

Health & Safety		Shrewsbury College Group Risk Assessment Form					
Location:	Welsh Bridge Campus	Activity:	Operation of Campus – Sept 2020	Date:	2020	Name:	Brett Davies-Wareing / Paul Partridge
Please use Key below for Risk Ratings.							
A - Severity		Risk Rating	B - Likelihood			Risk Rating	
Fatality		10	Probability – High Risk Activity			10	
Major injury requiring hospital treatment		8	Possibility – If instructions given are not followed			8	
Moderate injury requiring first aid treatment		4	Occasional – If instructions given are not followed			4	
Minimal Injury		2	Improbable			2	
<p>SEVERITY (A) multiplied by LIKELIHOOD (B) gives a Risk Rating between 4 and 100 for each identified risk</p> <ul style="list-style-type: none"> ➤ Risk Rating up to 40 need attention (Low) ➤ Risk Rating between 40 and 70 will require action, with urgency dependent upon where in the range they fall (Medium) ➤ Risk Rating above 70 will require urgent attention. The activity must stop until the risks are reduced to an acceptable level (High) 							
<p>Step 1 What are the hazards? <i>Identify anything that can cause harm.</i></p>	<p>Step 2 Who might be harmed and how?</p>	<p>Step 3 What action are you already taking? <i>Control measures.</i></p>	<p>Step 4 What further action is needed? <i>What else needs to be introduced to eliminate or reduce the risk?</i></p>	<p>Step 5 What are the recommendations or further action required?</p>	<p>Step 6 Who will you put the risk assessment into action?</p>		
<p>Spot hazards by:</p> <ul style="list-style-type: none"> Walking around your workplace; Asking your employees what they think; Contacting the Health and Safety Officer Visiting the <i>Your Industry</i> areas of the HSE website. Advice line or visiting their website; Checking manufacturer's instructions; <i>Don't forget long-term health hazards.</i> 	<p>Identify groups of people. Remember:</p> <ul style="list-style-type: none"> Some personnel have particular needs; People who may not be in the workplace all the time; Members of the Public; If you share your workplace think about how your work affects others present. <p>Say how the hazard could cause harm</p>	<p>Detail what is already in place to reduce the likelihood of harm or make any harm less serious.</p>	<p>Detail what additional control measure are to be introduced to reduce the risk to an acceptable level</p>	<p>Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.</p>	<p>Action by whom</p>	<p>Action by when</p>	<p>Date</p>

Overview:

The College's principle strategy for managing and mitigating the risks of COVID19 infection as part of the opening for the Summer term is to maintain social distancing principles where at all possible. In doing so the following over-arching principles are to be followed;

The following guidance has been adopted and used as part of developing these risk assessments

[What FE colleges and providers will need to do from the start of the 2020 autumn term](#)

[Face-coverings-in-education.](#)

[COVID-19: cleaning of non-healthcare settings guidance](#)

[COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus](#)

[Staying alert and safe \(social distancing\)](#)

['DFE Guidance: What FE colleges and providers will need to do from the start of the 2020 Autumn Term' – updated 15/07/20](#)

[The Chartered Institution of Building Services Engineers \(CIBSE\) Guidance – 'Covid-19 Emerging from Lockdown – Safely Re-occupying Buildings' – Version 3 published 19/05/20](#)

[CIBSE Covid-19 Ventilation Guidance – Version 3 published 15/07/20](#)

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COVID-19 frequency in the community	Campus users	Monitor local and national information sources to monitor frequency. Plan to close campus or limit use further at short notice.	Low	-	Low	Ongoing Monitoring of developments	SLT	Ongoing	-
COVID -19 measures become out of date	Campus users	Continue to monitor and update guidance for staff and students as required	Low	Ongoing Communication with Staff to include guidance Ongoing Communication with Students to include guidance	Low	Ongoing Monitoring of developments	SLT	Ongoing	-

