




College Overarching Risk Assessment - Managing the Risk of COVID 19_v10

Risk Assessment Outcome	Red (High Risk) 
	Amber (Mod Risk) 
	Green (Low Risk) 

Description of Work Activity: General Staff, Students, Visitors and Contractors access, travel around and work /study on the College Campus and Cross-College movement			
Persons involved in the work: Staff, Students, Visitors and Contractors		Persons likely to be affected by the work: Staff, Learners, Visitors, Cleaners, Contractors, Delivery Drivers, Vulnerable groups – Elderly, Pregnant staff/learners, those with existing underlying health conditions	
Location of work: All Activate Learning Colleges and places of work and/or study			
How frequently is the work undertaken? Please tick (✓) appropriate box Hourly <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> One off <input type="checkbox"/>			
Name of assessor: Tyron Bancroft		Job title: Head of Health, Safety & Wellbeing	Signature: <i>Tyron Bancroft</i>
Date: 15 th May 2020			
Target date for Review: 14 th May 2021	Date of Review: 17/07/20	Changes required? (If yes, a revised assessment should be recorded) No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Revised / new assessment reference: Changes shown in yellow highlight	
Reviewed by: Tyron Bancroft	Position/ Job title: Head of Health, Safety & Wellbeing		Signature: <i>Tyron Bancroft</i>
Target date For 2nd review: 1 st Sep 2020	Date of Review: 18/08/20	Changes required? (If yes, a revised assessment should be recorded) No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Revised / new assessment reference: Changes shown in yellow highlight	
Reviewed by: Tyron Bancroft	Position/ Job title: Head of Health, Safety & Wellbeing		Signature: <i>Tyron Bancroft</i>
Target date For 3rd review: 1 st Sep 2020	Date of Review: 30/08/20	Changes required? (If yes, a revised assessment should be recorded) No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Revised / new assessment reference: Changes shown in yellow highlight	
Reviewed by: Tyron Bancroft	Position/ Job title: Head of Health, Safety & Wellbeing		Signature: <i>Tyron Bancroft</i>
Target date For 4th review: 1 st Oct 2020	Date of Review: 22/09/20	Changes required? (If yes, a revised assessment should be recorded) No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Revised / new assessment reference: Changes shown in yellow highlight	
Reviewed by: Tyron Bancroft	Position/ Job title: Head of Health, Safety & Wellbeing		Signature: <i>Tyron Bancroft</i>
Target date For 5th review: 1 st Nov 2020	Date of Review: 23/10/20	Changes required? (If yes, a new assessment should be recorded)	

		No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Revised / new assessment reference: Changes include reduced SD due to increase in student numbers, seating plans and tutor classroom safety zones.				
Reviewed by Tyron Bancroft	Position/ Job title: Head of Health, Safety & Wellbeing	Signature: <i>Tyron Bancroft</i>				
Target date For 6th review: 1st Jan 2021	Date of Review: 04/11/20	Changes required? (If yes, a new assessment should be recorded) No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Revised / new assessment reference: SD for tutors enhanced with safety zones				
Reviewed by Tyron Bancroft	Position/ Job title: Head of Health, Safety & Wellbeing	Signature: <i>Tyron Bancroft</i>				
Target date For 7th review: 1st Jan 2021	Date of Review: 09/12/20	Changes required? (If yes, a new assessment should be recorded) No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Revised / new assessment reference: Update on window ventilation and staff rooms				
Reviewed by	Position/ Job title: Head of Health, Safety & Wellbeing	Signature: <i>Tyron Bancroft</i>				
Target date For 8th review: 15th Feb 2021	Date of Review: 08/01/21	Changes required? (If yes, a new assessment should be recorded) No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Revised / new assessment reference: Update on exams, testing, first aid and lockdown				
Reviewed by	Position/ Job title: Head of Health, Safety & Wellbeing	Signature: <i>Tyron Bancroft</i>				
Target date For 9th review: 15th Feb 2021	Date of Review: 12/01/21	Changes required? (If yes, a new assessment should be recorded) No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Revised / new assessment reference: Review following latest Gov release, linked.				
<p>References: other documents that result from or are related to this risk assessment: Faculty and departmental task / activity risk assessments, HS&W Safety Guide No1 COVID-19 Return to Work & Study Information and Risk Assessment, HS&W Safety Guide No3 First Aid Procedures (During COVID-19 Pandemic), Further education guidance for restricting attendance during the national lockdown (Jan 21) linked: https://activatelearning.sharepoint.com/sites/HealthSafetyWellbeing/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FHealthSafetyWellbeing%2FShared%20Documents%2FJanuary%5F2021%5FFE%5Foperational%5Fguidance%5FFINAL%2Epdf&parent=%2Fsites%2FHealthSafetyWellbeing%2FShared%20Documents</p>						
<p>Note: This assessment will be reviewed monthly or when changes in regulation or guidance may affect its contents or if an incident at the College requires a review of the process in place.</p>						
Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	What precautions have been taken to reduce the risk?	What further action is needed to control the risk	Who needs to carry out the action?	When is the action needed by?
Close contact with others	Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation	Risk to building users of exposure to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus, 	<ul style="list-style-type: none"> Social distancing (SD) of 2m to be maintained by all persons on campus where possible. Where SD of 2m cannot be maintained then short durations of less than 2m but more than 1m may be permitted. Learners may reduce distance to less than 1m in classrooms if they remain 	<p>All controls to be monitored by Managers, P&E staff and CCTV etc.</p> <p>Process of reducing massing of people on site to be managed through collective review and management of timetabling.</p>	All managers and staff to monitor and enforce.	At all times

