




College Overarching Risk Assessment - Managing the Risk of COVID 19_v12

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:		Persons likely to be affected by the work:	
Staff, Students, Visitors and Contractors		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: 15th May 2020			
Target date for Review: 14th 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: 1st 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: 1st 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: 1st 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: 1st 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.
Reviewed by	Position/ Job title: Head of Health, Safety & Wellbeing	Signature: Tyron Bancroft
Target date For 10th review: 1 st Mar 2021	Date of Review: 01/02/21	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.
Reviewed by	Position/ Job title: Head of Health, Safety & Environment	Signature: Tyron Bancroft
Target date For 11th review: 15th Apr 2021	Date of Review: 03/03/21	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. College Covid guidance , additional use of face coverings and home testing
Reviewed by	Position/ Job title: Head of Health, Safety & Environment	Signature: Tyron Bancroft
Target date For next review: 21 st June 2021	Date of Review: 13/05/21	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. College Covid guidance , change to use of face coverings and dining indoors
<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, inadequate personal hygiene, inadequate distancing 	<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 in bubbles and other mitigating factors are employed. 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. Non-contact (face to face meetings should be the preferred option i.e. Conference calls, TEAMS meetings, 	<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> <p>Face coverings to be worn in communal areas outside of classrooms.</p> <p>Type of PPE will need to be assessed. Masks/face covering worn on its own at close distance (less than 2m) does not protect the wearer. Visors or safety glasses may be required in addition to face coverings. Face fit testing is required for wearers of respirator masks i.e. FP2/3</p> <p>Where the use of face coverings in workshops may present additional risks i.e. entanglement with machines or tools, then face coverings are to be removed however a safe operating area around</p>	All managers and staff to monitor and enforce.	At all times

			<p>Online teaching etc. instead of face to face meetings, lessons,</p> <ul style="list-style-type: none"> • Screens will be provided at key student and staff facing areas i.e. Receptions, LE's/LRC's, Advice & Admission desks, Recharge tills. • Face coverings to be provided to staff who cannot maintain social distancing and also may be required to have physical contact. Refer to activity specific and Industry 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 communal areas where individual circumstances allow i.e. those with breathing difficulties are exempt wearing of face coverings. • Staff and students are not required to wear face coverings in teaching areas i.e. classrooms • Regular testing at home to identify any positive cases. Those with symptoms will remain at home until tested negative. 	<p>the machine of 2m is to be maintained.</p> <p>All rooms are to be adequately ventilated. This means that windows are to be open to allow sufficient change of air within the room. Ventilation systems are permitted if they extract and circulate fresh air.</p> <p>With windows open fans can be used to help circulate the fresh air.</p>		
Cleaning and disinfection	Exposure to virus is increased unless appropriate standards of	Risk to building users of exposure to virus via:	<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 	Monitoring and audit of cleaning standards by P&E Manager	Campus P&E manager and P&E	At all times

	cleaning & disinfection are in operation	<ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus, inadequate personal hygiene, inadequate distancing 	<p>areas which are routinely occupied especially of regular touch points i.e. door handles, bannisters etc,</p> <ul style="list-style-type: none"> 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 Hygiene monitoring will commence 1st June using swabbing techniques to assess level of cleanliness (swabbing will not identify signs of Covid on surfaces) 	<p>Appropriate action taken in cases where there is failure to adhere to hygiene standards</p> <p><i>Refer to P&E Cleaning and Disinfection register</i></p> <p><i>Hygiene monitoring conducted by the HS&E Team on a monthly basis as spot checks of surfaces around each college</i></p>	staff to monitor.	
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 inadequate personal hygiene standards 	<ul style="list-style-type: none"> Thorough cleaning and disinfection routines in place for all toilet areas throughout the day including door handles. 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. Laminated cleanable information posters in place, moved around regularly. Limits on numbers using facilities, 	<p>All legionella monitoring and disinfection routines to be implemented and remedial work undertaken before college re-opens following any period of closure (monitored by P&E Manager).</p> <p>PHE/NHS/GOV.UK information leaflets, posters placed across all areas. Electronic information and guidance placed on college portals and regular Comms sent to all persons on site.</p>	Campus P&E manager and P&E staff to monitor.	At all times