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COVID-19 measures safety arrangements not understood or complied with	Campus users	Regular updates and communications to staff and students	Low	<p>Manage numbers of students attending first week – phase return for induction period.</p> <p>Provide communications to all staff and students regarding control measures and expectations including potential disciplinary consequences.</p> <p>Communication pack for Staff to include guidance</p> <p>Communication pack for Students to include guidance</p>	Low	Ongoing Monitoring of developments	SLT	Ongoing	-
COVID-19 transmission during unnecessary contact between individuals	Campus users	<p>Minimise contact between individuals through</p> <ul style="list-style-type: none"> • amendment to student/teaching timetables to reduce numbers of students required on any day. • measures to reduce mixing between and within class groups such as staggering of breaks • encourage and ensure social distancing when possible. 	Low	<p>Communication pack for Staff to include guidance.</p> <p>Communication pack for Students to include guidance</p>	Low	Ongoing monitoring of effectiveness and adjustment as students return to College.	SLT, Curriculum Leaders & Dept. Heads.	Ongoing	-
Teaching, Support staff supervision: Inability to maintain appropriate ratios and supervision of students/visitors or to maintain effective infection control.	Campus users due to lack of available staff members to supervise adequately.	<p>Identify staff unable to attend site to ensure that roles are covered.</p> <p>Establish staffing rota and plan to ensure:</p> <ul style="list-style-type: none"> • Adequate student supervision • Regular hygienic cleaning plan in place • Routine and preventative cleaning • Contingency plans in place to ensure that reserve staff can be called in if required. 	Low	Ongoing management of staffing plans	Low	-	SLT, Curriculum Leaders & Dept. Heads. Teaching and Support Staff	Ongoing	-

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Severe symptoms or risk to life in the event of infection	Vulnerable & Extremely Vulnerable individuals: Staff or students with known health conditions / pregnant women (now included within Clinically vulnerable category)	<p>Follow guidance on Clinically vulnerable and Clinically extremely vulnerable people:</p> <p>Sources: Staying alert and safe (social distancing) - Section 7 Clinically vulnerable people</p> <p>Communicate guidance on Clinically vulnerable and Clinically extremely vulnerable people and social distancing to be maintained as much as possible</p> <p>Seek and maintain records of staff with listed conditions, when complete individual cases to be assessed with an aim to implement additional measures</p> <p>Staff or Students with conditions which place them in the Vulnerable groups</p> <p>Recognition that BAME individuals may be at heightened risk of adverse reaction to infection by COVID-19.</p>	Low	<p>Communication pack for Staff to include guidance</p> <p>Communication pack for Students to include guidance</p>	Low		SLT, HR, Marketing & Admissions teams.	Ongoing	-

<p>Anxiety/stress through lack of clear guidance or compliance</p>	<p>Campus users through lack of clear guidance leading to non-compliance or stress/anxiety</p>	<p>Communicate plans and expectations to staff and students as part of reopening measures</p> <p>Communicate that wearing a face covering or Face Visor in College is required in corridors and communal spaces and wearing a face covering is <u>required on public and college transport</u>. Those wishing to use a face covering elsewhere in College may do so. Key information from PPE Guidance-face-coverings-and-face-masks included in student and staff communications. Exemption cards to be issued by ALS staff to students with valid reasons for being unable to wear a face covering</p> <p>All staff members to be issued with face visors for them to use as they wish or when social distancing cannot be maintained</p> <p>Communicate to staff and students that PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way if an individual becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. If there is widespread transmission of the virus then the following guidance applies*: <p><i>*26/08/20 Guidance from UK Government (based on WHO guidance) states that Children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee a distance of at least one metre from others and there is widespread transmission in the area (i.e. this is interpreted to apply to areas where the government has implemented a local lockdown.)</i></p>	<p>Low</p>	<p>Regular communication process in place to all staff members (e-mail daily updates &/or staff web page)</p> <p>Communication pack for Staff to include guidance</p> <p>Communication pack for Students to include guidance</p> <p>Communicate correct donning and doffing of any required PPE</p> <p>Communicate correct Visor cleaning procedure should wearers need to clean.</p>	<p>Low</p>	<p>Ongoing monitoring of developments along with staff and student behaviour on return</p>	<p>SLT, HR, Marketing & Admissions teams.</p> <p>ALRS team</p>	<p>Ongoing</p> <p>End of August 2020</p>	<p>-</p>
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		<p>Students with SEND who would benefit to be able to visit campus prior to term beginning should they wish to reacquaint themselves with the current setting</p> <p>Communicate that parents, carers and settings do not need to take student's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus.</p> <p>Reiterate to parents and staff the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice.</p> <p>Source: Coronavirus (COVID-19): implementing protective measures in education and childcare settings Updated 1 June 2020</p>							
Psychological well being	Staff and students by returning to campus following prolonged time away due to pandemic	<p>Regular communication in place to all staff members via Info-point to provide latest updates www.scg.ac.uk/staff</p> <p>Health and wellbeing services are provided within the college should staff and students require access to this help</p>	Low	Ensure all staff/students are aware of help available via Info-point or Moodle and H&W services	Low	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.	Marketing & Admissions	Start of term. Sept 2020.	
Infection from disposable face masks/coverings incorrectly disposed	Campus users through lack of clear guidance	<p>Communication pack prepared and sent for Staff and Students to include guidance on COVID-19 safety and hygiene procedures</p> <p>Specific marked up bins for disposable masks only with lids to be made available in specific locations on campus</p>	Low	<p>Communication pack for Staff to include guidance</p> <p>Communication pack for Students to include guidance</p>	Low	Guidance on the emptying and disposal of waste to be given to cleaners	Estates Coordinators , Estates staff, H&S Officer	Prior to enrolment activities	