		<ul style="list-style-type: none"> • inadequate personal hygiene, • inadequate distancing 	<p>in bubbles and other mitigating factors are employed.</p> <ul style="list-style-type: none"> • Distance can be reduced if mitigating factors are also implemented i.e. screens, face coverings, assisted air circulation. <p>Other controls may include:</p> <ul style="list-style-type: none"> • One-way systems implemented where feasible however wider corridors will allow two-way routes due to short duration passing, • Review work / study schedules, start and finish times, working/studying from home, reduction of persons on site, reallocation of workers to other tasks. • Conference calls, TEAMS meetings, Online teaching etc. instead of face to face meetings, lessons, • Screens will be provided at key student and staff facing areas i.e. Receptions, LE's/LRC's, Advice & Admission desks, Recharge tills. • PPE to be provided to staff who cannot maintain social distancing and also may be required to have physical contact. Refer to activity specific requirements regarding wearing of PPE/face coverings and using screens i.e. Hospitality & Catering and Hair & Beauty. • Staff, students, contractors and visitors are to wear face coverings in 	<p>If screens are not available due to supply issues, then physical means may be required such as placing additional desks in front of staff to maintain SD or staff may need to wear PPE.</p> <p>Type of PPE will need to be assessed. Masks/face covering worn on its own does not protect the wearer. Visors may be required. Face fit testing is required for wearers of respirator masks.</p>		
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			communal areas where individual circumstances allow i.e. those with breathing difficulties are exempt wearing of face coverings.			
Cleaning and disinfection	Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation	Risk to building users of exposure to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus, • inadequate personal hygiene, • inadequate distancing 	<ul style="list-style-type: none"> • Standard cleaning routines in place for all areas which have not been occupied for 5 calendar days, • More thorough cleaning and disinfection routines employed in all areas which are routinely occupied especially of regular touch points i.e. door handles, bannisters etc, • thorough deep cleaning and disinfection of any area occupied by person with suspected case of Covid19 if confirmed within 72hrs, • Deep cleaning by mechanical means at least every 3 weeks (electrostatic spraying), • Information posted in key areas, regularly refreshed on laminated washable posters 	Monitoring and audit of cleaning standards by P&E Manager Appropriate action taken in cases where there is failure to adhere to hygiene standards <i>Refer to P&E Cleaning and Disinfection register</i>	Campus P&E manager and P&E staff to monitor.	At all times
Use of Toilet & Shower facilities	Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation	Exposure to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces • inhalation of airborne virus • inadequate physical distancing 	<ul style="list-style-type: none"> • Thorough cleaning and disinfection routines in place for all toilet areas throughout day including door • Sanitiser gel installed outside and inside each facility/room to be used before and after entering • Soap and paper towels provided and maintained. Hand dryers are safe to use. 	All legionella monitoring and disinfection routines to be implemented and remedial work undertaken before college re-opens (monitored by P&E Manager). PHE/NHS/GOV.UK information leaflets, posters placed across all areas. Electronic information and guidance	Campus P&E manager and P&E staff to monitor.	At all times

