

RISK ASSESSMENT

Assessor	P TAYLOR L CRICHTON	Last Reviewed by:	J Bentley 13/12/21	Review Date:	Reviewed by PT 1/12/21 new guidance
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Description of Task / Work Area					Location (centre / room)		
COVID-19: Operational risk assessment, Phase 4 (September 2021 - for the Wider College Reopening 21/22 Academic Year)					All College sites		
Supporting Documents			Government guidance: <ul style="list-style-type: none"> https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036792/November_FE_Operational_guidance.pdf Plan B considerations 				
Hazard(s)	Affected Groups	S e r v e r i t y	P o t e n t i a l i t y	Risk Level Before Controls	Current Control Measures	Risk Level with Controls	Additional Controls Needed to Reduce Risk to ALARP (action, person responsible and date)
Net capacity							
Available capacity of the College is reduced when social distancing guidelines are applied	All persons accessing and egressing	5	4	20 (H)	<ul style="list-style-type: none"> Guidance on social distancing has significantly changed when in classrooms as now up to normal class capacity is allowable and the use of face masks although no longer required. College now operating at 100% student numbers. 	L	

Organisation of teaching spaces						
Classroom sizes will not allow adequate social distancing	Staff and Students	5	4	20(H)	N/A <ul style="list-style-type: none"> This is no longer a requirement. Staff teaching zone to be maintained wherever possible, to allow a level of distancing from students. 	
Availability of staff and class sizes						
The number of staff who are available is lower than that required to teach classes in college and operate effective home learning. Should outbreak occur	Staff	5	3	15(H)	<ul style="list-style-type: none"> Vaccination programme in place and college staff encouraged to be vaccinated. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned as required. Isolation rules have now been relaxed for those staff who have had a double jab, therefore reducing the risk of staff shortages during the year. If staff shortage occurs in specific areas then learning will move to on-line as necessary. However, the new Omicron variant will require contacts of those with this new variant irrespective of vaccination status to self isolate for 10 days. The student/staff contacts will be advised whether they need to isolate by Public Health. 	M
Trips						
Risk of students/staff being ill during a trip	All staff and students involved	5	4	20(H)	<ul style="list-style-type: none"> From 17 May, in line with Step 3 of the roadmap, educational residential visits are permitted where they are within the general indoor social contact limits (up to 6 people or two households/bubbles) or where an exception applies, for example where the trip is reasonably necessary for the purposes of a FE course of study or for work or training purposes. It is recommended that trips are kept to a minimum and groups are limited to no more than 30 students to help manage transmission risks. Where larger groups are needed, you should organise your staff and students into separate self-contained groups, with mixing between the groups being prohibited. All requests to organise an educational trip must be put on the Evolve system and only if authorised by CD,PM and SLT can the trip go ahead. 	M

				<ul style="list-style-type: none"> All trips must be assessed in view of, and have suitable mitigations, for Covid. Full risk assessment which reflects COVID-19 risks must be considered. Dedicated FE or College vehicle use to be prioritised. Use of public transport not to be encouraged. Face coverings now mandatory if using public transport. College minibus can be used up to capacity as they are classed as dedicated travel. Note where additional drivers/minibuses are available, these are to be used to allow greater social distancing. Use of hand sanitiser on boarding the minibus and wearing of face coverings at all times. Cleaning of the minibus before and after use. Students have access to LFT home testing to help limit Asymptomatic spread of the virus. Overseas trips to be considered in exceptional circumstances by SLT to determine whether on government travel list and whether appropriate cancellation insurance can be secured. 			
Planning movement around the College							
Movement around the College risks breaching social distancing guidelines & hygiene guidance	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> Whilst wearing of face coverings is not mandatory, the government guidelines strongly recommend that staff and students wear coverings in communal areas such as bistros, lounges, I learn centre and whilst moving around buildings. In classrooms and learning spaces, staff may request students to wear face coverings, where social distancing cannot be effectively observed. Circulation plans have been reviewed and One-way systems removed Appropriate signage for the wearing of face coverings has been placed throughout the campus. Covid personal hygiene/ventilation/ and as far as possible moving meetings to on-line as far as possible. 	M	
Staff workspaces							
Staff rooms and offices do not allow for observation of social distancing guidelines	Staff	5	4	20(H)	<ul style="list-style-type: none"> Staff discretion to wear their own face covering on college premises. However, the wearing of face coverings is strongly recommended in communal areas where social distancing cannot be observed. 	L	