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Lack of training: Staff and Student training & briefing	Campus users through lack of clear guidance	<p>Communication pack prepared and sent for Staff to include guidance on COVID-19 safety and hygiene procedures</p> <p>Communication pack for Students to include guidance on COVID-19 safety and personal hygiene procedures:</p> <ul style="list-style-type: none"> • Importance of Social Distancing. • Adherence to hand washing guidance on arrival, departure, mealtimes, after toilet use. • Provision of hand sanitiser within campus and classrooms as deemed necessary. <p>Managers to contact Team members to ensure staff are aware of guidance and able to ask questions prior to start of term.</p>	Low	Regular communication process in place to all staff members (e-mail daily updates &/or staff web page)	Low		SLT, Department managers.	Ongoing during initial return phase	-
Individuals requiring first aid or personal help (not suspected to be COVID related). First Aid	First Aiders / Staff through close contact.	<p>Brief staff to use first aiders and other designated staff to help assess and if necessary, assist individual.</p> <p>First aiders to maintain 2-metre social distance where possible. Where 2-metres is not possible or contact required appropriate PPE to be used:</p> <ul style="list-style-type: none"> • Where closer than 2-metres face visors should be used. • For contact Aprons and gloves and face visors should be used during treatment. 	Low		Low		All Staff, First Aiders	Ongoing	-

