

LAKES COLLEGE COVID 19 SECURE RISK ASSESSMENT

Name of Assessor: Helena Grant		Signature of assessor:		Date of assessment: 17/05/20	Review Dates 27/05/20; 02/06/20; 11/06/20; 15/07/20; 22/07/20; 29/07/20; 26/08/20; 08/09/20; 25/09/20; 18/11/20; 06/01/21; 01/03/21; 12/04/21; 19/06/21; 23/08/21	
Activity/Process/Operation	What is the hazard?	Who could be harmed & how	Risk Level H/M/L	Existing Control measures in place to reduce the risk	Risk Level H/M/L	Further actions required to reduce the risk
Local factors – prevalence of cases and R rate	Exposure to Covid 19 through spikes in community spread in the different districts the college serves New variants of the virus with potential higher transmission/greater severity	Risk to all from transmission of virus via community spread through: -Inadequate physical distancing -physical contact with contaminated surfaces -inhalation of airborne virus -Inadequate personal hygiene	H	<ul style="list-style-type: none"> 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 https://coronavirus.data.gov.uk/#category=ltlas&map=rate) and R rate for the county. Local authority case tracking can be found at https://lginform.local.gov.uk/reports/view/lga-research/covid-19-case-tracker-area-quick-view-1?mod-area=E07000026&mod-group=2011OACgroups&mod-type=comparisonGroupType Monitoring of government advice regarding local lockdowns - local situation information at https://www.cumbria.gov.uk/publichealth/covid19outbreakcontrol.asp All staff and learners encouraged to download the track, test and trace app. 	M	<ul style="list-style-type: none">

				<ul style="list-style-type: none"> • 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 • Arrangements in place for swift return to remote working in case of local lockdown – blended learning on site/remote learning will continue in September 2020, 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. • Return to remote working and learning from 4th January 2021 in line with National Lockdown measures – 5th January National Lockdown including closing of colleges and schools, return to remote education excepting learners classed as vulnerable in line with government instruction. • 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. • 19-06 21 surge testing for ages 12-30 being encouraged in Cumbria. College cascading relevant information to staff and students via in-house messaging, social media etc • August 2021 – planned full reopening in September 21. Contingency plan in place for 		
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				outbreak in case of college or local area and a reintroduction of measures.		
Shielded/ Vulnerable people	Exposure to virus of people considered at higher risk from Covid 19	Increased risk of severe illness of contracting covid 19 of the following groups: Over 70 years old; Pregnant; BAME;those with specific medical conditions which increase vulnerability to infection. Refer to below: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/	H	<ul style="list-style-type: none"> 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. <p>As from 1st August 2020 shielding is paused. All staff undertook 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 1st 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. From 5th November - 2nd 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>	L	
Staff/students family circumstances						

(live with shielded/ vulnerable persons				<p>(including working from home/being asked to stay at home) where required.</p> <p>5th 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> <p>August 21 – shielding would only be re-introduced by government if required. Individual staff concerns will be addressed at management level with input from HSS Advisor/HR where required.</p>		
Access and movement around buildings	Overcrowding and mixing of staff/students	Risk to building users from transmission of virus through: -Inadequate physical distancing -physical contact with	H	<ul style="list-style-type: none"> • Footfall kept low through maintaining working from home/remote learning wherever possible and staggered days/hours. • 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. – September 2021 – one way systems on stairwells retained to support safe movement around college and all persons 	M	<ul style="list-style-type: none"> • Staff actively monitor traffic routes and flows and adjust where appropriate • Online return to college induction (Welcome Back Pack) to be compiled outlining new procedures and everyone's responsibilities -staff and students (electronic records maintained) - complete