		<ul style="list-style-type: none"> inadequate personal hygiene standards 	<p><i>If toilets do not have suitable air circulation means, then Hand dryers taken out of use if feasible</i></p> <ul style="list-style-type: none"> Laminated cleanable information posters in place, moved around regularly Limits on numbers using facilities, Segregate staff facilities from student facilities where facilities allow, Take alternate showers out of use. Take alternate sinks and urinals out of use to maintain social distancing. 	<p>placed on college portals and regular Comms sent to all persons on site.</p> <p>Staff instructing students regarding strict guidelines to be followed.</p>		
Wearing of PPE	<p>Exposure to virus is increased unless appropriate standards of personal hygiene, & disinfection are in operation with close fitting face coverings / RPE</p>	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces and then touching masks inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards 	<ul style="list-style-type: none"> Staff, students, contractors and visitors are to wear face coverings in communal areas where individual circumstances allow i.e. those with breathing difficulties are exempt wearing of face coverings. Where identified that a task cannot maintain social distancing, is not short term and cannot involve use of screens then appropriate supplies will be available to protect persons, Persons to ensure they remove PPE safely to prevent cross contamination and all waste to be placed in waste bags Staff and students to ensure they still follow the hand washing guidelines and use hand sanitiser 	<p>e-video available on the HS&W portal on donning and doffing face coverings.</p> <p>If PPE respirators are required, then males are to be clean shaven and all users will require face fit testing. Respirators with vents do not provide protection to others (only the user).</p> <p>Managers to monitor degradation of users i.e. face sores, dermatitis, redness and blotches.</p> <p>Face coverings are to be disposed of appropriately into special 'face mask/PPE' waste bins. These will then be tied and retained for 72hrs before</p>	All managers and staff to monitor	At all times

			<ul style="list-style-type: none"> PPE is for short term use only. Face coverings are to be replaced if they become moist and/or duty. Tutors are to wear face coverings and visor if they are required to walk around the classroom to observe students work. 	final disposal to general waste if a positive case is identified.		
Wearing of Face Coverings (not PPE)	Exposure to virus is increased unless appropriate standards of personal hygiene & disinfection are in operation with close fitting face coverings	Transmission of virus through: <ul style="list-style-type: none"> physical contact with contaminated surfaces and then touching face coverings inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards 	<ul style="list-style-type: none"> Surgical face masks are required by those first responders (providing assistance to those who possibly may be symptomatic with life threatening injuries), staff providing personal care and need to be in physical contact or where industry guidance requires it Persons to ensure they remove face coverings safely to prevent cross contamination and all disposable face coverings to be placed in waste bags Staff and students to ensure they still follow the hand washing guidelines and use hand sanitiser Face coverings are for short term use only. Face coverings are to be replaced or cleaned if they become moist and/or duty. Tutors are to wear face coverings and visor if they are required to walk around the classroom to observe students work. 	Face coverings are not effective if the male wearer is not clean shaven. Face coverings with vents do not provide protection to others (only the user) so are not permitted on campus. Managers to monitor degradation of users i.e. face sores, dermatitis, redness, and blotches. Face masks are to be disposed of appropriately into special 'face mask/PPE' waste bins. These will then be tied and retained for 72hrs before final disposal to general waste.	All managers to monitor and enforce.	At all times

			<ul style="list-style-type: none"> Face coverings are to be worn in communal areas i.e. corridors, food outlets, toilets etc. 			
Student attendance	Mixing with others increases risk of virus transmission	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards 	<p>Students numbers on campus have been reduced due to government guidelines and Lockdown.</p> <p>Majority of students are involved in remote learning.</p> <p>Students on site are limited to vulnerable students, children of key workers and those sitting exams.</p> <p>Students and parents briefed before joining courses re;</p> <ul style="list-style-type: none"> personal hygiene standards; physical distancing virus transmission routes and personal responsibilities Arrival and departure from college managed by staff / queue mazes <p>The College will commence mass testing of students of those volunteers on site and continuing when the majority return to on-site learning.</p>	Following Government guidance	<p>All managers to monitor and enforce.</p> <p>All Curriculum managers and tutors</p> <p>HoCSE to manage</p>	Prior to students starting course
Visitors to site	Mixing with others increases risk of virus transmission	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces 	<ul style="list-style-type: none"> Essential visitors and contractors only. Persons requiring access to the sites to collect essential resources must contact their Dept. Head to seek permission. 	Visitors and contractors to remain in Reception or P&E Office until met by host.	All managers, hosts and Reception staff to monitor	At all times

