with others increases risk of transmission between asymptomatic carriers</p> <p>Failure to clean and disinfect surfaces &amp; equipment / ventilate rooms</p> | <p>Risk to staff/visitors of transmission of virus through:</p> <ul style="list-style-type: none"> <li>-Physical contact with contaminated surfaces</li> <li>-Inadequate physical distancing</li> <li>- Inhalation of airborne virus</li> </ul> | H | <ul style="list-style-type: none"> <li>• Entry/exit procedure to maintain social distancing</li> <li>• Desk arrangements – AFARP seated 2m away, facing away from each other or side to side</li> <li>• Staggered hours in office to reduce number of people in at any one time (homeworking as standard unless activity must be on-site)</li> <li>• Hygiene: regular cleaning of contact services – desks, phones, door handles etc. Adhere to clear desk policy to facilitate cleaning.</li> <li>• Clean desk with the provided cleaning materials wipes before use and after use and use only own equipment and materials.</li> </ul>  | L | <ul style="list-style-type: none"> <li>• Office set ups may need reconfigured, and/or have less staff in at any one time occupancies in offices generally reduced to fit the standard for social distancing - <b>reduced office occupancies in place and covid 19 office protocols provided to all offices for staff awareness</b></li> <li>• Arrange so staff are sitting 2m apart, back to back or</li> </ul> |

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|           |   |  |   | <ul style="list-style-type: none"> <li>• Procedure in and out of room to maintain social distancing.</li> <li>• Ensure adequate ventilation, open windows if available.</li> </ul>   | <p>side to side not face on. Desks to face walls or windows where practicable. Perspex screens between desks are used if this standard cannot be met. Any screens used to be cleaned regularly</p> <ul style="list-style-type: none"> <li>• For CSC consider utilising seminar room if additional office space required.</li> </ul> |
| Activzone | <p>Mixing with others increases risk of transmission between asymptomatic carriers</p> <p>Failure to clean and disinfect surfaces &amp; equipment / ventilate rooms</p> | <p>Risk to staff/students and service users of transmission of virus through:</p> <ul style="list-style-type: none"> <li>-Physical contact with contaminated surfaces</li> <li>-Inadequate physical distancing</li> <li>- Inhalation of airborne virus</li> <li>- Inadequate personal hygiene</li> </ul> | H | <ul style="list-style-type: none"> <li>• <b>31/12/20 - Activzone closed in line with national restrictions. Reopening not expected before 12/04/21. Activzone can still be used for educational purposes in line with government guidance</b></li> <li>• Government guidance for gyms followed <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities</a></li> <li>• Upper and lower gyms being reopened with reconfiguration/removal of machines and equipment and marked out work areas providing a min of 3m<sup>2</sup> per person and to allow for social distancing. Reconfiguration also arranged so that everyone is working out back to back or side to side, not facing each other.</li> <li>• Attendance only via pre-booking a one hour slot (50 minute sessions, 10 minute cleaning between slots). No walk ins. Number of customers within the facility at any one time limited.</li> </ul> | <ul style="list-style-type: none"> <li>• At times staff may be loneworking. A loneworker risk assessment will be put into place and communicated to staff - in place 27/07/20</li> </ul>  |