		contaminated surfaces -inhalation of airborne virus -Inadequate personal hygiene		<p>encouraged to continue to respect others, avoid close contact wherever possible and to respect others personal space. Separate entry and exit from main building maintained. Footfall in other building lower and access will be monitored with separate entry/exit to be considered if deemed necessary.</p> <ul style="list-style-type: none"> • 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 – continue to encourage for new term 2021. • Walk to right system in place in Construction Skills Centre encouraged from autumn term 2021. • From September 2021 staff, students and visitors will be encouraged to continue to wear face coverings in communal areas for the safety of all. • An adequate contingency of IIR masks (surgical masks) are available in college for any learners or staff who forget or lose theirs. Those over 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 or display symptoms whilst on site they must wear an IIR mask if they cannot leave site immediately and are waiting in isolation. • Clear signage on entering building regarding college covid guidelines and information and 		<p>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"> • Induction video and quiz updated w/c 24/08/20 to be completed by all staff and students.
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				<p>instruction provided to all staff and students on arrangements.</p> <ul style="list-style-type: none"> • Receptions/shop – perspex screens erected to provide protection 		
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"> -Inadequate physical distancing -physical contact with contaminated surfaces -inhalation of airborne virus -Inadequate personal hygiene 	H	<ul style="list-style-type: none"> • Encourage respect of others personal space. • Increased cleaning and disposable paper roll provided. No re-usable towels. • Washing of cups, plates etc. only by user and to be removed immediately and taken with user. • Staff to monitor common areas at break times. • Smoking shelters re-opened. External areas around the shelters now designated as a “smoking area” extending the area to provide more space 	M	
Hygiene & Cleaning	<p>Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation</p>	<p>Risk to all building users of exposure to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus; inadequate 	H	<ul style="list-style-type: none"> • Hand sanitizer (min 60% alcohol) at all entrances, exits and other strategic points around the building. Checked regularly for damage/refilling • Signage and information (including via electronic means) on regular hand washing and sanitizing and other hygiene measures relevant to C19. • Wipes/cleaning materials provided in offices, classrooms, workshops, LRC, staff areas to wipe down desks; phones; equipment and tools regularly; 	M	<ul style="list-style-type: none"> • 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

		personal hygiene; inadequate distancing		<ul style="list-style-type: none"> 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 touchpads, desks, chairs, tables and teaching aids COSHH Assessments in place for cleaning substances and sanitiser. Health surveillance for skin conditions from overuse of sanitiser/handwashing Advise to use emollient creams to moisturise often. Waste bins lined with rubbish bags, emptied at least daily 		
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"> 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. Update 26/08/20 in line with WHO advice wearing of face coverings in all college corridors, stairwells & 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”. <p>From September 2021 the continued wearing of facemasks in communal areas, particularly at busy times, is strongly encouraged. Signage in place.</p>	M	<ul style="list-style-type: none"> 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) Masks for optional use on order - received 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)

				<ul style="list-style-type: none"> 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) 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 https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2 and at https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm and for fitting of filter masks (FFP2) https://www.hse.gov.uk/njews/face-mask-ppe-rpe-coronavirus.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=more-3&utm_content=digest-13-may-20 Adequate supply to be maintained. <p>NB Wearing gloves is not a substitute for good handwashing routines</p>		
Equipment servicing/ Premises safety/fire safety	Safety hazards presented from equipment, machinery that have not been used/maintained/	All persons and persons using specific machinery and	M	<ul style="list-style-type: none"> 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) 	L	<ul style="list-style-type: none"> Review FRA Legionella testing not currently undertaken due to company not working – Estates supervisor has contacted L8 to organize a site

	serviced during the lockdown and statutory tests due	equipment are at risk of injury.		<ul style="list-style-type: none"> • Fire safety measures – all checked/inspected. Alarms tested and working and fire alarm system inspected/serviced • Legionella – all systems have continued to be flushed through regularly during shutdown. 		visit prior to reopening - Visit and service of water systems took place 27/05/20. No issues identified. Monthly visits from L8 now recommencing.
Toilets	<p>Exposure to virus is increased unless appropriate standards of cleaning & 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"> • Thorough cleaning and disinfection routines in place for all toilet areas throughout day including doors • Soap and hand driers provided • Information posters on handwashing and hygiene procedures displayed (laminated and cleanable) • Hand gel dispenser outside every toilet block to be used before entering and when leaving. • Staff aware of how to report any cleaning requirements in toilets blocks or elsewhere 	M	<ul style="list-style-type: none"> • Look at feasibility and reasonable practicability of taking hand driers out and providing paper towels instead - decision to remain with hand driers as report suggests no higher risk https://www.facilitatemagazine.com/news/hand-dryers-unlikely-to-spread-covid-19-suggests-report/
Ventilation	Possibility of virus transmission could be increased due to inadequate ventilation and ventilation systems	Risk to all building users of exposure to virus via inhalation of airborne virus	H	<ul style="list-style-type: none"> • 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 room occupied, vents can be used if temperature is low. Windows to be opened across break times. • Summary of practical measures for building services operation from REHVA COVID-19 	L	