		<ul style="list-style-type: none"> • inhalation of airborne virus • inadequate physical distancing • inadequate personal hygiene standards 	<ul style="list-style-type: none"> • Contractors wishing to access must seek permission from the P&E Manager and follow college guidelines/procedures. Procedures must be in place by the external contractors to ensure lone working is covered and they have stringent procedures in place. • Any items can be arranged to be collected at a central point once permission has been granted, social distancing/hygiene procedures must be followed. • Persons presenting with symptoms or have persons within the household with symptoms must not attend. 		and enforce.	
Use of Smoking Areas	Mixing with others increases risk of transmission between asymptomatic carriers	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces • inhalation of airborne virus • inadequate physical distancing • inadequate personal hygiene standards 	<p>Size of Smoking area will determine numbers of users:</p> <p>Layout reconfigured if possible, to ensure:</p> <ul style="list-style-type: none"> • At least 2m space between each person at all times, • Area is naturally ventilated, • Sharing of smoking materials is not permitted, • One-way circulation in place into and out of the Smoking Area where feasible, to limit crossing paths. 	<p>Notices to be displayed to remind users of social distancing.</p> <p>HoCSE, Duty Managers and other staff to monitor Smoking areas.</p>	Duty Managers and other staff to monitor Smoking areas.	At all times
Use of staff rooms and offices	Mixing with others increases risk of transmission	<p>Transmission of virus through:</p>	<p>Layout reconfigured to ensure:</p> <ul style="list-style-type: none"> • Maintain social distancing of at least 2m between office users. 	Where practicable, additional rooms will be used to allow social distancing measures.	Initially by P&E Managers and FM's to	At all times

	<p>between asymptomatic carriers</p> <p>Failure to clean and disinfect surfaces & equipment / ventilate rooms</p>	<ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards 	<ul style="list-style-type: none"> Do not work at desks where users are facing each other. Shared equipment is kept to absolute minimum and cleaned / disinfected before & after each use by a different person Surfaces are cleaned & disinfected as necessary Rooms are manually ventilated by opening of windows (windows to be open by at least one-inch gap) One-way circulation in place in if feasible, to limit crossing paths. <p>Any staff who becomes unwell with suspected COVID symptoms:</p> <ul style="list-style-type: none"> leaves the office immediately and goes to the designated Isolation Room or leaves the building to go home, Colleagues notify manager, Room is vacated and P&E notified to spray the room. 	<p>Designate a principle Isolation Room on campus – able to be cleaned and disinfected easily, with adjacent toilet</p> <p>Identify other spaces which can be quickly repurposed in the event of multiple staff becoming ill / needing to leave the college</p> <p>Refer to relevant Faculty risk assessment</p>	<p>set up rooms with assistance from staff users</p>	
<p>Use of classrooms and workrooms</p>	<p>Mixing with others increases risk of transmission between asymptomatic carriers</p> <p>Failure to clean and disinfect</p>	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus 	<p>Size of cohort in classroom determined in advance of occupation to facilitate the following:</p> <p>Layout reconfigured to ensure:</p> <ul style="list-style-type: none"> 2m space at the front of the classroom for the tutor to maintain distance from students. 	<p>Where practicable, alternative rooms will be used to allow full size cohort to be taught.</p> <p>If unable to do so: -alternative arrangements will be developed</p> <p>Designate a principle Isolation Room on campus – able to be</p>	<p>Initially by P&E Managers to set up rooms but daily use supervision and monitoring by</p>	<p>At all times</p>