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|  |  |  |  | <ul style="list-style-type: none"> <li>• 2m social distancing tape will be used on walkways including the external path up to the Activzone entrance. Customers will be asked to arrive on time to try and avoid queuing but were this occurs they must maintain the 2m social distancing</li> <li>• Enhanced hygiene and cleaning schedules in place. All individual work out areas provided with sanitizing materials and customers asked to wipe down their equipment before and after use. Staff will clean and disinfect all machinery and equipment in use between one hour slots. Hand sanitizer available at main entrance and at entrance to gyms, all encouraged to use regularly.</li> <li>• Customers asked to bring their own water bottle and towel. Also encouraged to bring their own hand sanitizer if possible.</li> <li>• 2 x inclusive toilets will be available for use. Individual cubicles only one in at a time. Wipes provided in the toilet area and customers asked to wipe down after use. Enhance cleaning by staff of toilet areas between lots, including touch points, e.g. door handles, lock, flush</li> <li>• Changing rooms and showers closed (unless at request for disabled access). Customers requested to attend in their work-out clothes.</li> <li>• Adequate ventilation will be maintained with windows open where available and external doors propped open where possible (and not introducing a security or fire risk)</li> </ul> |  |
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|  |  |  | <ul style="list-style-type: none"> <li>• Clients will be informed of the new arrangements via social media and notices. Posters will be displayed around the facility outlining covid 19 secure arrangements, including social distancing, hand hygiene and not entering the facility if they are displaying symptoms or feel unwell.</li> <li>• Staff will monitor compliance via physical visits to the gyms during work out slot times and monitoring via CCTV. Customers found not to be socially distancing will be advised.</li> <li>• All Activzone staff are fully trained first aider and there will be full first aid cover at all times the facility is open. All staff will be briefed on the updated first aid procedure regarding carrying out first aid and PPE requirements in light of covid 19.</li> <li>• Classes will be relocated from the upper studio to take place in the sports hall (or where practicable and weather permitting to outdoor areas). This provides more space for upper gym users, allowing for reconfiguration of equipment and machines in that area to attain the minimum work out space of 3m<sup>2</sup> per person and allow social distancing. Matting has been removed from the upper gym as it is more difficult to clean than the floor.</li> <li>• Social distancing will be maintained in all classes.</li> <li>• Classes limited to spinning, kettlebells and Legs, Bums &amp; Tums - those that use no equipment or easily cleaned equipment. All equipment used will be cleaned</li> </ul> |  |
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|  |  |  | <p>before and after use by customers and by staff on a regular basis and always between classes.</p> <ul style="list-style-type: none"> <li>• Music will be played only at a low volume to discourage shouting when giving instructions in classes/communicating in the gym.</li> <li>• Sales of goods from reception, screen to be in place and gloves used to handle goods. Good hand and glove hygiene will be maintained by staff.</li> <li>• Perspex screen erected at reception. To be regularly cleaned.</li> <li>• Lone working in the evening, check in with Facilities Manager via text each hour and with a phone call every other hour. All staff fully aware of and trained in emergency procedures</li> <li>• 3G pitch to reopen 03/08/20 for grassroots football. Clients using the pitch must provide the college with their risk assessment/delivery plan. <b>All activities MUST comply with Government social distancing requirements and FA Guidance on Permitted Grassroots Football Activity During Covid-19. Detailed guidance can be found <a href="#">here</a></b></li> <li>• Competitive training is now permitted to a maximum of 30 persons per group (including coaches). Training groups should be kept as small as possible and must not exceed this maximum number.</li> <li>• Participants showing any symptoms or living in the same household as someone displaying symptoms should not attend.</li> <li>• Start times between groups will be staggered to allow for safe access and egress to the pitch</li> </ul> |  |
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|  |  |  | <p>and for cleaning between groups where required. Fixed equipment, e.g. goalposts will be cleaned by Activzone staff between groups. Groups equipment, balls etc to be cleaned by group.</p> <ul style="list-style-type: none"> <li>• Social distancing should be in place as stated in FA guidance (before and after matches and during any breaks). Youth football coaches are encouraged to limit close proximity of players during training and match play and have regular hygiene breaks.</li> <li>• Participants should report to the 3G pitch NOT the ActivZone reception. There is no access to changing rooms or showers (exceptions can be made on request for safety/safeguarding grounds). All participants must arrive changed</li> <li>• All participants should bring their own water bottles which must not be shared and keep any belongings brought to a minimum.</li> <li>• Clients should encourage participants to use toilet at home before attending. Toilets are available within the ActivZone facility on a one at a time basis, all social distancing guidelines must be followed and the user must use the available wipes in the toilet facilities to wipe down touchpoints after use. Children can be chaperoned by one parent/guardian only.</li> <li>• Equipment should not be shared as far as practicable and only coaches should handle equipment where possible. Equipment should be regularly cleaned Goalkeepers should sanitise their gloves regularly and the ball should be touched by foot only wherever</li> </ul> |  |
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|          |   |  |   | <p>possible and handled as little as possible. Balls should be cleaned and disinfected regularly.</p> <ul style="list-style-type: none"> <li>• Goal celebrations, huddles and handshakes must be avoided.</li> <li>• No spitting. Any coughs or sneezes should be caught in a tissue or into the individuals sleeve</li> <li>• Hand sanitizer must be used on a regular basis. Always before and after training and during any breaks.</li> <li>• First aid provision must be in place. ActivZone staff are first aid trained, including in administering first aid during covid, and a defibrillator is available at the facility. Clients should have their own first aid provision or discuss with the college if arrangements can be made with AZ staff.</li> <li>• No spectators are allowed at the current time (exceptions will be made on request for those with disabilities). For youth football parents can remain in cars.</li> <li>• Records of gym attendees &amp; participants in grassroots sports kept for track and trace purposes. QR Code posters in place (24-09-20)</li> <li>• NB: Gym and 3G pitch closed from 05 November - 2<sup>nd</sup> December in line with National Restrictions</li> <li>• NB: Activzone and 3G pitch closed in line with National Restrictions from 31/12/20</li> </ul> |   |  |
| Meetings | Mixing with others increases risk of transmission between asymptomatic carriers | Risk to staff/visitors of transmission of virus through: | H | <ul style="list-style-type: none"> <li>• Use digital platforms such as Microsoft teams to meet rather than face to face where practicable.</li> </ul>   | L |  |