				<p>guidance document (April 3 2020) guidance for ventilation: Copy of Version 4.0 (rehva.eu)</p> <ol style="list-style-type: none"> 1. Provide adequate ventilation of spaces with outdoor air 2. Switch ventilation on at nominal speed at least 2 hours before the building opening time and set it off or to lower speed 2 hours after the building usage time 3. Overrule demand-controlled ventilation settings to force the ventilation system to operate at nominal speed 4. Open windows regularly (even in mechanically ventilated buildings) 5. Keep toilet ventilation in operation at nominal speed in similar fashion to the main ventilation system 6. Avoid opening windows in toilets to maintain negative pressure and the right direction of mechanical ventilation air flows 7. Instruct building occupants to flush toilets with closed lid 8. Switch air handling units with recirculation to 100% outdoor air 9. Inspect heat recovery equipment to be sure that leakages are under control 10. Ensure adequate outdoor air ventilation in rooms with fan coils or split units 11. Do not change heating, cooling and possible humidification setpoints 12. Carry out scheduled duct cleaning as normal (additional cleaning is not required) 		
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				<p>13. Replace central outdoor air and extract air filters as normal, according to the maintenance schedule</p> <p>14. Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection</p> <p>15. Introduce an IAQ (CO2) sensor network that allows occupants and facility managers to monitor that ventilation is operating adequately – CO2 monitors expected to be provided by the DFE during Autumn term 2021.</p> <ul style="list-style-type: none"> • Estates supervisor received advice from the college's Air Conditioning and Ventilation contractors, T&S, who reiterated the above advice. • HSE guidance: Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk) 		
Working in Offices	<p>Mixing with others increases risk of transmission between asymptomatic carriers</p> <p>Failure to clean and disinfect surfaces & equipment / ventilate rooms</p>	<p>Risk to staff/visitors of transmission of virus through:</p> <ul style="list-style-type: none"> -Physical contact with contaminated surfaces -Inadequate physical distancing - Inhalation of airborne virus 	H	<ul style="list-style-type: none"> • Hygiene: regular cleaning of contact services – desks, phones, door handles etc. Adhere to clear desk policy to facilitate cleaning. • Clean desk with the provided cleaning materials wipes before use and after use and use only own equipment and materials. • Ensure adequate ventilation, open windows if available. • Hybrid working where practical to help keep limit numbers in offices at any one time. • All encouraged to continue social distancing and respect each others space. 	L	