	<p>surfaces & equipment / ventilate rooms</p>	<ul style="list-style-type: none"> • inadequate physical distancing • inadequate personal hygiene standards 	<ul style="list-style-type: none"> • Students are likely to be closer than 1m to ensure students can return to class. All desks are to be forward facing. • sufficient space (2m) left between staff and front student desks • all extraneous equipment and materials locked away to prevent unnecessary handling • students provide and use own equipment and materials, as appropriate • shared equipment is kept to absolute minimum and cleaned / disinfected before & after each use by a different person <p>Room occupation:</p> <p>Students remain in one room if feasible with staff changing place instead (to reduce movement around building)</p> <ul style="list-style-type: none"> • Room ventilated for 10 minutes before arrival of students and surfaces are cleaned & disinfected as necessary • Spaces are manually ventilated by opening of windows (windows to be open by at least one-inch gap) • Door kept open while students arrive. Fire doors are not to be wedged open. • Late arrivals admitted at discretion of staff member or prohibited from joining class. 	<p>cleaned and disinfected easily, with adjacent toilet</p> <p>Identify other spaces which can be quickly repurposed in the event of multiple students becoming ill / needing to leave the college</p> <p><i>Refer to Student Services Protocol for Dealing with a case of Covid19</i></p>	<p>curriculum managers.</p>	
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			<ul style="list-style-type: none"> One-way circulation in place in classrooms indicated by signage (if feasible), to limit crossing paths. Students are directed by Tutor to leave room in small groups at end of lesson to ensure physical distancing. <p>Any student who becomes unwell:</p> <ul style="list-style-type: none"> leaves the classroom immediately and goes to the designated Isolation Room while staff member alerts Student Services by phone Room is ventilated for 10 minutes after students leave and door then locked. 			
Poor Mental Health	Confusion, solitude, lack of communication, poor or incorrect procedures	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards 	<ul style="list-style-type: none"> Activate Learning will promote mental health and wellbeing support to all persons to access via the college portal, emails, online meetings (TEAMS etc), text alerts/messages and communication with managers, GET, HR and HS&W. Counselling services in place for students and staff to access. Mental health first aiders available to offer support and guidance to persons who are struggling via email or college phones. 		Managers, HR, and HS&W and Safeguarding for students	At all times
Managing movement around college	Overcrowding and mixing of students	Transmission of virus through:	<ul style="list-style-type: none"> Signage applied to floors and walls All movement along corridors and stairs is kept to the left-hand side. 	Maglock hold open devices installed on doors where practicable to enable them to be kept open, reducing need	P&E Managers assisted by all	At all times

		<ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards 	<ul style="list-style-type: none"> One-way circulation systems in place in designated corridors and stairs, clearly indicated by appropriate signage. Two-way systems in operation in wider corridors. Barriers and queue 'mazes' are installed inside and outside buildings as appropriate to control the 'traffic' flow. Signage and floor markings aid physical distancing in all indoor areas and outdoor areas where there are pinch points including entrances and exits. <p>Class start and end times are staggered where possible.</p>	<p>for contact with doors / door handles</p> <p>Staff monitor traffic flows and adjust layouts accordingly</p>	managers and staff	
Use of lifts	<p>Overcrowding and mixing of students</p> <p>Exposure by touching contaminated surfaces</p>	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards 	<ul style="list-style-type: none"> Lifts used by one person at a time (lifts already restricted to keyholders), larger lifts may allow up to 2 people. Users of lift to use hand sanitiser on exit from lift. Signage in place depicting number of riders permitted. 	Cleaner cleans lift controls beginning, middle and end of day	P&E Managers assisted by all managers and staff	At all times
Provision of catering	<p>Overcrowding and mixing of students</p>	<p>Transmission of virus through:</p>	<ul style="list-style-type: none"> Reconfiguration of seating arrangements – as at 28/10/20 seating areas not in use apart from Woodys (MW) which is used for Residential students but kept in Hostel bubbles.. 	Installation of Perspex barriers to protect staff at server and tills	P&E Managers and Catering Manager	At all times

	Exposure by touching contaminated surfaces	<ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards 	<ul style="list-style-type: none"> Queuing system and one-way systems in place with implementation of signage and floor markings Students and staff encouraged to take away refreshments / eat outside / provide own packed meals Contactless payment methods Disposable containers for refreshments Hot beverages served by catering staff or cups provided for self-service (cups etc are not accessible for ready use). Staff wear non-reusable gloves to handle packaged items (sugar sachets, tea bags etc.) 	<p>Classes timetabled to stagger use of café</p> <p>If possible, provision of outdoor seating facilities at 2m distancing to encourage eating outside</p>	Timetabling and Curriculum managers	
Breaks / recess	<p>Overcrowding and mixing of students</p> <p>Exposure by touching contaminated surfaces</p>	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards 	<ul style="list-style-type: none"> Lockdown will reduce staff and student numbers on campus. For those still on Campus, stagger breaks through timetabling Adjust benches outside by physical marking, regularly disinfect as appropriate Make use of larger halls / rooms to allow physical distance Take vending machines out of use or regularly disinfect them 		P&E Managers and Catering Manager	At all times
					Timetabling and Curriculum managers	