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|   | Failure to clean and disinfect surfaces & equipment / ventilate rooms   | -Physical contact with contaminated surfaces<br>-Inadequate physical distancing<br>- Inhalation of airborne virus<br>- Inadequate personal hygiene   |   | <ul style="list-style-type: none"> <li>• Maximum numbers in meeting room, use bigger rooms to accommodate occupancy numbers whilst maintaining 2m distance, remove some chairs and have designated sitting places. Maximum occupancy signs displayed outside meeting rooms.</li> <li>• Arrange room so sitting side to side rather than face to face (whilst maintaining social distancing)</li> <li>• Procedure in and out of room to maintain social distancing. One at a time to enter and fill from the back, empty from the front.</li> <li>• Meeting rooms to be ventilated before and after use, open windows where available.</li> <li>• Record attendees and times in case of tracking</li> </ul>  |  |
| <p>Curriculum activities</p> <ul style="list-style-type: none"> <li>• practical assessments in workshops/ practical work areas</li> <li>• Classroom learning</li> </ul> | <p>Mixing with others increases risk of transmission between asymptomatic carriers</p> <p>Failure to clean and disinfect surfaces &amp; equipment / ventilate rooms</p> | <p>Risk to staff/students of transmission of virus through:</p> <p>-Physical contact with contaminated surfaces<br/>-Inadequate physical distancing<br/>- Inhalation of airborne virus<br/>- Inadequate personal hygiene</p> | H | <ul style="list-style-type: none"> <li>• Practical assessments – maximum numbers within work areas to maintain 1m+ rule, e.g. 1 to a workbench rather than 3 or 4</li> <li>• Lower class numbers. Maximum numbers should be in line with government guidance. Numbers will also be guided by max occupancy available in each room to be able to respect the 1m+ social distancing rule. Use blended learning (to include remote learning) to achieve this.</li> <li>• Reconfigure rooms to maintain 2m space (or 1m+ with mitigating measures) between all persons at all times.</li> <li>• Sufficient space left between staff and student desks. Staff must be afforded 2m social distancing at front of class.</li> <li>• Where possible students provide and use their own materials and equipment or issue it</li> </ul> | M <ul style="list-style-type: none"> <li>• Provide wipes for cleaning down tools/equipment - on order expected week commencing 01/06/20- order delayed until end of June. Disinfectant spray and paper roll provided in interim. <b>All areas provided with cleaning materials 08/09/20</b></li> <li>• Follow industry guidance for practical work areas, e.g. hair &amp; beauty, catering where a 2m distance cannot be maintained. Curriculum areas/departments to refer to “protocols based on risk assessment guidance” at the bottom of this document to help address issues. If unable to</li> </ul> |

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|  |  |  | <p>individually. Shared tools/equipment to be kept to a minimum and thoroughly cleaned/disinfected before and after use</p> <ul style="list-style-type: none"> <li>• All extraneous equipment and materials locked away to prevent unnecessary handling</li> <li>• Door to be kept open for arrival of students</li> <li>• Fill rooms from the back. Empty from the front. Where possible have a one way system in the classroom with signage. Position of tutor in classroom – configure room so they can stand 2m away.</li> <li>• Where 2m rule cannot be achieved maintain small consistent groups with group staying away from other people. Incorporate further mitigating measures in line with the hierarchy of control e.g. heightened hygiene procedures, limit duration, sitting side to side or back to back, PPE. Student Bubbles in place by vocational area.</li> <li>• Group sizes managed by staggering days and times and using a blended learning model which includes remote learning. All maths &amp; English undertaken remotely preventing mixing of bubble groups.</li> <li>• Wherever possible students to remain in one room with tutors changing rooms to help reduce movement around college.</li> <li>• Use classrooms with windows wherever possible and open 15 minutes before class to allow good ventilation.</li> <li>• Surfaces to be cleaned and disinfected whenever necessary and always between class</li> </ul> | <p>maintain the 2m distance other options, such as screening, technological solutions (cameras to screen for intricate work?) and PPE to be considered. <b>All practical work area risk assessments updated to include covid controls in place</b></p> <ul style="list-style-type: none"> <li>•</li> <li>• Monitor compliance.</li> <li>• Set out clear expectations for students and staff for managing behaviours.</li> <li>• Information and communication to be provided – <b>return to college induction. All staff to reinforce staff and students returning in June all undertake induction video and quiz.</b></li> <li>• Reconfigure SEN for extra teaching space if necessary – complete 08/09/20</li> </ul> |
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|   |   |   |   | changes. Cleaning materials provided in all areas.  |  |  |
| Apprentices & Observations/TAs /Visiting employer sites | Exposure to covid 19 in other employer premises | Risk to apprentice team staff & apprentices of transmission of the virus from visiting or working at employers with substandard protection measures | H | <ul style="list-style-type: none"> <li>Initially consider whether other options for assessing remotely are available.</li> <li>Wellbeing of apprentice to be kept in check including assuring them if they have concerns to contact the college.</li> <li>Each employer is individually vetted via a health and safety appraisal (risk assessment). The appraisal form has been amended to ask questions regarding their management of the risk from COVID-19. All employers to be asked to complete. Health and safety checks are also included in each learner review.</li> <li>Process to gain authorisation (via college HSS Advisor) to visit employers in place 08/09/20</li> <li>Authorisation granted via HSS advisor when employer provides their covid 19 risk assessment and covid 19 visitor procedure. Employers with less than 5 employees and no written risk assessment asked to send summary email of controls in place.</li> <li>Staff with responsibility for visiting employers have received training on controls they can expect to be in place (training took place 08/09/20).</li> <li>05/01/21 - National Lockdown visits to employers should not take place wherever possible. If there is an essential reason to visit and it cannot be achieved remotely permission must be sought from the HSS Advisor and Team Leader.</li> </ul> |  |  |

