

RISK ASSESSMENT

Assessor	P TAYLOR in co-operation with AOC colleagues.	Reviewed by:	J.Bentley/ SLT	Review Date:	24/08/2020 As require when new Govt. Guidance emerges.
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Description of Task / Work Area				Location (centre / room)			
COVID-19: Operational risk assessment for the Wider College Reopening for September 2020/21 Academic Year				All College sites			
Supporting Documents			Government guidance: Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term				
Hazard(s)	Affected Groups	S e r v e r i t y	P r o b a b i 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							

<p>Available capacity of the College is reduced when social distancing guidelines are applied</p>	<p>All persons accessing and egressing</p>	<p>5</p>	<p>4</p>	<p>20 (H)</p>	<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. College to operate a 50% model using an A & B group for all courses with the exception of Level 1 and Entry level courses to ease the social distancing when out of lessons and circulation space. Bubbles are to be established for curriculum areas where possible • New timetable and arrangements to be confirmed for each of the groups coming into college. There will be some changes once enrolment is completed and numbers have been confirmed. • Arrangements in place to support students when not at College with remote learning at home and regular wellbeing checks were necessary • Blended learning model involving attendance rotas and distance learning being utilised. This will be continued in September 	<p>L</p>	<p>Government advice to be followed and adhered too.</p>
<p>Organisation of teaching spaces</p>							
<p>Classroom sizes will not allow adequate social distancing</p>	<p>Staff and Students</p>	<p>5</p>	<p>4</p>	<p>20(H)</p>	<ul style="list-style-type: none"> • Classroom sizes and numbers reviewed as part of room capacity audit completed for all areas 29 May based on 2m social distancing. • Additional room capacity audits have been conducted at both 1m & 0.5m social distancing. However, as guidelines are now relaxed in classrooms, marking will remain in place for up to 2m where possible but up to 50% of the class will be on site at any time. Teaching staff to remain 2m distance from learners at the front of the class and to avoid close proximity with learners. • Class sizes and timetables/staffing amended allowing for reduced numbers using an A & B group that alternates on a weekly basis. • Classrooms re-modelled, with chairs and desks in place to allow for social distancing including use of tape to manage social distancing. This will be adjusted to accommodate the increase in learners. • Clear signage displayed in classrooms promoting social distancing. • Assuming that setting is maintained, the curriculum group/class stays together in a 'bubble' and does not mix with other students in College as far as possible. 	<p>L</p>	
<p>Large spaces need to be used as classrooms</p>	<p>Staff and Students</p>	<p>5</p>	<p>3</p>	<p>15(H)</p>	<ul style="list-style-type: none"> • Limits set for large spaces (e.g, performance spaces, sports hall, refectories and cafes for teaching and learning. • Large gatherings outside classes are prohibited on college campus in line with government guidelines. • Design layout and arrangements in place to enable social distancing. 	<p>L</p>	<p>Measures being investigated to police campus areas ie smoking, refectory and quad</p>

					<ul style="list-style-type: none"> Maximise use of external areas (3G, Tennis Courts, fields and outdoor picnic benches.) where practicable. This will be detailed in departmental risk assessments. 		
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	Staff	5	3	15(H)	<p>A rota has been in place over the summer to ensure that there are sufficient staff to support learners on site. From September, this will be recorded via EBS system and there will be sufficient staff on site. A rota will no longer be required.</p> <ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of student support and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at College is utilised until staffing levels improve. 	L	
Prioritising provision							
The continued prioritisation of vulnerable students and the students of critical workers will create 'artificial groups' within College when it reopens	Students	5	4	20(H)	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the students who are outside of the main cohorts attending College. Pastoral support is deployed wherever possible to support prioritised students. Efforts continue to improve the attendance of vulnerable students and those from disadvantaged backgrounds. 	L	
The College operational day							
The start and end of the College day create risks of breaching social distancing guidelines	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> Course start and finish times are staggered where possible. However, limitations including timetabling constraints and use of free buses at fixed arrival and end time is unavoidable for certain groups of learners. Learners will be directed straight to their buildings to maintain the 'bubbles' throughout the day. The number of entrances and exits to be used is maximised. 	M	A plan has now been agreed for specific bubbles for each curriculum area, break out space for lunches.