<p>Specialist teaching areas - Sports</p>	<p>Overcrowding and mixing of students/ staff</p> <p>Exposure by touching contaminated surfaces</p>	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> • physical contact with potentially contaminated surfaces • Inadequate physical distancing • inhalation of airborne virus • inadequate personal hygiene standards 	<ul style="list-style-type: none"> • All equipment disinfected before and after each use • Where possible students arrive at college dressed for sports instead of changing on site / using showers • Sports undertaken outside wherever feasible • Layouts in gym areas rearranged to ensure physical distancing • Spaces are manually ventilated by opening of windows (windows to be open by at least one-inch gap) 	<p><i>Refer to additional RA's for Sports and Industry guidance</i></p>	<p>Sports Curriculum managers and tutors</p>	<p>At all times</p>
<p>Examinations – Close contact due to Invigilating Assessments, 1-2-1 assistance (Reader, Scribe etc) or between students</p>	<p>Close proximity of staff and students</p> <p>Exposure by touching contaminated surfaces or by close / physical contact</p>	<p>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 	<ul style="list-style-type: none"> • Where social distancing is not feasible due to assessment criteria then screens are to be used. If screens are not suitable then PPE (masks, face shield and gloves) to be used. • All surfaces disinfected before and after use • Classroom exam layouts rearranged to ensure physical distancing of at least 2m between individuals in assessments. • Where staff are required to provide readers etc. then staff will wear PPE and if possible work behind a screen to maintain at least 2m from other students. 	<p><i>Refer to Exam / assessment procedures and Awarding Body guidance</i></p>	<p>IE / Exam managers and staff</p>	<p>At all times</p>

<p>Specialist teaching areas - Visual arts</p>	<p>Overcrowding and mixing of students</p> <p>Exposure by touching contaminated surfaces</p>	<p>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 	<ul style="list-style-type: none"> • Students must provide their own materials / equipment as much as possible to avoid sharing • All shared equipment disinfected before and after each use • All surfaces disinfected before and after use • Classroom layouts rearranged to ensure physical distancing of 2m between individuals where possible or reduced to 1m with mitigation. • All extraneous equipment and materials to be made inaccessible • Spaces are manually ventilated by opening of windows (windows to be open by at least one-inch gap) 	<p><i>Refer to additional RA's for Visual Arts and Industry guidance</i></p>	<p>Relevant Curriculum managers and tutors</p>	<p>At all times</p>
<p>Specialist teaching areas - Performing arts</p>	<p>Overcrowding and mixing of students</p> <p>Exposure by touching contaminated surfaces</p>	<p>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 	<ul style="list-style-type: none"> • Students to provide their own materials / equipment avoiding need for sharing • All shared equipment disinfected before and after each use • All surfaces disinfected before and after use • Room layouts rearranged to ensure physical distancing to comply with Performing Arts and Industry guidance • Mechanical ventilation used and maintained (note re-circulation of air without filters prohibited) 	<p><i>Refer to additional RA's for Performing Arts and Industry guidance</i></p>	<p>Relevant Curriculum managers and tutors</p>	<p>At all times</p>

			<ul style="list-style-type: none"> Spaces are manually ventilated by opening of windows (windows to be open by at least one-inch gap) 			
Specialist teaching areas - Construction & Technology	<p>Overcrowding and mixing of students</p> <p>Exposure by touching contaminated surfaces</p>	<p>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 	<ul style="list-style-type: none"> Maintain high standards of hygiene Review student numbers for practical tasks Students not to share tools or equipment if feasible. All shared equipment disinfected before and after each use* All surfaces disinfected before and after use* Room layouts rearranged to ensure physical distancing of 2m between individuals where possible or reduced to 1m with mitigation. Mechanical ventilation used and maintained to recirculate fresh air (note re-circulation of air prohibited) Spaces are manually ventilated by opening of windows (windows to be open by at least one-inch gap) Use of bays permitted as long as social distancing is maintained or students work back to back at a distance of at least 1m. 	<p>Refer to additional RA's for Construction & Technology and Industry guidance</p> <p>*gloves may be required to be worn if regular sanitising of shared tools and equipment is not feasible. Students to be reminded not to touch face with gloved hands.</p> <p>Safety gloves may be required as part of tool use risk assessment</p> <p>Students using tools and machinery will require more than 2m distance to other students. Mechanical devices may require at least 3.6 sqm.</p>	<p>Relevant Curriculum managers and tutors</p>	<p>At all times</p>
Specialist teaching areas - Catering & Hospitality	<p>Overcrowding and mixing of students</p>	<p>Transmission of virus through:</p>	<ul style="list-style-type: none"> Maintain high standards of hygiene Avoid sharing equipment 	<p>Refer to additional RA's for Catering & Hospitality. See protocol for Catering &</p>	<p>Relevant Curriculum managers and tutors</p>	<p>At all times</p>