			<ul style="list-style-type: none"> 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. 	Staff instructing students regarding strict guidelines to be followed.		
Wearing of PPE	Exposure to virus is increased unless appropriate standards of personal hygiene, & disinfection are in operation with close fitting face coverings / RPE	Transmission of virus through: <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"> Face coverings not required in classrooms unless industry specific guidance requires it i.e. in salons 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 PPE is for short term use only. Face coverings are to be replaced if they become moist and/or duty. Tutors may wear face coverings and visor if they are required to walk 	<p>e-video available on the HS&E portal on donning and doffing face coverings.</p> <p>If PPE respirators are required due to Gov guidance (i.e. FP2/3), then males are to be clean shaven and all users will require face fit testing. This requirement will be the result of risk assessment.</p> <p>Managers to monitor degradation of users i.e. face sores, dermatitis, redness and blotches.</p> <p>FP2/3 disposable masks are to be disposed of at the end of the activity or at least after 6hrs of wear. Face coverings are to be disposed of appropriately into waste bins. Where a positive case is identified then these will then be tied and retained for 72hrs before final disposal to general waste if a positive case is identified.</p>	All managers and staff to monitor	At all times

			around the classroom to observe students work.			
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"> • Face coverings not required in classrooms unless industry specific guidance requires it i.e. in salons • 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 to be replaced or cleaned if they become moist and/or dirty. • Tutors may wear face coverings if they wish to if they are required to walk around the classroom to observe students work. • Face coverings are to be worn in communal areas i.e. corridors, outlets, toilets etc. 	<p>e-video available on the HS&E portal on donning and doffing face coverings.</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 waste bins. Where a positive case is identified then these will then be tied and retained for 72hrs before final disposal to general waste if a positive case is identified.</p>	All managers to monitor and enforce.	At all times

<p>Student attendance</p>	<p>Mixing with others increases risk of virus transmission</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 	<p>Remote learning is to continue where possible but not at the detriment of the learner.</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. <p>Staff and students (voluntary activity) will conduct home testing.</p>	<p>Following Government guidance</p>	<p>All managers to monitor and enforce.</p> <p>All Curriculum managers and tutors</p>	<p>Prior to students starting course</p>
<p>Visitors to site</p>	<p>Mixing with others increases risk of virus transmission</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"> • Essential visitors and contractors only. • 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. • Visitors and contractors to wear face coverings in all areas and continue to maintain social distancing where practicable. • Persons presenting with symptoms or have persons within the household with symptoms must not attend. 	<p>Visitors and contractors to remain in Reception or P&E Office until met by host.</p>	<p>All managers, hosts and Reception staff to monitor and enforce.</p>	<p>At all times</p>

<p>Use of Smoking Areas</p>	<p>Mixing with others increases risk of transmission between asymptomatic carriers</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 	<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>	<p>Duty Managers and other staff to monitor Smoking areas.</p>	<p>At all times</p>
<p>Use of staff rooms and offices</p>	<p>Mixing with others increases risk of transmission between asymptomatic carriers.</p> <p>Failure to clean and disinfect surfaces & equipment / ventilate rooms</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 	<p>Layout reconfigured to ensure:</p> <ul style="list-style-type: none"> • Maintain social distancing of at least 2m between office users. • Face coverings to be worn when leaving the desk. • Do not work at desks where users are facing each other (within 2m). Where staff have to face each other due to the limited size of the office then additional measures are to be implemented such as screens and wearing face coverings. • Shared equipment is kept to absolute minimum and cleaned / disinfected before & after each use by a different person. • Surfaces are cleaned & disinfected, as necessary. 	<p>Where practicable, additional rooms will be used to allow social distancing measures.</p> <p>Designate a principal 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>Initially by P&E Managers and FM's to set up rooms with assistance from staff users</p>	<p>At all times</p>