<p>Individuals exhibiting symptoms of coronavirus while in College: First Aid</p>	<p>Staff, Students, First Aiders.</p>	<p>Brief staff to use first aiders and other designated staff to help assess and if necessary, assist with or removal of individual exhibiting symptoms to the First Aid room or another suitable isolated area</p> <p>If a student or other individual becomes unwell with symptoms of coronavirus while in College and needs direct personal care until they can return home and advised to follow NHS guidance online. A face visor and FFP2 mask should be worn by the supervising adult if 2-metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron, face visor and face mask should be worn by the supervising adult.</p> <p>Specific individual risk assessments undertaken for those who have a self-declared health condition which significantly increases their risk profile.</p> <p>A register of these individuals will be maintained and made readily available for designated staff first aiders. If an individual exhibits symptoms the first aider will refer to the register and, if applicable, will take appropriate action to address the increased risk. This may include consultation with others including a medical practitioner as required.</p> <p>Thorough hygienic clean of corridors and affected rooms/classroom/ other areas where the individual has been working (i.e. spent significant time), in particular First Aid room or suitable isolated area after individual has left site in line with COVID-19: cleaning of non-healthcare settings guidance</p> <p>Until cleaned first aid/isolation room and room where individual has spent significant time to be vacated & isolated.</p> <p>Identify/Designate spare classroom or space to be available to allow relocation of staff / students from any suspected contaminated room/area until cleaned.</p>	<p>Medium</p>	<p>Provide guidance and Train all first Aiders on how to deal with symptomatic individuals – ensure First Aiders know where to obtain PPE.</p> <ul style="list-style-type: none"> - Sanitiser - Gloves, - Aprons - Facemasks - Visors <p>Train First aiders on how to don and doff PPE.</p> <p>Hygiene guidance given such as avoid touching eyes, nose, mouth with unwashed hands, cover your cough and sneeze and adopt the catch it, bin it, kill it approach.</p> <p>Update all staff on procedure for dealing with symptomatic individuals including NHS Track and Trace system and referral procedure to Public Health England</p> <p>Provide guidance and training for estates and cleaning staff. Ensure and maintain stocks of PPE for First Aiders and Cleaning/Estates staff as required:</p> <ul style="list-style-type: none"> - Visor - Apron - Facemask - Gloves - Sanitiser <p>Communication pack for Staff to include guidance/set expectations</p> <p>Communication pack for Students to include guidance/set expectations</p>	<p>Low</p>	<p>Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.</p>	<p>All Staff. First Aiders.</p>	<p>Ongoing</p>	<p>-</p>
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Contamination from Sick individual displaying symptoms of COVID prior to departure from site	Staff, Students, First Aiders.	<p>Isolate individual in a separate room until able to depart safely.</p> <p>Maintain social distance of 2 metres or observe from outside room</p> <p>Default isolation room: P109 (Room next to reception)</p> <p>Thorough hygienic clean of affected room in line with COVID-19: cleaning of non-healthcare settings guidance. Room to be locked and isolated until cleaning complete.</p>	Low	Do Not enter signage provided in room for use if / when required.	Low	-	All Staff. First Aiders.	Ongoing	-
Large Group activities	Staff and students on site by lack of infection control/social distancing	<p>Large group activities only to take place where absolutely necessary.</p> <p>Ensure social distancing measures observed</p> <p>Ensure staff members wear face visor and or mask should they need to break social distance</p> <p>Ensure good ventilation (open window) if completed indoors</p>	Low	<p>Communication pack for Staff to include guidance/set expectations</p> <p>Communication pack for Students to include guidance/set expectations</p>	Low	-	All staff	Ongoing	-
Break times and outside space use	Staff and students on site by lack of infection control/social distancing	<p>Staff will challenge non-observance to ensure social distancing measures are observed.</p> <p>Staff to wear Face Visor or face covering when undertaking activities in communal areas or where 2 metre social distancing cannot be maintained.</p> <p>Creation of pop up food "stall" on campus, to avoid congestion, reduce mixing between student groups and occupancy levels in the Bridges Cafe</p> <p>The Bridges Cafe to limit sales to grab and go services of pre-prepared/package food.</p> <p>Staff and students encouraged to use outside areas for breaks (weather permitting). When this is not possible classrooms or halls allowed to be used to allow staff/students to eat.</p>	Low	<p>Communication pack for Staff to include guidance/set expectations</p> <p>Communication pack for Students to include guidance/set expectations</p> <p>Remind staff/students of good hand washing hygiene prior to them eating</p> <p>Encourage staff and students to bring their own food and drink if required.</p>	Low	-	All staff	Ongoing	-

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Lack of, or failure to observe infection control measures on site: Poor Behaviour or inability to understand or comply with COVID-19 measures.	Staff and students on site by lack of infection control/social distancing	<p>Promote infection control guidance through clear and repeated signage across the campus.</p> <p>Posters/information in key rooms:</p> <ul style="list-style-type: none"> - Hand washing & Hygiene - Social distancing - Seating Room Occupancy signs on doors of staff rooms/offices - COVID Risk Assessment relating to the space. - COVID symptoms <p>Enhanced cleaning regime: Enhanced cleaning rota including use of long-lasting antimicrobial cleaning product, spot cleaning, regular wipe down of door plates, door handles, shared areas, bin emptying and fogging machines throughout day</p> <p>Where possible, assess prior known student behaviour issues to determine whether students are reliably able to follow COVID guidance before they attend campus and put in place any additional support/control measures where possible.</p>	Medium	<p>Provide guidance and train all staff and students through regular online briefings and/or reminders.</p> <p>Encourage and empower staff to enforce and encourage compliance by students.</p> <p>Use disciplinary enforcement measures to ensure culture of compliance to support and ensure compliance.</p> <p>Communication pack for Staff to include guidance/set expectations</p> <p>Communication pack for Students to include guidance/set expectations</p> <p>Confirm that students have read and acknowledged guidance as part of induction (year 1) or initial tutorial (year 2).</p>	Low	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.	SLT, Estates Site Co-ordinator. Safe-guarding team	Ongoing	