	Exposure by touching contaminated surfaces	<ul style="list-style-type: none"> Inadequate physical distancing physical contact with potentially contaminated surfaces inhalation of airborne virus inadequate personal hygiene 	<ul style="list-style-type: none"> Review student numbers for practical tasks Maintain social distancing, if not possible then apply controls hierarchy i.e. distance, time, shield, PPE Install screens at tutors desk for practical presentations with students observing while maintaining distance from each other. Suspend public-facing work during during Lockdown and until Industry guidance and DfE allows. 	<p>Hospitality and Industry guidance</p> <p>Students using tools and machinery will require more than 2m distance to other students. Cookers and equipment may require at least 3.6 sqm.</p>		
Specialist teaching areas – Hair & Beauty	<p>Overcrowding and mixing of students</p> <p>Exposure by touching contaminated surfaces</p>	<p>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 	<ul style="list-style-type: none"> Maintain high standards of hygiene Avoid sharing equipment Review student numbers for practical tasks Suspend public-facing work if possible (refer to setting RA's) Maintain social distancing, if not possible then apply controls hierarchy i.e. distance, time, shield, PPE 	<p>See protocol for Hair & Beauty and Industry guidance</p> <p>Where physical contact is required then face masks and visors must be considered.</p> <p><i>Refer to additional RA's for setting.</i></p>	Relevant Curriculum managers and tutors	At all times
Staff on-site/ off-site / between sites	Exposure to virus of people considered clinically and extremely clinically	<p>Exposure to COVID-19 increases the risk of severe illness to staff who:</p> <ul style="list-style-type: none"> Are over 70 years old, 	<p>Staff work at home where practicable. Where required to attend site then minimal time on site with approval from manager.</p> <p>Vulnerable staff:</p>		Managers and staff manage time on site.	At all times

	vulnerable to COVID-19	<ul style="list-style-type: none"> • Are pregnant • Have specific medical conditions which increase vulnerability to infection 	<ul style="list-style-type: none"> • Staff to inform HR and line manager of any vulnerability • HR identifies and deals with each case on an individual basis through risk assessment. • Virtual meetings held wherever feasible 		HR manage vulnerable staff issues.	
<p>Apprenticeship or WEX teams visiting employer sites to deliver:</p> <p>1. Assessments for apprentices</p> <p>2. IAG for applicants, apprentices</p> <p>3. Check H&S for students /apprentices in employer sites.</p> <p>4. Information and guidance to employers in supporting WEX or Apprentices</p>	Exposure to sites which may increase the risk for individuals to be exposed to COVID-19 virus.	<p>Exposure to COVID-19 increases the risk of severe illness to staff who:</p> <ul style="list-style-type: none"> • Are over 70 years old, • Are pregnant • Have specific medical conditions which increase vulnerability to infection 	<p>All employees to work from home where practicable. Where a college employee considers it will be necessary to attend an Apprentices Employer site the following criteria is to be followed in order:</p> <ol style="list-style-type: none"> 1. Identify if the assessment/ coaching/session can be completed remotely through filming or remote meeting. 2. Ask the apprentice to conduct their session in one of our college sites where we can ensure our Cv-19 processes are in place 3. if the above is not possible check the employer site has their own Cv-19 processes which are followed by our employee 4. only then can the visit be conducted which must be in line with social distancing <p>Any employees who fall into the vulnerable category are to inform HR and their line manager and an individual risk assessment to be conducted.</p>	<p>Where social distancing at an apprentice's or work placement employers' site is not achievable or the college employee or learner feels at risk, they are to raise this with their line manager / tutor and the Apprenticeship/WEX Employer and a full risk assessment is to be undertaken.</p> <p>Only where all parties are satisfied can the visit/placement be conducted, and appropriate PPE provided by either the employer or Activate Learning.</p> <p>Apprentice & WEX procedures are to be adhered to.</p>	Apprentice and WEX Managers and staff	At all times