					<ul style="list-style-type: none"> • Clear Perspex partitioning will remain in place in staff rooms and large work spaces, between desks in offices, reception spaces and refectory areas to continue to promote a covid safe environment.. • Flexible working arrangements remain in place for a limited number of business support staff to ease congestion who do not carry out face to face support with students. All other staff to be on site in order to deliver face to face learning and support our students. 		
Policy review							
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	All persons accessing and egressing	5	3	15(H)	<ul style="list-style-type: none"> • All relevant policies have been updated to take account of latest government guidance on social distancing and COVID-19 and its implications for the College. • Staff, students, parents and Board Members are being briefed accordingly. • H/S policy reviewed and passed by committee 	L	
Communication							
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	All persons accessing and egressing	5	3	15(H)	<ul style="list-style-type: none"> • Digital, written & spoken Communications with the following groups are in place: <ul style="list-style-type: none"> • Staff • Students • Parents • Governors 	L	
Staff induction							
Staff are not trained in new procedures, leading to risks to health	Staff	5	4	20(H)	<ul style="list-style-type: none"> • Frequently Asked Questions document issued to staff clearly setting out guidance. This is constantly being updated for latest government guidance. <p>Staff reminded via the HUB and posters cross college on:</p> <ul style="list-style-type: none"> • Infection control including hand hygiene and enhanced cleaning regime • Improved ventilation across both sites by opening doors and windows in classrooms and offices • Cleaning of equipment after use 	L	

					<ul style="list-style-type: none"> Avoiding the sharing of equipment wherever possible. New starters induction process to include covid safety measures in place. Updates to risk assessment and to college practice is communicated through the Hub & via email. 		
New staff are not aware of policies and procedures prior to starting at the College when it reopens	Staff	5	4	20(H)	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in college – prior to them starting. Covid mitigations built into Facilities H&S induction sessions. Hands, Face, Space. Line management support is offered for all departments. 	L	
1.15 Risk assessments							
Risks are not comprehensively assessed in every area of the College in light of COVID-19, leading to no personal hygiene and mitigating measures not in place	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> All risk assessments for each area of the college to be reviewed, especially for practical subjects and especially where shared equipment is required to be used During Commercial use of facilities. Risk assessments will be systematically revisited during the academic year as and when government guidance changes. 	L	
College transport							
Changes to bus schedules as a result of COVID-19 adversely affect Students' attendance and punctuality and do not align with staggered start and departure times	Students	3	3	9(M)	<ul style="list-style-type: none"> Face coverings should be worn by all students when travelling on dedicated buses to college and when using the college minibus on trips/visits. This does not apply to those who are exempt. The details of how students will travel to and from College are known prior to opening as this has been requested as part of enrolment process. Students encouraged to walk/cycle or be dropped off. If a students or staff test positive for covid they will be isolated in the rooms provided if , a member of staff they will travel home in their own transport, if a student then a family member will pick up. 	L	

					<ul style="list-style-type: none"> Rooms used to isolate positive cases will be sterilised as per the college cleaning regime (see cleaning entry) 		
Cleaning							
The college environment has the potential to harbour COVID-19 virus.	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> An enhanced cleaning plan has been agreed and implemented which minimises the spread of infection to include regular cleaning of all touch points and welfare areas. Work Plans / specifications for cleaning staff have been reviewed and changed to meet the demands introduced by Coronavirus. Cleaning capacity has been assessed for increased cleaning regime. 2 additional day time cleaners to be recruited to provide additional capacity across both sites to assist with the routine disinfecting of common touched surfaces and toilets. Additional temporary agency staff re periodically drafted to assist with staffing requirements. 	L	
Hygiene and handwashing							
Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands with sufficient frequency	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers was undertaken before the college reopened and additional supplies purchased to ensure sufficient stocks/hand sanitiser stations in main building entrances and throughout the buildings. Regular stocktake of all personal hygiene products to ensure sufficient and continuing supply of stock is adequate. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Handwashing/hand sanitising is built into the daily routines. Cleaning packs are now available in all classrooms to include wipes, tissues, hard surface spray and paper towel to encourage regular wiping of surfaces and before and after use of equipment for both staff and students. Bins with lids are now provided to promote good hygiene which will be emptied regularly. 	L	