					<ul style="list-style-type: none"> • Different entrances/exits are used for different groups of students where possible. • Staff and students are briefed with signage provided to identify which entrances, exits and circulation routes to use. • A plan has been developed to manage the movement of students on arrival to avoid groups congregating including keeping learners as far as possible within their 'bubble' and restricted to one building. • Lounges and social spaces have been designated to specific curriculum areas in order to reduce the amount of mixing of 'bubbles'. Signage is in place and guidance issued to all students, contained within the Welcome Pack on designated areas to avoid unnecessary mixing of groups. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 		
Trips							
Risk of students/staff being ill during a trip	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> • No overseas or overnight trips permitted. • Any request 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. • Full risk assessment which reflects COVID-19 risks must be considered. • Use of public transport not to be encouraged. • College minibus limits, social distancing and hygiene rules to be adhered to. 	M	
Planning movement around the College							
Movement around the College risks breaching social distancing guidelines	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> • Circulation plans have been reviewed. • One-way systems are in place where possible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of students around College is minimised as much as possible, with students staying in classrooms where possible. • Lesson change overs are staggered as far as possible to avoid overcrowding. Soft starts and finishes will be implemented but this is limited due to free bus timetable for some of our learners. • Students will be regularly briefed regarding observing social distancing guidance. • Appropriate levels of supervision will to be put in place, with staff briefed to actively challenge those students not adhering to social distancing measures. 	M	Centre Directors/PMs to ensure that lunchtime 'bubbles' are appropriately staffed to monitor their respective lunchtime 'bubbles'.

					<ul style="list-style-type: none"> • 2 additional student safety officers(SSOs) have been recruited to minimise any breaches and ensure that social distancing guidelines are being followed. • Lift to be taken out of use and only be authorised for use by those staff/students with mobility issues. In these instances, only 1 person in lift at a time. • Staff availability to support implementation of guidelines • Timetabling has been done wherever possible to minimise the movement of 'bubbles' around the site. While passing briefly in the corridor or outdoors is low risk, keeping students out of communal areas as far as possible will avoid creating busy corridors, entrances and exits. Each of the bubbles is to pick up their lunch from their designated area to ensure that 'bubbles' do not mix as far as possible. • SSO will patrol the college and ensure both learners and staff are following social distancing rules. Different coloured lanyards will act as a visual aid to ensure students remain within designated 'bubble'. • In the mornings the SSOs, Pastoral team and SCS will be directing students to their bubbles. Curriculum staff will be outside the building 'bubble' directing then in. • SSOs will encourage groups to move to their bubbles and all staff should encourage students/staff to follow and enforce the guidance. Teaching staff will be sharing this with learners in the first week to reinforce the message. 		
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 rooms and offices have been reviewed and appropriate signage and taping will be put in place to allow for social distancing guidance is followed. • Staff will be briefed on the use of these rooms, and use is staggered as blended learning so only limited number of staff on campus. Staff to remain within own bubble during day and then going home rather than working from college as far as possible. 	L	Centre Directors and Programme managers/ head of service areas are responsible for ensuring seating arrangements and spacing in offices appropriate, supported by Facilities team.
Policy review							
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for	All persons accessing				<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. 		CD/PM/H of S have reviewed policies and update for any