			<ul style="list-style-type: none"> • Rooms are manually ventilated by opening of windows (windows to be open by at least one-inch gap) • One-way circulation in place 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. 	Refer to relevant Faculty risk assessment		
Use of classrooms and workrooms	<p>Mixing with others increases risk of transmission between asymptomatic carriers.</p> <p>Failure to clean and disinfect surfaces & equipment / ventilate rooms</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 	<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 2m distance from students. • 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. 	<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 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>	Initially by P&E Managers to set up rooms but daily use supervision and monitoring by curriculum managers.	At all times

			<ul style="list-style-type: none"> • 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. • Face coverings not required in teaching spaces i.e. classrooms, workshops, performance halls etc. unless Industry guidance requires it. <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 before and after use by tutors and or students. • 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. • One-way circulation in place in classrooms indicated by signage (if feasible), to limit crossing paths. 			
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Refer to Student Services Protocol for Dealing with a case of Covid19

			<ul style="list-style-type: none"> 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&E. 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&E and Safeguarding for students	At all times
Managing movement around college	Overcrowding and mixing of students	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces 	<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. One-way circulation systems in place in designated narrow corridors and stairs, clearly indicated by appropriate 	Maglock hold open devices installed on doors where practicable to enable them to be kept open, reducing need for contact with doors / door handles.	P&E Managers assisted by all managers and staff	At all times

		<ul style="list-style-type: none"> • inhalation of airborne virus • inadequate physical distancing • inadequate personal hygiene standards 	<p>signage. Two-way systems in operation in wider corridors.</p> <ul style="list-style-type: none"> • Barriers and queue 'mazes' are installed inside and outside buildings as appropriate to control the 'pedestrian 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>Staff monitor traffic flows and adjust layouts accordingly.</p> <p>Managers and staff to monitor students to enforce wearing of face coverings.</p>		
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>Exposure by touching</p>	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces 	<ul style="list-style-type: none"> • Reconfiguration of seating arrangements – as at 16/05/21 seating areas can be used but for no more than groups of 6 (majority of seating areas set up for groups of 4). Tables cleaned down and sanitised by catering staff after use. 	<p>Installation of Perspex barriers to protect staff at server and tills</p> <p>Classes timetabled to stagger use of café</p>	P&E Managers and Catering Manager	At all times

	contaminated surfaces	<ul style="list-style-type: none"> • 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 • 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.) 	If possible, provision of outdoor seating facilities at 2m distancing to encourage eating outside	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"> • Stagger breaks through timetabling where possible. • Make use of larger halls / rooms to allow physical distance if required. 		<p>P&E Managers and Catering Manager</p> <p>Timetabling and Curriculum managers</p>	At all times
Specialist teaching areas - Sports	Overcrowding and mixing of students/ staff	Transmission of virus through:	<ul style="list-style-type: none"> • All equipment disinfected before and after each use. 	<i>Refer to additional RA's for Sports and Industry guidance</i>	Sports Curriculum managers and tutors	At all times

	Exposure by touching contaminated surfaces	<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"> 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) Those students and staff not participating in the physical activity to maintain SD. 			
Examinations – Close contact due to Invigilating Assessments, 1-2-1 assistance (Reader, Scribe etc) or between students	<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 1.2m between individuals in assessments with tables facing forward. Where staff are required to provide readers etc. then staff will wear PPE and if possible work behind a screen to maintain at least 1.2m from other students. 	<i>Refer to Exam / assessment procedures and Awarding Body guidance</i>	IE / Exam managers and staff	At all times

<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). • Face coverings are to be worn. 			
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><i>Refer to additional RA's for Construction & Technology and Industry guidance</i></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>	Relevant Curriculum managers and tutors	At all times