					<ul style="list-style-type: none"> 250 additional sanitiser dispenser units have been installed to ensure sufficient hand sanitiser stations throughout each campus in key locations. Procurement is aided through the colleges adopted suppliers and through the CPC framework. 		
Students forget to wash their hands regularly and frequently	Students	5	4	20(H)	<ul style="list-style-type: none"> Staff training includes the need to remind students of the need to wash their hands regularly and frequently to include start of College day, after breaks and after using any shared equipment. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. College leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Students should be encouraged where possible not to touch their faces or to put objects in their mouths. 	L	
Testing and managing symptoms							
Testing is not used effectively to help manage staffing levels and support staff wellbeing	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> Guidance on getting tested has been published in FAQ on Hub. The guidance has been explained to staff as part of the induction / re-orientation process. Health and Wellbeing support is available through HR. First 2 weeks of term, college will be encouraging learners to self test in tutorials as it is a government requirement, that students are offered 2 lateral flow tests within a 3 to 5 days apart. Given the college timetable, learners will be given LF test kit, one being carried out on campus and the second done at home. After the first 2 weeks, Student LFT testing is carried out remotely at individuals' homes. Staff are to be encouraged to self test twice a week in their own homes and register the results via the form and using the NHS website. Positive tests, undertaken at home, require a confirmatory PCR test. Following any positive test result, individuals are reminded to isolate for the advised period. Test stations remain on both campus to assist those with additional needs.(PT office in Sports 	M	

					Arena at Middleton and in the Storeroom, in the basement at Rochdale adjacent to the Real Trust Staff room		
Infection transmission within College due to staff/students (or members of their household) displaying symptoms	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> Procedures are in place to deal with any student or staff displaying symptoms at college. This includes the signposting to testing for both staff and students and appropriate action, in line with government guidance, should the tests prove positive or negative. Students and staff are aware of what steps to take if they, or any member of their household, displays symptoms (no one with symptoms should attend a setting for any reason). This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. Guidance now confirms that the college is no longer required to identify close contacts, the NHS test and trace. 	M	
Staff, students and parents are not aware of the College's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the College. This guidance has been explained to staff and students as part of the induction process and is included within the Welcome Pack for all learners. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. From 16 August, anyone under 18 will no longer be required to self isolate if they are contacted by NHS Test and Trace as a close contact and will be given age appropriate test advice. Student and staff over the age of 18 years 4 months will be treated as an adult, and if they have been double vaccinated will not require to self isolate if their PCR test is negative. Young people and double vaccinated individuals identified as close contacts will continue to be advised to take a PCR test, to detect the virus and variants of concern. Anyone who tests positive following the PCR test will still be legally required to self-isolate, irrespective of their vaccination status. 	L	

					<ul style="list-style-type: none"> • However, if a student/staff member is a close contact of anyone who has tested positive with the omicron variant then these rules do not apply and the staff member/student must self isolate as advised by Public Health who will contact them directly. • The college will continue to work with Public Health if there is a local outbreak 		
Staff, students and parents are not aware of the College's procedures should there be a confirmed case of COVID-19 in the College	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> • Staff, students and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the college. • This guidance has been explained to staff and students as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Regular briefings are published. • Covid notification email mailbox established. 	L	
First Aid/Designated Safeguarding Leads							
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts students' safety at risk	Staff and Students	5	3	15(H)	<ul style="list-style-type: none"> • Register of all current first aiders have been updated and continues be reviewed on a termly basis. • A programme for training additional staff is in place, with onsite training having now recommenced. • All relevant staff are aware of all students in college with relevant health conditions • Increased DSOs now in the college structure. 	L	
Isolation Waiting Rooms							
Isolation rooms are not adequately equipped or configured to maintain infection control	Staff and Students	5	3	15(H)	<ul style="list-style-type: none"> • If learners need to wait to be picked up following a suspected case, they will be asked to go to the Isolation room at the entrance to Rochdale campus (previously the Facilities office) and Isolation room in the small room to the right within the main reception at Middleton with the Student Safety Officer or pastoral support waiting outside the room. • Social distancing provisions and PPE where needed for personal care are in place for isolation rooms. 	M	