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| <p>Refectory/Canteen/Shop</p> | <p>Overcrowding and mixing of students<br/><br/>Exposure by touching contaminated surfaces</p> | <p>Risk to staff, students and catering staff of transmission of virus through:<br/>-Inadequate physical distancing<br/>-physical contact with potentially contaminated surfaces<br/>-inhalation of airborne virus<br/>-inadequate personal hygiene</p> | <p>H</p> | <ul style="list-style-type: none"> <li>• Refectory reopened September, staggered lunches and grab and go in bubbles. Refectory seating area reconfigured to provide somewhere to sit and eat whilst maintaining 1m+ social distancing – students will be seated in bubbles.</li> <li>• App for order and collect system with slot for collection time (grab and go) in place – staggered lunch breaks via vocational bubble will assist in keeping numbers in the collection and communal areas low</li> <li>• Social distancing floor stickers, queuing system and one-way system (with directional signs)</li> <li>• Pay by contactless only</li> <li>• Screens to protect cashier and servery staff</li> <li>• Encourage students and staff to takeaway refreshments/eat outside</li> <li>• Breaks and lunchtimes staggered</li> <li>• Reusable drinks containers not allowed</li> <li>• Communal salt/sugar/milk etc not provided. Single use sachets only to be issued by staff wearing gloves.</li> <li>• Vending machines taken out of use</li> </ul> | <p>M</p> | <ul style="list-style-type: none"> <li>• Students in bubble groups they should remain in these groups and their designated area, for lunch, wherever possible (will not be possible for those in practical work areas)</li> </ul> |
| <p>Lifts</p>                  | <p>Overcrowding and mixing of students<br/>Exposure by touching contaminated surfaces</p>      | <p>Risk to staff and students of transmission of virus through:<br/>-Inadequate physical distancing</p>   | <p>H</p> | <ul style="list-style-type: none"> <li>• Max 1 person in lift at a time, signage stating maximum occupancy in place</li> <li>• Regular cleaning of lift surfaces</li> <li>• Lift users to use hand sanitizer when entering and exiting lift</li> <li>• Lift cleaning on enhanced cleaning schedule</li> </ul>  | <p>L</p> | <ul style="list-style-type: none"> <li>• Designate lift use only for those who cannot easily use the stairs (and Estates)</li> <li>• Ensure lift cleaning is on the enhanced cleaning schedule</li> </ul>                         |

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|                                     |   | <p>physical contact with contaminated surfaces</p> <ul style="list-style-type: none"> <li>-inhalation of airborne virus</li> <li>-Inadequate personal hygiene</li> </ul>   |   |  |   |  |
| Emergency evacuations/assembly area | Mixing of staff, students and visitors when evacuating the building | <p>Risk to staff student when evacuating and gathering at assembly point of transmission of virus through</p> <ul style="list-style-type: none"> <li>-Inadequate physical distancing</li> <li>-inhalation of airborne virus</li> </ul> | H | <ul style="list-style-type: none"> <li>• No drill for summer term – all persons on site familiar and previous drills this year have been good. Dates for drills to be set for 2020/21 as this training is still required. Considering staggered drills.</li> <li>• Always remain aware of your nearest exit at all times – try to follow 2m distance lines as far as practicable but all instructed that if the alarm sounds the priority is to exit the building, one way systems and one way stairways can be disregarded in the case of emergency</li> <li>• Assembly area – maintain social distancing. Where possible, all buildings to be treated as separate for evacuation purposes so only one evacuated at a time if the alarm sounds in that building. *Main build and CSC currently linked alarm system and both buildings evacuated regardless of which building the alarm relates to. For June re-opening this system can remain in place due to the low numbers on site the assembly point area will be adequate to accommodate with social distancing</li> <li>• Stewards to manage social distancing, possibility that extra stewards will be required</li> </ul> | M | <ul style="list-style-type: none"> <li>• Facilities to investigate separating out the Main Build and CSC for evacuation purposes from September</li> <li>• Identify options for overspill assembly area to help maintain social distancing (for September)</li> <li>• Review incident management procedure and emergency evacuation procedure</li> <li>• One-way system – to consider escape routes - complete 01/06/20</li> </ul> |