			<ul style="list-style-type: none"> • Face coverings are to be worn if students and staff need to work facing each other. 			
Specialist teaching areas - Catering & Hospitality	<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 • 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 current restrictions and until Industry guidance and DfE allows. • Face coverings to be worn if students need to face each other. 	<p><i>Refer to additional RA's for Catering & Hospitality. See protocol for Catering & Hospitality and Industry guidance</i></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>	<p>Relevant Curriculum managers and tutors</p>	<p>At all times</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 	<ul style="list-style-type: none"> • Maintain high standards of hygiene. • Avoid sharing equipment. • Review student numbers for practical tasks • Maintain social distancing, if not possible then apply controls hierarchy i.e. distance, time, shield, PPE 	<p><i>See protocol for Hair & Beauty and Industry guidance</i></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>	<p>Relevant Curriculum managers and tutors</p>	<p>At all times</p>

		<ul style="list-style-type: none"> inadequate personal hygiene 	<ul style="list-style-type: none"> Wear face coverings as per Industry guidance 			
Staff on-site/ off-site / between sites	Exposure to virus of people considered clinically and extremely clinically vulnerable to COVID-19	<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 and CEV. Have specific medical conditions which increase vulnerability to infection and categorised as CEV. 	<p>Staff work at home where practicable. Where required to attend site then minimal time on site.</p> <p>Vulnerable staff:</p> <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 		<p>Managers and staff manage time on site.</p> <p>HR manage vulnerable staff issues.</p>	At all times
Apprenticeship or WEX teams visiting employer sites to deliver: 1. Assessments for apprentices 2. IAG for applicants, apprentices 3. Check H&S for students /apprentices in employer sites.	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 and CEV. Have specific medical conditions which increase vulnerability to infection and categorised as CEV. 	<p>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"> Identify if the assessment/ coaching/session can be completed remotely through filming or remote meeting. Ask the apprentice to conduct their session in one of our college sites where we can ensure our Cv-19 processes are in place if the above is not possible check the employer site has their own Cv-19 	<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</p>	Apprentice and WEX Managers and staff	At all times

<p>4. Information and guidance to employers in supporting WEX or Apprentices</p>			<p>processes which are followed by our employee</p> <p>4. only then can the visit be conducted which must be in line with social distancing</p> <p>Any employees who fall into the clinically extremely vulnerable category are to inform HR and their line manager and an individual risk assessment to be conducted.</p>	<p>by either the employer or Activate Learning.</p> <p>Apprentice & WEX procedures are to be adhered to.</p>		
<p>Dealing with a suspected or proven case of COVID-19</p>	<p>Exposure to COVID-19 virus</p>	<p>Transmission of virus by all persons in contact with symptomatic person including first aiders</p>	<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&E 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 	<p>See protocol - Dealing with cases of COVID-19</p> <p>Symptomatic individual to be tested and self-isolate for 10 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 10 days. Tutor and learners to self-isolate and be tested.</p>	<p>Initially first person on scene. Then COVID Response Team and then appropriate manager for individual.</p>	<p>When case arises.</p>

			<ul style="list-style-type: none"> • Contact tracing of staff and students • Self-isolation • Full cleaning and disinfection routine applied to Isolation Room including toilet 			
Distribution of Home Testing Kits	Exposure to COVID-19 virus	Transmission of virus by all persons in contact with symptomatic person	The distribution areas are run and staffed by trained operators following Government and PHE criteria. Equipment will be accessible to those collecting and operators distributing the equipment will be wearing gloves and face coverings and be behind screens.	Distribution areas are to be regularly sprayed with sanitiser disinfectant.	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</p>	<p><i>Refer to Learning Support / LLDD guidance for supervising / caring for students</i></p> <p>Additional guidance:</p> <p><i>HS&E 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

			<p>first aider; disposable apron, disposable gloves, surgical facemask, visor (visor to be sanitised after use by the first aider. Other items of PPE to be placed in sanitary bins)</p> <p>Follow Resuscitation Council Guidelines, St John Ambulance protocols and First Aider COVID-19 Pandemic guidance</p>			
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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	<p>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.</p>						
*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