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Lack of, or failure to maintain infection control measures on site: Hard to clean surfaces	All staff and students on site by lack of infection control	Minimise use of soft furnishings where possible. Isolate or remove where possible. Where soft furnishing elements remain incorporate disinfectant spray of fabric coverings into cleaning regime.	Low	-	Low	-	SLT, Estates Site Co-ordinator.	Ongoing	-
Lack of, or failure to maintain social distancing	All staff and students on site by lack of infection control	All Staff to be provided with a face visor to be worn if undertaking activities where closing social distance to less than 2 meters is likely or necessary. 2 metre demarcation lines on floors & pathways to ensure/encourage social distancing. Communication to students and staff on protocol for social distancing on arrival/departure and when moving around campus. Site duty managers and designated staff to ensure compliance during busy periods.	Low	All staff assisting with students' daily arrivals to wear face visors Communication pack for Staff to include guidance/set expectations Communication pack for Students to include guidance/set expectations Provide communications to all staff and students regarding control measures and expectations including potential disciplinary consequences.	Low	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.	SLT, Site Coordinator, Managers and designated staff	Ongoing	

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Lack of, or failure to maintain infection control measures on site: Room Ventilation	All staff and students on site by airborne COVID-19 aerosols in stagnant or recirculated air	<p>Windows in rooms in use to be opened to ensure air flow and removal of stagnant air.</p> <p>Toilet windows to be opened where privacy allows. Extraction fans to be running to maximise air exchange and renewal where no windows are available.</p> <p>Air-conditioning systems and air circulation systems to be set to draw in fresh air and to minimise any recirculation of air.</p> <p>Air circulation systems set to run continually at "in use" speeds during building use and for 2 hours prior to occupancy and 2 hours after occupancy.</p> <p>Air circulation systems to be set to continue operation after building use: may be set to default to reduced speeds during nights and weekends when buildings not in use.</p> <p>Review and ensure servicing schedules maintained on all air circulation systems including change of filters where scheduled.</p>	Low	Identify any rooms where ventilation is poor. Once identified take appropriate steps to improve ventilation to adequate levels.	Low		Site Coordinator, Estates staff	Sept 2020	

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Spread of Coronavirus due to increased risk from surface contamination	Campus users from surface contamination	<p>Follow enhanced cleaning regime, in addition to current cleaning standards including use of Long lasting antimicrobial cleaner, spot cleaning, regular wipe down of door plates, shared areas, bin emptying and fogging machines etc</p> <p>Regular cleansing of all equipment more often (keyboards, work surfaces, desks, tools etc)</p> <p>Hand sanitiser dispensers installed in all buildings near entrances, MFD printers and high traffic areas to assist with hand hygiene.</p> <p>Provision of an introductory personal hand sanitiser for staff and students at the start of term.</p> <p>Installation of battery operated DorGard automatic fire door release devices to high use fire doors to minimise Covid-19 transmission from the use of pull handles and push plates.</p>		<p>All staff, students and visitors reminded and encouraged to cleanse hands more often and for at least 20 seconds via posters placed in prominent location on campus.</p> <p>Access to cleaning provisions (Sani-Stations) for additional cleaning where required</p> <p>Due to the increased fire compartmentation breach risk arising from the use of fire door hold-open devices the Fire Procedure arrangements for buildings where they are fitted will be reviewed and updated accordingly. i.e. inspection and testing of the devices; battery replacements; and manually closing of doors where they are fitted during out of hours times.</p>			Site Coordinator, Estates staff	Sept 2020	

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Spread of Coronavirus in High Traffic areas where significant numbers of students or staff or visitors: Reception	Reception staff, students and visitors: Those in regular face to face contact with the public or high numbers of students and colleagues through close contact.	Reception area <ul style="list-style-type: none"> • Signage to ensure/encourage social distancing e.g. lift doors. • Signage reminding all to maintain 2 metre social distancing from each other. • Physical screens to limit airflow between students/adults and between adults. Reception staff and/or other staff to wear face visors if required. • Acceptance of card or contactless payment only (no cash) • Wipes and disinfectant spray available for regular cleaning of surfaces / radio / card machine keypads. • Hand sanitiser available at reception counter for receptionist use. • Radio at reception to enable call for assistance from estates team. • Site duty managers and designated staff to ensure compliance during busy periods. • Hold open reception entrance doors to ensure ventilation (weather permitting) • Update Visitors procedure: Visitors and Contractors only by prior appointment. Add signage to entrance doors. • Visitors lanyards replaced with one time use stickers. • Contractors lanyard to be quarantined for 72 hours upon return • Forgotten staff lanyard, to get a replacement Red lanyard from HR, lanyard to be cleaned or quarantined for 72 hours upon return • Forgotten student lanyard, student to receive blue one time use sticker • Remove or replace soft seating where possible. Where soft furnishing elements remain incorporate disinfectant spray of fabric coverings into cleaning regime. 	Low	Training and orientation guidance for reception team. Ensure ongoing access to <ul style="list-style-type: none"> - Sanitiser - Wipes/disinfectant spray - Radio - Visitor stickers (Yellow) - Students Stickers (Blue) 	Low	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.	SLT, GVP CS&BD, Student Services Mgr., Site Co-ordinator	Ongoing	-