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|           |   |   |   | <p>particularly for any main build evacuation/all staff to be required to assist in helping to control social distancing at the assembly point (this would need included in any return training)</p> <ul style="list-style-type: none"> <li>• Incident management team – revert to evening procedure if low amount of people on site.</li> <li>• PEEPs – review where person identified as needing assistance, Face covering and where possible faceshield required if someone else is required to assist.</li> </ul>   |  |
| First Aid | Close contact with others requiring treatment could lead to exposure to the virus | First Aiders are at risk of transmitting the virus if treating asymptomatic carrier through:<br>- inadequate physical distancing<br>-inhalation of airborne virus<br>-inadequate personal hygiene | H | <ul style="list-style-type: none"> <li>• First aid needs risk assessment reviewed for June opening based on number of staff and learners who will be returning. A first aider will be on duty and contactable via mobile. Contact information to be provided in all workshops being used. First aid needs will be reviewed further for September. Designated first aiders back in place from September opening.</li> <li>• First aider risk assessment remains under regular review due to changing circumstances to ensure adequate provision in place at all times</li> <li>• First Aider list for September updated and sent to receptions across college. Less first aiders on site but cover remains adequate due to the blended learning/staff working from home where possible</li> <li>• CPR – chest compressions only. No mouth to mouth. See Resus Council guidance &amp; SJA guidance on general first aid and how to administer and maintaining distance.</li> <li>• Defibs available.</li> </ul> | M <ul style="list-style-type: none"> <li>• Keep up to date with advice from SJA</li> <li>• Provide first aiders with a grab bag containing required PPE and hand sanitiser as required (September – Duty First Aider in June will use main bag at reception. First aid boxes in workshops are also fully stocked). Main bag contains hand sanitiser</li> </ul> |

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|                                |   |  |   | <ul style="list-style-type: none"> <li>• Waste disposal procedures (yellow hazard bags/double bag).</li> <li>• Required PPE for first aiders – gloves, aprons, masks (FFP2 masks available). Follow SJA advice. Update all first aiders, update first aid procedure to reflect</li> <li>• Ongoing review of first aid risk assessment and provision to meet needs at all times</li> </ul> <p><a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p> <p><a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></p> |  |
| Mental health staff & learners | General anxieties about the virus and its spread and being uncertain of the measures in place to protect staff and students could lead to anxieties, worry and be detrimental to mental health. | Risk to mental wellbeing of Staff/Students/ Parents. | H | <ul style="list-style-type: none"> <li>• Address anxieties and worries – ensuring clear consultation &amp; communication on all arrangements (see below)</li> <li>• Counselling available for all staff and students</li> <li>• Mental health first aiders in place to offer support and advice to staff and students who may be struggling. All staff and students provided with contact information.</li> </ul>   | M <ul style="list-style-type: none"> <li>• Undertake survey/questionnaire regarding how people feel about RTW/identify vulnerabilities (HR) – <b>All staff returning undertake health risk assessment to identify vulnerabilities. Staff climate survey May/June 2020 included question “If asked to return to site to undertake some of your duties do you feel comfortable doing so?” - 83.5% positive response. Communications to all staff re arrangements in place via return induction and this risk assessment. Line manager</b></li> </ul> |

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|  |   |  |   |  |   | and/or HR consultation for any member of staff who have anxieties about return to come to a mutually agreed arrangements |
| Communication staff, students, parents | <p>Being uncertain of the measures in place to protect staff and students could lead to anxieties, worry and be detrimental to mental health.</p> <p>Being unaware of the measures and procedures in place could lead to them not being followed correctly and virus transmission</p> | <p>Risk to mental wellbeing of Staff/Students/ Parents.</p> <p>Risk to staff and students from transmission of virus from not following the implemented procedures</p> | M | <ul style="list-style-type: none"> <li>• Communicate with employees/students in advance, as to which employees and students will return and when.</li> <li>• Employees/students to be provided with reasonable notice regarding their return-to-work date to allow them to prepare.</li> <li>• Information, instruction and education on new policies and procedures to be given to staff and students – Welcome Back online inductions. Include measures taken; personal hygiene standards; physical distancing; personal responsibilities</li> <li>• C19 risk assessment shared with staff students</li> <li>• Utilise digital technologies to share the information with all shareholders - risk assessment and communications via the covid 19 one stop shop and process in place for website/social media/direct email communications where relevant.</li> <li>• “Staying Covid-19 Secure in 2020” poster in all buildings and on the college website</li> <li>• College Covid Controls Staff Summary March 21 information sheet in place to be shared with staff.</li> </ul> | L |  |