					<ul style="list-style-type: none"> • Procedure in place for isolation waiting areas to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 		
Personal Protective Equipment (PPE)							
Provision of PPE for staff where required is not in line with government guidelines	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> • Staff and student discretion to wear their own face covering on college premises. • In classrooms and learning spaces, staff may request students to wear face coverings, where social distancing cannot be effectively observed. • However, the wearing of a face covering in an educational setting is no longer mandatory. • Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing practices. • Supplementary stocks of disposal face masks are available as and when required within college. 	L	
Reception area							
Groups of people gather in reception (parents/carers, visitors, deliveries) which risks breaching social distancing guidelines	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> • Discourage any large gatherings wherever possible • Continue to minimise Non-essential deliveries and visitors to College wherever possible • Any essential visitors asked to comply with all required control measures. 	M	
Arrival and departure from college							
Students and friends congregate at exits and entrances, making social distancing measures difficult to apply	All persons accessing and egressing	4	4	16(H)	<p>Where there are large gatherings of students/communal areas inside the premises, the use of face coverings is strongly encouraged.</p> <p>Waiting outdoors rather than indoors in large groups is also encouraged in order to reduce the transmission risk.</p>	L	
Transport							

<p>The use of public and college transport by students poses risks in terms of social distancing</p> <p>College educational visits and sports fixtures spreading virus</p>	<p>All persons accessing and egressing</p>	<p>5</p>	<p>4</p>	<p>20(H)</p>	<ul style="list-style-type: none"> • Face coverings should continue to be worn by all students when travelling on dedicated FE transport, & public transport, to college. • College to encourage students to walk or cycle and avoid using public transport wherever possible. • Students will be encouraged to space out as much as possible. As learners will be getting the same bus same group of learners as the routes are based on where the learner catches the bus, thus encouraging similar group to travel on the same bus. • Risk assessment requested from Bus Company to ensure appropriate cleaning and hygiene measures in place. • College minibus to be cleaned before and after each trip and the wearing of face coverings recommended for all staff and students on the minibus. 	<p>M</p>	<p>College minibus RA reviewed. Masks wearing enforced</p>
<p>Staff areas</p>							
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	<p>Staff</p>	<p>5</p>	<p>4</p>	<p>20(H)</p>	<p>Transparent screens will remain in operation within staff rooms, office desks, to maintain a level of social distancing in confined spaces.</p>	<p>L</p>	
<p>Students with underlying health issues</p>							
<p>Students with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>Students</p>	<p>5</p>	<p>4</p>	<p>20(H)</p>	<ul style="list-style-type: none"> • Clinically extremely vulnerable pupils and students should return to their school or other educational setting from 1 April, as with all other cohorts. • Vaccination Roll out is aiding a safer working environment by prioritising those who are vulnerable. • Young people who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education. 	<p>L</p>	

				<ul style="list-style-type: none"> • Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the college aware of students' underlying health conditions and the college has sought to ensure that the appropriate guidance and mitigations have been acted upon. • The College, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • The college have a regularly updated register of students with underlying health conditions. • Additional lanyards to be provided if requested to highlight to others that the learners/staff member is clinically vulnerable. • LFT self testing is in place to help remove asymptomatic individuals from the college environment. 			
Staff with underlying health issues							
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	Staff	5	4	20(H)	<ul style="list-style-type: none"> • Vaccination Roll out is aiding a safer working environment by prioritising those who are vulnerable. • All staff should continue to attend work, where necessary, including those living in a household with someone who is clinically extremely vulnerable. • Staff who are clinically vulnerable or have underlying health conditions, including those that are clinically extremely vulnerable, may continue to attend education in line with current guidance, if working from home is not possible. • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the College. Records are kept of this and regularly updated. • Staff are clear about the definitions and associated mitigating strategies relation to people who are 	L	