purpose in the current circumstances	and egressing	5	3	15(H)	<ul style="list-style-type: none"> Staff, students, parents and Board Members are being briefed accordingly. 	L	relevant changes including departmental risk assessments. To take account of COVID-19 risks.
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"> Communications with the following groups are in place: <ul style="list-style-type: none"> Staff Students Parents Governors 	L	All staff to log-in to see updates on Hub & FAQ. Line managers to keep in contact with staff.
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. Reorientation drop-in sessions at both Middleton & Rochdale for centre directors/ programme managers to disseminate to their teams has taken place with emphasis on the following: <ul style="list-style-type: none"> Infection control including hand hygiene and enhanced cleaning regime Fire safety and evacuation procedures Toilets and social distancing Safeguarding Risk management 	L	Staff should be reminded to wash their hands regularly using soap and water for 20 seconds. Managers to monitor control measures to ensure working within their departments.
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. 	L	Staff should be reminded to wash their hands regularly using soap and water for 20 seconds.
1.15 Risk assessments							
Risks are not comprehensively assessed in every area of the College in light of COVID-19,					<ul style="list-style-type: none"> Risk assessments have been updated for COVID-19 risks in all areas of the college and mitigation strategies / additional controls are put in place and communicated to staff covering: 		CD/PM/H of S to be responsible for reviewing departmental risk

<p>leading to breaches of social distancing and hygiene guidance.</p>	<p>All persons accessing and egressing</p>	<p>5</p>	<p>4</p>	<p>20(H)</p>	<ul style="list-style-type: none"> • Different areas of the College • When students enter and leave college • During movement around college • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and especially where shared equipment is required to be used <ul style="list-style-type: none"> • Risk assessments will be systematically revisited once College reopens. 	<p>L</p>	<p>assessments to ensure measures are working.</p>
<p>College transport</p>							
<p>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</p>	<p>Students</p>	<p>3</p>	<p>3</p>	<p>9(M)</p>	<ul style="list-style-type: none"> • 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. Dedicated coaches to be used from September and management of learners getting on and off the buses using the Student Safety Officers to ensure social distancing when leaving the bus and when waiting for the bus. Bus company to be requested to come sooner at the end of the day so learner can board the bus sooner and avoid large gatherings of learners. • Parents reminded of the need to ensure social distancing and changes to drop off and pick up routines. 	<p>L</p>	
<p>Cleaning</p>							
<p>Cleaning capacity to be increased</p>	<p>All persons accessing and egressing</p>	<p>5</p>	<p>4</p>	<p>20(H)</p>	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff has been agreed and all areas will be cleaned prior to reopening. • 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. Temporary staff may need to be recruited if recruitment process is not in time for September start. • Additional cleaning measures and regimes to be introduced to cater for the elite sports clubs, when on site. 	<p>L</p>	

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 has been undertaken before the college reopens and additional supplies purchased to ensure sufficient stocks/hand sanitiser stations in main building entrances and throughout the buildings. Weekly 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. 250 additional sanitiser dispenser units have been installed to ensure sufficient hand sanitiser stations throughout each campus in key locations. 	L	<p>Washing of hands / good hygiene at all times, must follow the advice of the hand washing posters around all College</p> <p>Cleaning supervisor is giving updates on supplies on a regular basis</p>
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	<p>Washing of hands / good hygiene at all times, must follow the advice of the hand washing posters around all College</p>
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. 	M	<p>portalservicedesk@dhsc.gov.uk</p>
Infection transmission within College due to staff/students (or members of their household) displaying symptoms	All persons accessing				<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to College dates, is in place. 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 		<p>This should be high risk as numbers of attendees increase</p>

	and egressing	5	4	20(H)	<p>appropriate action, in line with government guidance, should the tests prove positive or negative.</p> <ul style="list-style-type: none"> • 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. • A record of any COVID-19 symptoms in staff or student is reported to the PH authority as required. 	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. 	L	Anyone who has a household member who develops symptoms of COVID19 are required to self-isolate for 14 days and must not attend the College during this time.
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. 	L	Part of student induction pack/ comms & social media updates.
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. • A programme for training additional staff is in place. • 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)							
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> • Government guidance has been followed on the wearing of PPE which has been communicated to all staff. Sufficient PPE has been procured for a limited number of staff administering personal care, first aiders and other staff having to deal with suspected cases only. The routine use of face masks is not recommended in an educational setting. Staff may wear face masks if they so wish but the college will not be providing these. • 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. • During the enrolment period when a greater number of the general public are coming on site, staff have been offered the use of a personal visor which is to be retained for personal use of the individual and marked with their name. Staff have been advised to clean before and after use with antiseptic wipes. • Visors are now provided by the college for all staff if they opt to wear one during the college day. As the visor is reusable, staff must put their name on the visor and ensure it is wiped before and after use. A supply of clear visors will be held at both Reception sites for staff to collect, as required. 	L	
Student behaviour							
<p>Student's' behaviour on return to College does not comply with social distancing guidance</p>	Students	5	4	20(H)	<ul style="list-style-type: none"> • Staff model social distancing consistently. • The movement of students around the College is minimised. • Large gatherings are avoided. • Break times and lunch times are staggered and structured to support social distancing and are closely supervised. Designated areas for each curriculum area have been identified and clearly communicated during enrolment, within the Welcome Pack and sign posted at the beginning of term. Wherever possible, students will be encouraged to go outside. • The College's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, students and parents. 	M	CD/PMs to ensure that designated breakout spaces at lunchtimes are monitored.