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| <p>More than one person maintenance tasks &amp; other activities</p> | <p>Close contact with others could lead to exposure to the virus</p> | <p>Staff undertaking maintenance tasks in teams of two or more risk transmission of the virus through:<br/>Inadequate physical distancing<br/>physical contact with contaminated surfaces<br/>-inhalation of airborne virus<br/>-Inadequate personal hygiene</p> | <p>HH</p> | <ul style="list-style-type: none"> <li>• Maintenance tasks generally already undertaken at quieter times/outside of normal working hours and work area cordoned off to prevent unauthorised access.</li> <li>• Maintenance tasks to be one man wherever possible.</li> <li>• For safety and practical reasons the above may not always be possible but wherever possible 2m social distancing must be maintained and all relevant hygiene measures followed, do not share tools without cleaning between users and clean any shared equipment/tool after use.</li> <li>• When positioning themselves to undertake a task where possible staff to stand back to back or side to side rather than facing each other (whilst maintaining 2m distance)</li> <li>• Where 2m distance cannot be maintained alternative controls such as PPE and limiting contact duration must be used. Relevant task specific risk assessments will require review, liaise with HS advisor to undertake review in accordance with usual H&amp;S policy and procedures.</li> </ul> | <p>M</p> | <ul style="list-style-type: none"> <li>• All maintenance task risk assessments to be reviewed to take into account the risk from Covid 19</li> </ul> |
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| Contractors/Visitors | Mixing of staff, students, contractors and visitors could increase transmission of the virus | Risk to staff, students, contractors and visitors of transmission of virus through:<br>-Inadequate physical distancing<br>physical contact with contaminated surfaces<br>-inhalation of airborne virus<br>-Inadequate personal hygiene | HH | <ul style="list-style-type: none"> <li>• Control of contractors procedure in place and request C19 policy and RA before site visits;</li> <li>• Limit site visits to essential visits only; outside of normal working hours/quiet times wherever possible. Essential deliveries, e.g. food, procedures for maintaining social distancing to be in place.</li> <li>• Signing off of job sheets – our documents to be signed by our staff, contractors documents to be signed by their supervisor</li> <li>• Only essential visitors/contractors permitted and must have pre-booked appointment.</li> <li>• All contractors and visitors will be inducted, remotely where possible and if not maintaining social distancing, and fully informed of our procedures regarding Covid 19</li> <li>• Covid 19 visitors procedure in place</li> </ul> | L<br>L | <ul style="list-style-type: none"> <li>• Review control of contractors procedure and contractors questionnaire</li> <li>• Review sign in/sign out procedure. Consider returning to paper-based sign in and out procedure rather than use of the i-pad (contact surfaces). Or receptionist takes note of sign in and out (Perspex screen and floor tape marking 2m standing distance to be installed at reception) – <b>contractors being signed in and out electronically by member of college staff which complies with procedure (including roll call for emergency and track and trace)</b></li> </ul> |
| Deliveries           | Mixing with delivery staff and contact with goods could lead to transmission of the virus    | Staff/Delivery drivers   | H  | <ul style="list-style-type: none"> <li>• Avoid close contact and maintain social distancing when handling goods wherever possible. Where this is not possible PPE should be utilized and those handling goods should be kept to a minimum, be part of a fixed working team and the duration of the task kept to a minimum. Disposable gloves must be used when handling deliveries.</li> <li>• Consider reducing the frequency of deliveries for example by ordering larger quantities of office supplies, cleaning supplies etc where storage space is available.</li> <li>• Personal deliveries for staff/students are not permitted during this period.</li> </ul>   | L      |   |

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|  |  |   |   | <ul style="list-style-type: none"> <li>• Wherever possible leave any goods received untouched for 48-72 hours once stored. Where not possible, and where the goods are able to be, clean and disinfect. Ensure good hand hygiene, i.e. handwashing after touching delivered goods.</li> </ul>   |   |   |
| Use of college vehicles (van and mini bus) | Exposure to and transmission of covid 19 between users.  | Staff using college vehicles                            | M | <ul style="list-style-type: none"> <li>• Single occupancy of college vehicles – avoid multi occupancy. Minibus not currently in use.</li> <li>• Use hand sanitizer before and after using vehicle</li> <li>• Vehicle to be cleaned regularly and always between different users (unless no use for 72+ hours). Ensure all touch points are cleaned and disinfected to include steering wheel, door handles (inside &amp; out, centre touch screen/radio, handbrake and gearstick, keys and fob, indicator and wiper stalks, windows and window controls, mirrors and mirror switches, seat adjusters.</li> <li>• Ventilate vehicle by opening the windows if short turnaround between users.</li> <li>• All usual pre-user safety checks and statutory safety checks remain relevant and must continue to be undertaken.</li> </ul> | L |   |
| Commuting (staff & learners)               | Exposure to covid 19 when travelling on public transport | Staff and students using public transport to commute to |   | <ul style="list-style-type: none"> <li>• Encourage travel to college by foot or bike.</li> <li>• Provide staff and students with guidance on travelling by public transport including the requirement to wear a face covering from 15<sup>th</sup> June.</li> </ul>   |   | <ul style="list-style-type: none"> <li>• Consider learner anxiety.</li> </ul> |

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|  |                      | and from college  |   | <ul style="list-style-type: none"> <li>• Updated Stagecoach on college re-opening to support adjustment of services if necessary. Teaching staff informed of the possibility of late arrivals if students have not been able to board a bus if it has reached its current full capacity.</li> <li>• Car park available. Encourage single occupancy of cars unless same household.</li> <li>• Buses/public transport – follow government advice. Avoid rush hours (staggered site hours)</li> <li>• Encourage handwashing pre and post journey via education and information.</li> </ul>   |  |
| Suspected or confirmed C19 case in college | Exposure to Covid 19 | All staff and students in contact with symptomatic person | H | <ul style="list-style-type: none"> <li>• Follow government/PHE guidance around isolation and cleaning</li> <li>• Any member of staff or learner displaying symptoms should not attend at college and stay at home.</li> <li>• Testing is available for all staff, students and their households who display symptoms (<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>) Staff can apply via the essential worker system at <a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a></li> <li>• In accordance with our risk assessments, anyone with symptoms and on-site must follow instruction to leave the site. Anyone off site with symptoms must inform the right person (line manager or tutor/ trainer), and seek a test and inform us of the result, then act accordingly</li> </ul> | M <ul style="list-style-type: none"> <li>• Information regarding actions to take if displaying symptoms to be communicated. To include the instruction that any staff, learners, visitors, contractors displaying symptoms should not attend at site and should stay at home.</li> <li>• Identify suitable isolation room – <b>G090 in Main Building; NG10 in NCfN</b></li> <li>• Anyone in contact with a symptomatic person to follow government guidance and self-isolation rules.</li> </ul> |