					<p>classified as clinically vulnerable and clinically extremely vulnerable.</p> <ul style="list-style-type: none"> All staff with underlying health conditions that put them at increased risk from COVID-19 are undergoing an assessment with the OH Advisor to inform their discussions with their manager to create an individual risk assessment Additional lanyards to be provided if requested to highlight to others that the staff/learner is clinically vulnerable. LFT testing is in place to help remove asymptomatic individuals from the college environment. 		
5.1 Mental health concerns – students							
<p>Students’ mental health has been adversely affected during the period that the College has been closed and by the COVID-19 crisis in general</p>	Students	4	3	12(M)	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support students with mental health issues. There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in student briefings/tutorial sessions. Resources/websites to support the mental health of students are provided. 	L	
Mental health concerns – staff							
<p>The mental health of staff has been adversely affected during the period that the College has been closed and by the COVID-19 crisis in general</p>	Staff	4	3	12(M)	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	L	
<p>Working from home can adversely affect mental health</p>	Staff	4	3	12(M)	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any students who need to stay at home. 	L	

					<ul style="list-style-type: none"> Where working from home is not possible, all staff should return to the workplace. 		
Bereavement support							
Students and staff are grieving because of loss of friends or family	Staff and Students	4	3	12(M)	<ul style="list-style-type: none"> Staff have access to bereavement support resources The college has access to trained staff through partners and the Employee Assistance Programme who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	L	
Maintaining provision							
Educational provision must still be maintained for 'at risk' students when the college reopens	Students	4	3	12(M)	<ul style="list-style-type: none"> Current government guidance is being followed. Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. The facility for full-time attendance is available where required (even if their peers are only attending part-time). Arrangements are in place to ensure that this cohort is tracked and supported effectively. Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal College Day. Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	L	
Review of fire procedures							
Fire procedures are not appropriate to cover new arrangements	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of students/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional assembly point(s) to enable social distancing where possible Staff and students have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	L L	

					<ul style="list-style-type: none"> New arrangements are tested and amended if necessary. Additional muster stations have been introduced to aid social distancing. 		
Fire evacuation drills - unable to apply social distancing effectively	All persons accessing and egressing	5	4	20(H)	No longer necessary in line with latest guidance.	L	
Fire marshals absent due to self-isolation	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> Staff absence monitoring in line with HR absence management policy. 	L	
Managing premises on reopening after lengthy closure							
Statutory compliance has been completed	All	5	4	20(H)	<ul style="list-style-type: none"> All statutory compliance is up to date and continues to be factored in in accordance with our Planned Preventative Maintenance calendar. 	L	
Localised lockdown re-instated due to new outbreak for whole college population.	All	5	4	20(H)	<ul style="list-style-type: none"> Work with local authority regarding the impact to college users. Staff and students to be informed of local lockdown. All but essential staff will be asked to continue working remotely. Curriculum staff will continue to support learners remotely where possible. College will continue to open to offer support for vulnerable students and those of key workers. All previous control measures will remain in place pending reopening. 	H	
College lockdown due to Increased/ growing numbers of confirmed cases within the college population.					<ul style="list-style-type: none"> Consult and work within track & trace guidance for all potential & confirmed cases. Liaise with local public health office as to plot and monitor any spikes of growth in the rate of infection directly affecting the college. Student absences to be monitored in terms of which group/building/bubble/campus they belong to in order to identify any trends. Spikes in COVID-19 related absence within a bubble would see an area quarantined and all staff & students within this area advised to self-isolate for 14 days. Area to be suitably cleaned prior to use & reoccupation. 	H	

					<ul style="list-style-type: none"> • Staff & Students reminded to be tested should they exhibit any related symptoms. • Staff & Students to inform the college of any further positive/ confirmed cases throughout this period. • Case numbers continue to be monitored upon re-occupation of the area. • Vulnerable students only to attending campus. • Staff rota to be established to restrict the amount of site activity, but to ensure Occupational H&S requirements are met. 		
Contractors working on the College premises							
Contractors on-site whilst College is in operation may pose a risk to social distancing and infection control	All	5	4	20	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for colleges (e.g. estates related) have been designated as essential work by the government and so are set to continue. • No unscheduled meetings or works permitted. All attending contractors to be pre-authorised prior to visit. • Where possible, contracted works and essential maintenance programs are carried out, outside of the student's timetable (mornings/evenings/holiday periods). • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained. • Alternative arrangements have been instituted such as using a different entrance (Healey - facilities office) for contractors and organising classes so that contractors and staff/students are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in response to COVID-19 (including contractor risk assessments and method statements, and contractor induction). • As far as possible, all external meetings to be on-line to reduce number of visitors on site. 	L	
Use of Air conditioning units & water fountains							
Potential recirculate risk if use air conditioning & ventilation systems	All	5	2	10(M)	<ul style="list-style-type: none"> • Based on the latest government guidance, the use of air conditioning and ventilation systems is 	L	