					<ul style="list-style-type: none"> • Senior leaders & Student Safety Officers monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to students/parents reinforce the importance of social distancing. • Consistently impose sanctions when rules are broken, in line with the behaviour policy, as well as positively reinforcing well-executed rules through encouragement and rewards. • Clear messaging to students on the importance and reasons for social distancing is reinforced throughout the college day by staff and through posters, electronic boards, and floor markings. 		
Movement in corridors							
Social distancing guidance is breached when students circulate in corridors	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible with brief transitory contact being kept to a minimum in-line with guidance. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of students around College are minimised as much as possible. • Where possible, students stay in classrooms • Lesson change overs are staggered to avoid overcrowding wherever possible. • Students are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	L	
Break times							
Students may not observe social distancing at break times	Students	4	4	16(H)	<ul style="list-style-type: none"> • Students will remain in their 'bubbles' for lunch breaks as far as possible. Designated areas have been identified for certain groups within the college. • Students are reminded about social distancing as break times begin. • Social distancing signage is in place around the College and in key areas. • The refectory & bistro are not open for all to use. Each curriculum area have been assigned a specific area to either pick up their lunch and eat in this area or pick up point for food and go back to the identified breakout 'bubble'. No breakfast will be served. This will be reviewed. 	M	Catering & main 'bubbles' are now being set up to ensure everything is in place.
Lunch times							

<p>Students may not observe social distancing at lunch times</p>	<p>Students</p>	<p>4</p>	<p>4</p>	<p>16(H)</p>	<ul style="list-style-type: none"> • Students are reminded about social distancing as lunch times begin. • Students wash their hands before and after eating. • As students will be in their 'bubbles' at lunchtime, this will reduce larger gatherings and keep numbers lower than if operating a single kitchen site. Additional fridges and hot plates have been purchased to allow for additional serving points. • Staff to bring their own lunches initially to reduce the numbers in these areas. • All waste is put in the bins provided and the areas are cleaned and bins emptied daily. 	<p>M</p>	<p>Canteen staff who are unwell should not be at work</p> <p>Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food</p> <p>Frequently clean and disinfect surfaces that are touched regularly, using your standard cleaning products</p>
<p>Toilets</p>							
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<p>Students</p>	<p>4</p>	<p>4</p>	<p>16(H)</p>	<ul style="list-style-type: none"> • Floor markings are in place to enable social distancing, which act as safe queuing zones. • Students know that they can only use the toilet one at a time. • Signage on toilets and an 'engage' sign on all toilet main doors. • Students are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. 	<p>L</p>	
<p>Reception area</p>							
<p>Groups of people gather in reception (parents/carers, visitors, deliveries) which risks breaching social distancing guidelines</p>	<p>All persons accessing and egressing</p>	<p>5</p>	<p>4</p>	<p>20(H)</p>	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk) • On-line meetings will take place with external organisations as far as possible. Where face to face meetings take place these should be limited to designated meeting rooms and social distancing observed at all times. • Sneeze screens fitted to key reception areas including careers zones, llearn, security reception, bistros, riverside salon and riverside restaurant, general reception areas to protect staff due to higher volumes of 	<p>M</p>	