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|  |  |  | <ul style="list-style-type: none"> <li>• College has been provided with 10 “antigen” COVID19 test kits, issued to us by HM Govt. They test for currently having the virus. They are self-test for Adults aged 18+ and self-test with supervision for teenagers aged 12-17 or with SLDD. Instructions on how to administer and send for analysis is provided with each test kit and will be given to the recipient on receipt of the test with instruction to follow the guidance and steps as laid out. Results take circa 2 days and recipients will be instructed to inform college of the result ASAP.</li> <li>• The 10 tests we have are only for college staff or learners who cannot otherwise access a test elsewhere, and are therefore of “last resort”. Anyone seeking a test must request one via Helena Grant, with a justifiable reason why they cannot access a test themselves.</li> <li>• The tests are stored securely at college and a control sheet will be used for issue and result</li> <li>• Appropriate PPE provided to staff dealing with suspected case (FFP2 masks, aprons, gloves, protective eyewear/faceshield)</li> <li>• Isolation of symptomatic person in designated Isolation Room with separate toilet facilities</li> <li>• Contact tracing of staff and students &amp; COVID 19 Reporting cases Procedure in place (outlines procedures for internal and external reporting and recording)</li> <li>• Full cleaning and disinfection routine applied to Isolation Room including toilet</li> <li>• NB: Lateral flow testing in place on site from 11/01/21. Refer to Lateral Flow Device Testing</li> </ul> |  |
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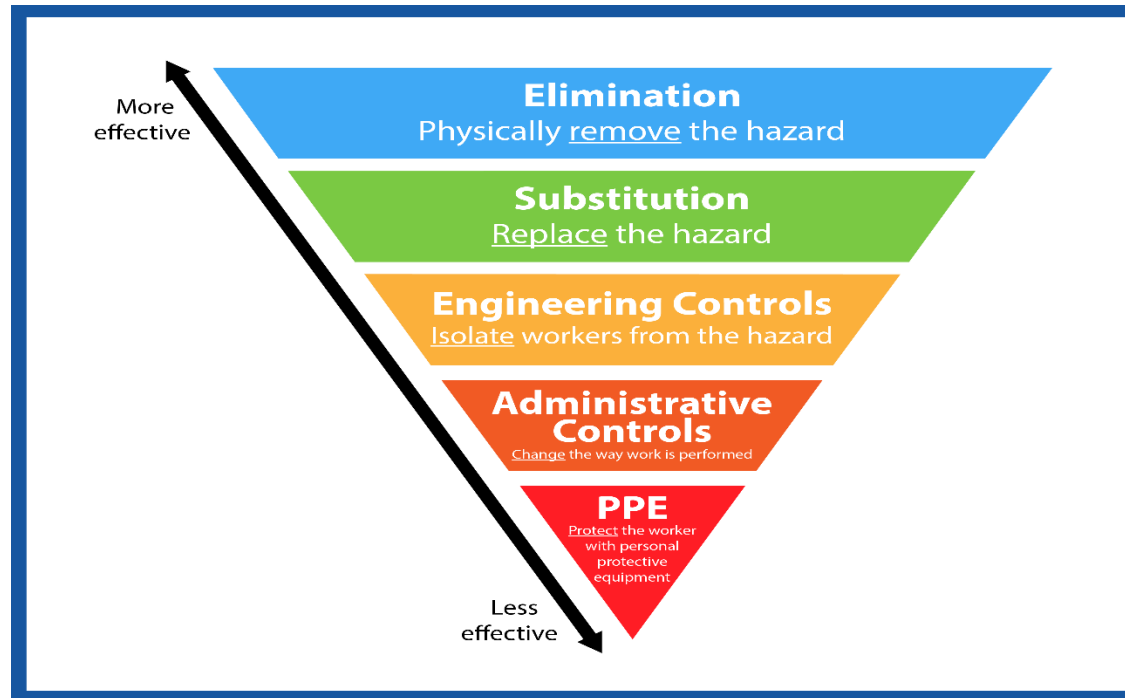
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|  |   |   |   | risk assessment for asymptomatic and mass testing from January 11/01/21   |   |  |
| General attendance at work in proximity to colleagues, learners and others | Serious and imminent danger, e.g. an individual within a workshop with others showing symptoms of covid 19 or shortcomings in or failure of controls in place | Risk to staff, students, contractors and visitors of transmission of virus  | H | <ul style="list-style-type: none"> <li>All staff provided with information, instruction and training on the procedures and protocols in place at college to control the risk from Covid-19 including this risk assessment being published on the staff Covid 19 one stop shop on the college intranet.</li> <li>Staff informed that if they feel they are in serious and imminent danger they should cease work and move themselves, and any others who may be in danger to a place of safety, securing the area as they leave where possible and if posing no further risk to themselves or others. Concerns should be reported as soon as possible to the Duty Manager.</li> <li>No member of staff (or others) will be expected to continue work in areas of known or suspected serious and imminent danger(s) until a review of the risk assessment has taken place and further remedial actions have been taken to address and control the risk from the hazard to an acceptable level.</li> </ul> | L |  |
| Trips and visits   | Mixing of students/staff and others could lead to virus transmission  | Risk to staff and students of transmission of virus through: <ul style="list-style-type: none"> <li>-Inadequate physical distancing</li> <li>physical contact with</li> </ul> | H | <ul style="list-style-type: none"> <li>No overnight/residential UK or overseas trips to take place</li> <li>From Autumn term non-overnight domestic visits can resume. This includes any trips for learners with SEND connected with their preparation for adulthood (e.g. workplace visits, travel training etc), Protective measures including keeping learners in their consistent group and covid 19 secure precautions in place</li> </ul>   | L | Consider "rule of 6". Educational trips are exempt from the rule but groups should ensure they are identifiable as a college trip and staff leading aware of the possibility of being questioned re group size. Consider issuing trip lead with letter of authorisation. |