					<p>considered extremely low risk and as such can be brought back in use.</p> <ul style="list-style-type: none"> • Opening of windows & doors, to ensure good ventilation is to be encouraged as this has a diluting effect on any foreign contaminants within the local classroom/ workspace environment. • Open windows/doors & AC should be used in conjunction with one another to promote a good supply of fresh air to the environment. • Poorly ventilated spaces should be adapted to improve ventilation by opening doors (if not fire doors) and windows or avoided as teaching spaces if alternative rooms available. These rooms are identified and reflected on the room utilisation spreadsheet. 		
Risk of cross infection due to use of water fountains.	All	5	2	10(M)	<ul style="list-style-type: none"> • Only use water fountains for filling up bottles. Drinking nozzle to be closed off. • Water bottles to be given to all staff. • Introduction of additional hand sanitising stations & signage by bottle fill water fountains to manage cross contamination. • Mini-hand sanitisers to be given to all staff and students for personal use and reduction in build-up of people around stations 	L	
Insurances in place							
Inadequate insurance arrangements in place	All	5	4	20(H)	<ul style="list-style-type: none"> • Insurers have been contacted and college staff/student activities are all insured for both on site and off site delivery. Advised that risk assessments to be up to date and monitoring to manage risks sufficient. No further action required from insurers during this period. • Insurers to be notified of new testing stations being established on each campus. 	L	
Supply chain							
Difficulties with supply chain for PPE, food, teaching supplies and IT.	All	5	4	20(H)	<ul style="list-style-type: none"> • PPE – college has widened supplier base and allowed for a longer lead time. Stock control measures in place. 5,500 small bottles of hand sanitizer to be given out first week of term to staff and students to reinforce personal hygiene guidance. • Catering have supply of tinned/frozen foods should supplies become an issue. • Teaching resources including IT equipment – departments have already ordered for Term 1 in 20/21 to minimise any possible disruptions to supplies. IT equipment difficulties. Therefore, assumed long lead time on equipment so orders being placed in July ready for start of term. 	M	
Visitors to Site							

Members of the public introducing COVID-19 to the college environment.	All	5	4	20(H)	It is recommended to keep the number of external visitors to a minimum but staff to consider whether virtual meetings or face to face meeting is required to reduce the numbers of visitors on site. External visitors to be asked to do a LFT before coming on site and wearing a face covering.	M	

RISK ASSESSMENT (continuation)

The risk associated with this task / area has been reduced to as low as reasonably practicable					
Signature of Assessor	PTAYLOR			Date	3/6/ 2020
*Severity	5 = Fatality	4 = Major Injury	3 = Minor Injury	2 = Negligible	1 = None
*Likelihood	5 = Certainty	4 = Probable	3 = Possible	2 = Remote	1 = Improbable
*Rate	= Severity x Likelihood				
*Result	T = Trivial Risk	A = Adequately controlled	N = Not adequately controlled	U = Unable to decide (Further information required)	
Comments	<p>Parents/Guardians and students should be aware that <i>The Health and Safety (Training for employment) Regulations 1990</i> extended the meaning of the term “employee” to include those receiving “relevant training”. Consequently, students on work experience have the same status as employees under <i>the Health and Safety at Work Act 1974</i>, and employers have a general duty (under section 2) to ensure their health, safety and welfare.</p> <p>Section 7 of the Act places a duty on employees, including Young Person(s), to take reasonable care for the health and safety of themselves and anyone else who may be affected by their acts or omissions, and to co-operate as much as necessary with their employer and others to ensure that obligations imposed on the employer by health and safety legislation can be complied with.</p>				