					<p>contact with external visitors and students on a daily basis.</p> <ul style="list-style-type: none"> • Student Safety Officers to regularly walk round the site to discourage any large gatherings. • Non-essential deliveries and visitors to College are minimised. • Booking of rooms for external visitors has been paused for Term 1 to minimise the level of external visitors on site. • Arrangements are in place for segregation of visitors. • Any essential visitors asked to comply with all required control measures. • Parents/Carers should come into College buildings only when strictly necessary, by appointment, and ideally only one. • Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable). 		
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)	<ul style="list-style-type: none"> • Start and finish times are staggered where possible and learners are directly straight to their class/bubble rather than accessing any general communal areas. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to students and parents/carers if need be to stress the need for social distancing at arrival and departure times. 	L	
Transport							
The use of public and college transport by students poses risks in terms of social distancing	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> • Guidance is in place for students on how social distancing can be observed on public transport. This includes advice on the use of face coverings which the student must provide themselves. Guidance will be reinforced via social media. • College to encourage students to walk or cycle and avoid using public transport wherever possible. 	M	

					<ul style="list-style-type: none"> College bus service back in use from September as this is a dedicated bus service and limits no longer apply as this is a dedicated bus service but 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. Learners must wear own face covering before coming onto the bus. This is within the Welcome Pack. Risk assessment requested from Bus Company to ensure appropriate cleaning and hygiene measures in place. 		
Staff areas							
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	Staff	5	4	20(H)	<ul style="list-style-type: none"> Staff rooms and offices have been reconfiguration prior to the College opening to allow for social distancing between staff. Use of tape & poster/notices to close workstations to ensure compliance and a rota system to be put in place to reduce number of staff accessing staff rooms. Staff to go home after lessons as far as possible if not required for absence cover, first aid or fire marshal duties. CD/PMs and H of Service areas, need to review their own staff areas and agree how these are going to work best for their teams. They will be responsible for social distancing within the staffroom /offices. 	L	
Students with underlying health issues							
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	Students	5	4	20(H)	<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 has 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. 	L	

					<ul style="list-style-type: none"> Additional lanyards to be provided if requested to highlight to others that the learners/staff member is clinically vulnerable. 		
Staff with underlying health issues							
<p>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</p>	Staff	5	4	20(H)	<ul style="list-style-type: none"> 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. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. 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 Current government guidance is being applied. Latest guidance confirms that from 1 August, those shielding are able to return to work. Individual risk assessments to be updated as appropriate. Additional lanyards to be provided if requested to highlight to others that the staff/learner is clinically vulnerable. 	L	
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</p>					<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. 		

closed and by the COVID-19 crisis in general	Staff	4	3	12(M)	<ul style="list-style-type: none"> • 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	
Working from home can adversely affect mental health	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	
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				<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 	L L	

		5	4	20(H)	<ul style="list-style-type: none"> Staff and students have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. New arrangements are tested and amended if necessary 		
Fire evacuation drills - unable to apply social distancing effectively	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	L	
Fire marshals absent due to self-isolation	All persons accessing and egressing	5	4	20(H)	<ul style="list-style-type: none"> An additional staff recruitment is in place for fire marshals to cover any absences and staff have been briefed accordingly. Tutors to guide students out of building 	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. 	L	
Localised lockdown re-instated due to new outbreak for whole college population.	All	5	4	20(H)	<ul style="list-style-type: none"> 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	SLT to meet and agree measures required
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. 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. 	H	
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. 	L	

					<ul style="list-style-type: none"> • No unscheduled meetings or works permitted. All attending contractors to be preauthorised prior to visit. • An assessment has been carried out to see if any additional control measures are required to keep staff, students and contractors safe. • 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 maintained at all times. • Alternative arrangements have been considered such as using a different entrance 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 light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 		
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 considered extremely low risk and as such can be brought back in use. • Opening of windows 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 & AC should be used in conjunction with one another to promote a good supply of fresh air to the environment. 	L	College following HSE Guidance https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm
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 students. • 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	AOC advise water fountains safe to use if used properly.
Insurances in place							

Adequate 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. 	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	

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>				