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|  |  | contaminated surfaces<br>-inhalation of airborne virus<br>-Inadequate personal hygiene |  | at their destinations<br><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a><br>• Usual trips planning procedure will be followed, with paperwork and risk assessments thoroughly completed to include risk from covid 19. |  |  |
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**Protocols based on risk assessment are required for each curriculum area / department/activity and are to address the following:**

1. The need for physical distancing of 2m (or 1m+ with mitigating measures) between each individual (1m between each desk/work-station)
2. How requisite high standards of hygiene in each curriculum area / department are to be maintained - what additional cleaning & disinfection is required?
3. The need to prevent transmission of the virus through barrier methods including screens, gloves and facemasks where physical distancing is not feasible. Can mirrors be positioned to aid tutor in viewing practical tasks?
4. How to limit the unnecessary mixing of students and staff within classroom and service settings
5. What additional training, information and communications are needed for staff and students to ensure the new hygiene standards are maintained while working/ studying

In regards the above risk assessment and protocols reference should be made to the hierarchy of control measure when deciding what measures to implement to reduce the risk presented.



Given the nature of COVID-19 it is unlikely that the risk will be eliminated at source and therefore employers need to consider the physical control measures (i.e., barrier screens, engineering solutions, provision of PPE) and/or processes in place (i.e. social distancing, limiting contact time). Note that the provision of PPE is the last in the hierarchy and therefore should only be used where no other method of controlling the risk will be sufficient. It is not appropriate simply to provide face masks and not introduce (or consider introducing) any other control measures.

**Elimination** - not completely possible but lock down partially achieved, cleaning, home working

**Substitution** – not relevant in the case of Covid 19

**Engineering controls** - separation, ventilation , possible technological/digital solutions, e.g practical assessment set up camera to relay to big screen so tutor can watch process remotely. NB: Safety in general should always be considered, if a task cannot be done safely without close supervision where the 2m rule cannot be maintained other control measures will need to be implemented.

**Administration**- phased return, homeworking, increased cleaning, employee/student behavior, procedures, training, information

**PPE-** masks, gloves, faceshields, aprons

Identify the essential roles and activities required on site for the rest of this academic year. Homeworking and split homeworking/on site (which would enable staggering and reduce footfall) as the standard.

Consult with staff, learners and parents/guardians on arrangements – e-leaflet/booklet/video on arrangements for staff and students.

Keep up to date with official Government guidance constantly and amend controls where required.

<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>

Name of Assessor: Helena Grant

## Additional Information

The below list of contact details and links is not exhaustive; however, it has been included to provide a route to gathering more information on COVID-19 including any changes in Government policy.

- What FE colleges and Providers will need to do from the start of the 2020 Autumn term:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>
- Coronavirus (COVID-19): SEND risk assessment guidance  
<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>
- NHS 111 Online Service - <https://www.nhs.uk/using-the-nhs/nhs-services/urgent-andemergency-care/nhs-111/>
- NHS Telephone Service – 111 or 18001 111 on a textphone
- NHS Coronavirus Guidance - <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- CIPD HR Inform - <https://www.hr-inform.co.uk/news-article/advice-on-managing-thecoronavirus-outbreak>
- WHO - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-forpublic>
- UK Government - <https://www.gov.uk/guidance/coronavirus-covid-19-information-forthe-public>
- IOSH - Institution of Occupational Safety & Health - <https://iosh.com/more/news-listing/coronavirus-guidance-from-iosh-and-the-world-health-organization/>
- DfE - 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>
- DfE - Maintaining education and skills training provision: further education providers:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-furthereducation-provision/maintaining-education-and-skills-training-provision-further-educationproviders>

- HSE – Social distancing and making your workplace COVID-secure: [https://www.hse.gov.uk/coronavirus/social-distancing/index.htm#where\\_social\\_distancing](https://www.hse.gov.uk/coronavirus/social-distancing/index.htm#where_social_distancing)

In addition to the links provided above please utilise local information relevant to your work area or college setting.