			Work Experience should if possible move to a virtual platform. Critical work placements (Health & Social Care, emergency services etc) may continue if necessary and if sites are Covid Secure.			
Dealing with a suspected or proven case of COVID-19	Exposure to COVID-19 virus	Transmission of virus by all persons in contact with symptomatic person including first aiders	<ul style="list-style-type: none"> • Anyone presenting with the symptoms will be sent home and to follow NHS 111 advice. Head of Safeguarding to be contacted immediately. • Departmental Managers to remain in contact with persons and advise Heads of Campus and P&E so that the area can be locked down and a thorough clean can be carried out of the areas in the event of an actual diagnosis. • Reiterate to all persons the government guidelines. Links available on the HS&W Portal. • Appropriate PPE provided to staff dealing with suspected case and staff maintain 2m SD. • If individual cannot be sent home then Isolation of symptomatic person in designated Isolation Room with nearby toilet facilities • Contact tracing of staff and students • Self-isolation 	See protocol - Dealing with cases of COVID-19 Symptomatic individual to be tested and self-isolate for 7 days. If test is negative, then can rejoin college group. If test is positive then remain in isolation for 10 days, members of household to remain in isolation for 14 days. Tutor and learners to self-isolate and be tested.	Initially first person on scene. Then COVID Response Team and then appropriate manager for individual.	When case arises.

			<ul style="list-style-type: none"> Full cleaning and disinfection routine applied to Isolation Room including toilet 			
Asymptomatic Testing Areas on Campus	Exposure to COVID-19 virus	Transmission of virus by all persons in contact with symptomatic person including first aiders	<p>The testing areas are run and staffed by trained operators following Government and PHE criteria.</p> <p>An additional risk assessment has been completed for each testing area.</p>		HoCSE to manage	At all times during use.
Provision of first aid and Personal Care / student 1-2-1 support / Nursery environments	Potential exposure to COVID-19 virus	Transmission of virus by contact with infected person	<p>Relevant Learning Support and LLDD staff - If physical contact is required to care for or supervise students then the following PPE is to be worn; disposable apron (personal care activities only), disposable gloves, surgical facemask, visor (visor to be sanitised after use by the user, other items of PPE to be placed in sanitary bins)</p> <p>First Aiders – First Aider staff numbers have reduced on Campus due to remote / home working however a First Aider Rota is in place on each Campus with Lifeskills/LLDD LSA First Aid staff providing additional support.</p> <p>First aiders are to put on gloves immediately. If physical contact is required to treat the injured person then the casualty's mouth is to be covered and the following PPE is to be worn by the first aider; disposable apron, disposable gloves, surgical facemask, visor (visor to be sanitised after use by the first aider).</p>	<p><i>Refer to Learning Support / LLDD guidance for supervising / caring for students</i></p> <p>Additional guidance:</p> <p><i>HS&W Technical Guide No3</i></p> <p><i>First Aid Procedures (During COVID-19 Pandemic)</i></p>	<p>LLDD Managers and staff</p> <p>First Aiders and managers to ensure First Aiders can be available to carryout duty.</p>	At all times

			Other items of PPE to be placed in sanitary bins) Follow Resuscitation Council Guidelines, St John Ambulance protocols and First Aider COVID-19 Pandemic guidance			
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Personal protective equipment assessment (PPE)							
Identify which PPE is required for the Task to assist control measures							
Head	Foot	Eyes	Hearing	Hand	Hi- vis	Protective clothing	RPE
N/A	N/A	Safety Visor	N/A	Disposable nitrile gloves	N/A	Disposable aprons	Surgical face masks or face covering
Additional Requirements	Consider Hierarchy of Controls i.e. distancing, time (max 15 mins), screening, PPE*. PPE is only required by those deemed at risk within their job role and exposure. *Screening may be identified above time where prolonged or repeated exposure is likely i.e. at Receptions.						
*Remember PPE is only to be considered as a last resort when other controls are not possible! Appropriate PPE is mandatory in the LFD Testing areas.							

NOTES:

This guidance and overarching risk assessment are to be used in conjunction with current or new task / activity risk assessments used by Faculties and Group Services departments. Current Faculties and Group Services task/activity risk assessments are to ensure the activity is fully inclusive by planning in additional risk controls or other adjustments if required to include Covid-19 measures and controls.

Consider any specific risks to the health and safety of individuals with health conditions, whether temporary or permanent; disabilities, including sensory / mobility impairments/ learning differences; new / expectant mothers. The current risk assessment

may be edited to comply with this requirement, or an additional method statement / safe system of work may be produced alongside the current risk assessment.

Protocols/procedures based on risk assessment are required for each curriculum area / department and are to address the following:

- The need for physical distancing of 2m between each individual (reduced to 1m or less if other mitigation measures are in place). Physical contact is not permitted.
- How requisite high standards of hygiene in each curriculum area / department are to be maintained - what additional cleaning & disinfection is required?
- 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?
- How to limit the unnecessary mixing of students and staff within classroom and service settings
- What additional training, information and communications are needed for staff and students to ensure the new hygiene standards are maintained while working/ studying