Activzone	<p>Mixing with others increases risk of transmission between asymptomatic carriers</p> <p>Failure to clean and disinfect surfaces & equipment / ventilate rooms</p>	<p>Risk to staff/students and service users of transmission of virus through:</p> <ul style="list-style-type: none"> -Physical contact with contaminated surfaces -Inadequate physical distancing - Inhalation of airborne virus - Inadequate personal hygiene 	H	<ul style="list-style-type: none"> • Government guidance for gyms followed https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities • 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 clean and disinfect all machinery and equipment regularly. • Hand sanitizer available at main entrance and at entrance to gyms, all encouraged to use regularly. • Customers asked to bring their own water bottle and towel and to not share. Also encouraged to bring their own hand sanitizer if possible. • Enhanced cleaning by staff of toilet and changing areas, showers including touch points, e.g. door handles, lock, flush • 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). • Clients encouraged to continue to wear face coverings in communal areas to avoid close contact where possible and to respect personal space. • 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, 	<ul style="list-style-type: none"> • At times staff may be loneworking. A loneworker risk assessment will be put into place and communicated to staff - in place 27/07/20 • Upper gym/Upper classes room look at ventilation options.
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				<p>including respecting personal space, hand hygiene and not entering the facility if they are displaying symptoms or feel unwell.</p> <ul style="list-style-type: none"> • 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. • Clients in classes encouraged to maintain adequate space between each other. • All equipment used in classes will be cleaned before and after use by customers and by staff on a regular basis and always between classes. • Music will be played at a low volume to discourage shouting when giving instructions in classes/communicating in the gym. • Sales of goods from reception, screen in place and good hand hygiene will be maintained by staff. Cashless payment methods are encouraged however if taking cash strict hand hygiene procedures are adhered to. • Perspex screen erected at reception. To be regularly cleaned. • Clients using the 3G pitch must provide the college with their risk assessment/delivery plan. All activities MUST comply with Guidance on Coronavirus (Covid-19) measures for grassroots sports, participants, providers and facility operators. Detailed guidance can be found here • Matches, games and training sessions can take place with any number of participants. 		
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				<ul style="list-style-type: none"> • Participants showing any symptoms or otherwise under requirement to self-isolate should not attend. • Fixed equipment, e.g. goalposts will be cleaned by Activzone staff between groups. Groups equipment, balls etc to be cleaned by group. • Coaches are encouraged to limit close proximity of players during training and match play where possible and have regular hygiene breaks. • All participants should bring their own water bottles which must not be shared • Equipment should not be shared as far as practicable and only coaches should handle equipment where possible. Equipment should be regularly cleaned. Balls should be cleaned and disinfected regularly. • Goal celebrations, huddles and handshakes must be discouraged. • No spitting. Any coughs or sneezes should be caught in a tissue or into the individuals sleeve • Hand sanitizer must be used on a regular basis. Always before and after training and during any breaks. • 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. • Spectators are permitted and should be reminded by staff of the expectation that face 		
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				<p>coverings be worn in busy areas and of the requirement to avoid close contact where possible and respect others personal space</p> <ul style="list-style-type: none"> Records of gym attendees & participants in grassroots sports kept for track and trace purposes. QR Code posters in place (24-09-20) 06-04-21 Every customer or visitor over the age of 16 must scan the NHS QR code or provide contact details not just the lead member of a group 		
Meetings	<p>Mixing with others increases risk of transmission between asymptomatic carriers</p> <p>Failure to clean and disinfect surfaces & equipment / ventilate rooms</p>	<p>Risk to staff/visitors of transmission of virus through:</p> <ul style="list-style-type: none"> -Physical contact with contaminated surfaces -Inadequate physical distancing - Inhalation of airborne virus - Inadequate personal hygiene 	H	<ul style="list-style-type: none"> Use digital platforms such as Microsoft teams to meet rather than face to face where practicable. Arrange room so sitting side to side rather than face to face Meeting rooms to be ventilated before and after use, open windows where available. Record attendees and times in case of tracking Cleaning materials available in meeting rooms to clean surfaces before/after use. 	L	
<p>Curriculum activities</p> <ul style="list-style-type: none"> practical assessments in workshops/ practical work areas 	<p>Mixing with others increases risk of transmission between asymptomatic carriers</p> <p>Failure to clean and disinfect surfaces &</p>	<p>Risk to staff/students of transmission of virus through:</p> <ul style="list-style-type: none"> -Physical contact with 	H	<ul style="list-style-type: none"> All briefed on avoiding close contact wherever possible and to respect personal space of others who they are not in regular contact with. Where possible students provide and use their own materials and equipment or issue it individually. Shared tools/equipment to be 	M	<ul style="list-style-type: none"> Reconfigure SEN for extra teaching space if necessary

<ul style="list-style-type: none"> Classroom learning 	equipment / ventilate rooms	contaminated surfaces -Inadequate physical distancing - Inhalation of airborne virus - Inadequate personal hygiene		kept to a minimum and cleaned/disinfected before and after use <ul style="list-style-type: none"> Use classrooms with windows wherever possible and open 15 minutes before and after class and during breaks to allow good ventilation. Keep open during class where possible Surfaces to be cleaned and disinfected regularly. Cleaning materials provided in all areas. All continued to be encouraged to maintain good hand hygiene and “catch it, bin it, kill it” promoted. Follow industry guidance for practical work areas, e.g. hair & beauty, hospitality. All practical work area risk assessments updated to include covid controls in place Information and communication provided Clear expectations for students and staff for managing behaviours set out 		
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"> Wellbeing of apprentice to be kept in check including assuring them if they have concerns to contact the college. Each employer is individually vetted via a health and safety appraisal (risk assessment). which includes questions regarding their management of the risk from COVID-19. Health and safety checks are also included in each learner review. Process to gain authorisation (via college HSS Advisor) to visit employers in place 08/09/20 		

				<ul style="list-style-type: none"> • 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. 19/07/21 - Staff can attend at apprentice workplaces for assessment/checks etc where mutually agreeable with employer. Staff briefed to maintain high hygiene levels and to keep any close contact to a minimum wherever possible. Scope to undertake assessments etc remotely where necessary remain in place. 		
Refectory/Canteen/Shop	<p>Overcrowding and mixing of students</p> <p>Exposure by touching contaminated surfaces</p>	<p>Risk to staff, students and catering staff of transmission of virus through:</p> <ul style="list-style-type: none"> -Inadequate physical distancing -physical contact with potentially contaminated surfaces -inhalation of airborne virus -inadequate personal hygiene 	H	<ul style="list-style-type: none"> • App for order and collect system with slot for collection time (grab and go) in place to try and reduce queuing. • Encourage to pay by contactless • Screens to protect cashier and server staff • Encourage students and staff to takeaway refreshments/eat outside if weather permits • Reusable drinks containers not allowed • Single use condiments provided. • All asked to avoid close contact with others wherever possible and to respect each other's personal space. 	M	
Lifts	Overcrowding and mixing of students	Risk to staff and students of	H	<ul style="list-style-type: none"> • Regular cleaning of lift surfaces 	L	

	Exposure by touching contaminated surfaces	transmission of virus through: -Inadequate physical distancing physical contact with contaminated surfaces -inhalation of airborne virus -Inadequate personal hygiene		<ul style="list-style-type: none"> • Lift users to use hand sanitizer when entering and exiting lift • Lift cleaning on enhanced cleaning schedule 		
Emergency evacuations/assembly area	Mixing of staff, students and visitors when evacuating the building	Risk to staff student when evacuating and gathering at assembly point of transmission of virus through -Inadequate physical distancing -inhalation of airborne virus	H	<ul style="list-style-type: none"> • 21/22 – emergency evacuation drills to take place as per usual procedure. Assembly areas set by department and outside. Distance to be kept between different classes/departments where possible at assembly points, stewards to assist in managing this if necessary. • Always remain aware of your nearest exit at all times. All instructed that if the alarm sounds the priority is to exit the building, one way stairways can be disregarded in the case of emergency • Assembly area – assembly areas are denoted by departments. Various departments may be at one assembly point together. Where possible keep a distance between different departments. • Stairs remain one way, designated up or down only. In case of emergency this does not apply (signage and information provided) 	L	

				<ul style="list-style-type: none"> • PEEPs – review where person identified as needing assistance, Face covering and faceshields available if someone else is required to assist. 		
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: - inadequate physical distancing - inhalation of airborne virus - inadequate personal hygiene	H	<ul style="list-style-type: none"> • First aider risk assessment will remain under regular review due to changing circumstances to ensure adequate provision in place at all times • Full contingency of designated first aiders available on site. List with reception. • CPR – chest compressions only (adults). No mouth to mouth. See Resus Council guidance & SJA guidance on general first aid and how to administer and maintaining distance. https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ • Defibs available. • Waste disposal procedures (yellow hazard bags/double bag). Bodily fluid procedure in place, spill kits and PPE available. • Required PPE for first aiders – gloves, aprons, masks (FFP2 masks available). Eye protection to be worn if any risk of splashes/droplets of bodily fluid entering eye. • Follow SJA advice. Provide up to date information to all first aiders (as per links above) 	L	<ul style="list-style-type: none"> • Keep up to date with advice from SJA & review first aid procedure to ensure it reflects current procedure.

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"> • Address anxieties and worries – ensuring clear consultation & communication on all arrangements (see below) • Counselling available for all staff and students • 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. • Covid One stop Shop provides information and links for wellbeing during the pandemic (and in general) • Health and Wellbeing Survey 2021 showed a high confidence in returning to college after the 2021 lockdown (90%), that information about the covid measures in place had been clearly communicated and understood (98%) and that staff have been well supported during the pandemic (94%) 	M	<ul style="list-style-type: none"> • Undertake survey/questionnaire regarding how people feel about RTW/identify vulnerabilities (HR) – 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 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</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</p>	M	<ul style="list-style-type: none"> • C19 risk assessment shared with staff & students • 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. • Covid 19 Briefing note and outbreak plan for 2021/22 shared with staff August 21 	L	

	procedures in place could lead to them not being followed correctly and virus transmission	implemented procedures		<ul style="list-style-type: none"> Communications re testing procedure shared with all staff and students. 		
More than one person maintenance tasks & other activities	Close contact with others could lead to exposure to the virus	Staff undertaking maintenance tasks in teams of two or more risk transmission of the virus through: Inadequate physical distancing physical contact with contaminated surfaces -inhalation of airborne virus -Inadequate personal hygiene	HH	<ul style="list-style-type: none"> Maintenance tasks generally already undertaken at quieter times/outside of normal working hours and work area cordoned off to prevent unauthorised access. Maintenance tasks to be one man wherever possible. For safety and practical reasons the above may not always be possible. All relevant hygiene measures should be followed, where possible do not share tools and where tools are shared ensure good hand hygiene and cleaning procedures are in place. When positioning themselves to undertake a task where possible staff to stand back to back or side to side rather than facing each other If working in an enclosed and busy space it is encouraged that face coverings should be worn. Keeping a distance wherever possible from those not in their working co-hort. 	M	<ul style="list-style-type: none"> All maintenance task risk assessments to be reviewed to take into account the risk from Covid 19

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: -Inadequate physical distancing physical contact with contaminated surfaces -inhalation of airborne virus -Inadequate personal hygiene	HH	<ul style="list-style-type: none"> Control of contractors procedure in place and request C19 policy and RA before site visits; As standard site visits by contractors are outside of normal working hours/quiet times wherever possible. Essential deliveries, e.g. food, procedures for maintaining social distancing to be in place. Signing off of job sheets – our documents to be signed by our staff, contractors documents to be signed by their supervisor Visitors/contractors must have pre-booked appointment. All contractors and visitors will be fully informed of our procedures regarding Covid 19, this includes confirming that they are well and not showing any symptoms. Covid 19 visitors procedure in place 	L L	<ul style="list-style-type: none"> 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) – 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)
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"> 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 should be used when handling deliveries. Consider reducing the frequency of deliveries for example by ordering larger quantities of office supplies, cleaning supplies etc where storage space is available. Personal deliveries for staff/students are not permitted during this period. 	L	

				<ul style="list-style-type: none"> 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. 		
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"> Where possible retain single occupancy of college vehicles. Where van is used practice good hygiene, do not sit face to face and maintain good ventilation by opening windows. Use hand sanitizer before and after using vehicle 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 & 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. Ventilate vehicle by opening the windows if short turnaround between users. All usual pre-user safety checks and statutory safety checks remain relevant and must continue to be undertaken. 	L	

Commuting (staff & learners)	Exposure to covid 19 when travelling on public transport	Staff and students using public transport to commute to and from college		<ul style="list-style-type: none"> • Encourage travel to college by foot or bike. • Provide staff and students with guidance on travelling by public transport including the request from Stagecoach that face coverings are still worn if you can. • Buses/public transport – follow government advice. Avoid rush hours if possible. Stagecoach app available which features a “space checker”. • Encourage hand hygiene pre and post journey via education and information. 		<ul style="list-style-type: none"> • Consider learner anxiety.
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"> • Follow government/PHE guidance around isolation and cleaning • Any member of staff or learner displaying symptoms should not attend at college and stay at home. • Testing is available for all staff, students and their households who display symptoms (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/) Staff can apply via the essential worker system at https://www.gov.uk/apply-coronavirus-test-essential-workers • 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 • College has been provided with 10 “antigen” COVID19 test kits, issued to us by HM Govt. 	M	<ul style="list-style-type: none"> • 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. • Identify suitable isolation room – G090 in Main Building; NG10 in NCfN • Anyone in contact with a symptomatic person to follow government guidance and self-isolation rules. From August 16th those who have completed their vaccination course (+ 14 days from last jab) and those under 18.5 years do not require to self-isolate if identified as a close contact but should take a PCR test and be encouraged to

				<p>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.</p> <ul style="list-style-type: none"> • 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. • The tests are stored securely at college and a control sheet will be used for issue and results • Appropriate PPE provided to staff dealing with suspected case (FFP2 masks, aprons, gloves, protective eyewear/faceshield) • Isolation of symptomatic person in designated Isolation Room with separate toilet facilities • Contact tracing of staff and students & COVID 19 Reporting cases Procedure in place (outlines procedures for internal and external reporting and recording) • Full cleaning and disinfection routine applied to Isolation Room including toilet • NB: Lateral flow testing in place on site from 11/01/21. Refer to Lateral Flow Device Testing risk assessment for asymptomatic and mass testing from January 11/01/21 		<p>undertake the twice weekly home testing if not already partaking. An ATS station remains available on site for those who don’t feel confident/able to undertake tests at home.</p>
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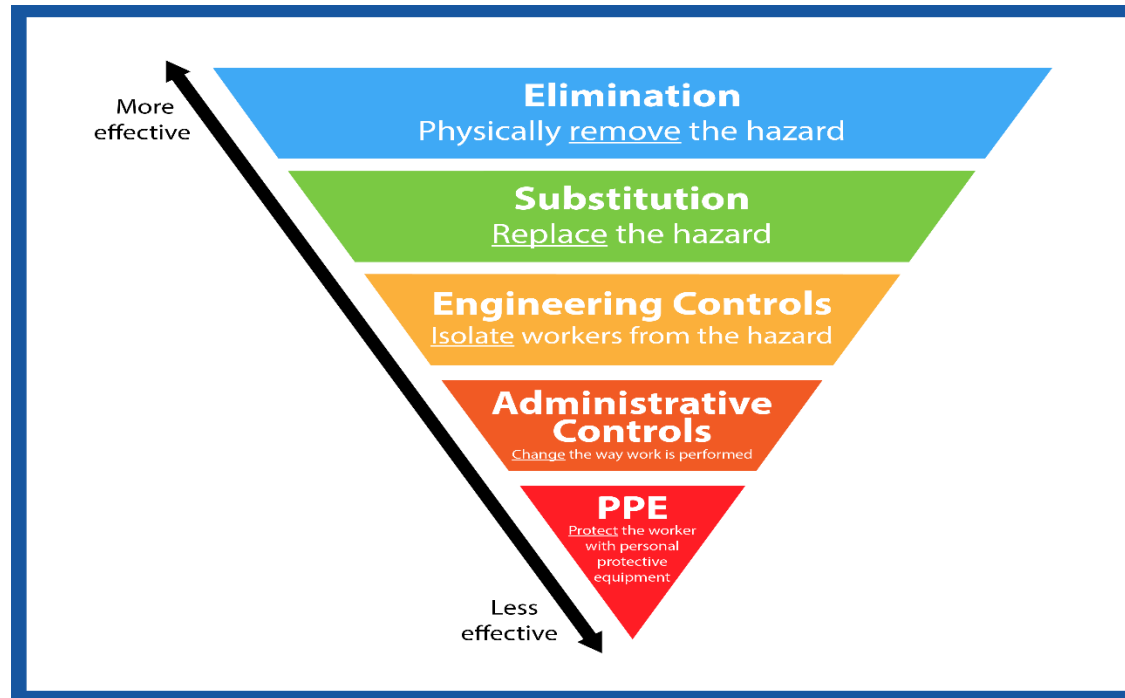
				<ul style="list-style-type: none"> All staff and students encouraged to undertake home testing twice weekly with LFD tests. A small ATS capacity remains on site for anyone who requires supervision to undertake LFD tests. All students will be asked to complete two LFD tests prior to start of term, then twice weekly and staff encouraged to continue testing twice a week 		
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"> 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. 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. 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. 	L	
Trips and visits	Mixing of students/staff and	Risk to staff and students of	H	<ul style="list-style-type: none"> From Autumn term 2021 out of college trips can commence. Usual trips planning 	L	

	others could lead to virus transmission	transmission of virus through: -Inadequate physical distancing physical contact with contaminated surfaces -inhalation of airborne virus -Inadequate personal hygiene		procedure will be followed, with paperwork and risk assessments thoroughly completed. • Local rates at destination will be considered. • Where required insurance company to be contacted to endure adequate financial protection is in place.		
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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

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