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Spread of Coronavirus in High Traffic areas where significant numbers of students or staff or visitors: Student Services desk area and student common room	Student Services staff & Students: Those in regular face to face contact with the public or high numbers of students and colleagues:	<ul style="list-style-type: none"> Signage to ensure/encourage social distancing Signage reminding adults and students to maintain 2 metre social distancing from each other. Physical screens to limit airflow between students/adults and between adults. Student Service staff and/or other staff to wear face visors. Counselling/1:1 rooms to display maximum room seating occupancy on door Acceptance of card or contactless payment only (no cash) Wipes and disinfectant spray available for regular cleaning of surfaces / radio / card machine keypads. Hand sanitiser available at counter for staff use. Radio at Student Services desk to enable call for assistance from estates team. Site duty managers and designated staff to ensure compliance during busy periods. Where soft furnishing elements remain incorporate disinfectant spray of fabric coverings into cleaning regime. Layout seating to enable & encourage social distancing. One way system through area (enter from Café doors exit via alternative external door) 	Low	Training and guidance for Student Services team. Ensure ongoing access to <ul style="list-style-type: none"> Sanitiser Wipes/disinfectant spray Radio 	Low	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.	SLT, GVP CS&BD, Student Services Mgr.	Ongoing	

Step 1 What are the hazards? <i>Identify anything that can cause harm.</i>	Step 2 Who might be harmed and how?	Step 3 What action are you already taking? <i>Control measures.</i>	Risk rating	Step 4 What further action is needed? <i>What else needs to be introduced to eliminate or reduce the risk?</i>	Risk rating	Step 5 What are the recommendations or further action required?	Step 6 Who will you put the risk assessment into action?		
							Action by whom	Action by when	Date
Spread of Coronavirus in High Traffic areas where significant numbers of students or staff or visitors - Learning resource Centre staff and students:	Those in regular face to face contact with high numbers of students and colleagues.	<p>Remove or replace soft seating where possible with hard cover seating. Where soft furnishing elements remain incorporate disinfectant spray of fabric coverings into cleaning regime.</p> <p>Implement one way system for entry and exit to LRC.</p> <p>Follow enhanced cleaning regime, plus;</p> <ul style="list-style-type: none"> - Regular Emptying of bins - Wipe down/cleaning of keyboards in LRCs / shared areas between users. <p>Designate a workstation/desk to a specific user/student for each day where possible.</p> <p>Open windows to ensure ventilation (weather permitting)</p> <p>Signage to ensure/encourage social distancing (SD)</p> <p>Circulation management: Demarcation lines on floor to ensure social distancing / one way system marked on floor.</p> <ul style="list-style-type: none"> - Wipes and disinfectant spray available to LRC staff for regular cleaning of surfaces / keyboards / radio as required. - Hand sanitiser available at counter for staff use. - Radio at LRC desk to enable call for assistance from estates or duty managers. <p>Site duty managers and designated staff to ensure/support SD compliance during busy periods.</p> <p>Quarantine or Cleaning procedures & arrangements for return of books and physical resources to LRCs.</p>	Low	<p>Training and guidance for LRC team.</p> <p>Ensure ongoing access to</p> <ul style="list-style-type: none"> - Sanitiser - Wipes/disinfectant spray - Radio 	Low	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.	SLT, Site Co-ordinator, LRC Staff, All students and Staff	Ongoing	-

<p>Spread of Coronavirus in High Traffic areas where significant numbers of students or staff or visitors occur: Bridges Cafe</p>	<p>Café outlet staff, caretaking staff, customers and staff and students/users of associated seating areas from surface contamination / lack of social distancing</p>	<p>Café areas shall apply the following control measures:</p> <ul style="list-style-type: none"> • 2 metre demarcation lines on floor to ensure/encourage social distancing for any queues. • Signage and one way system marked to ensure/encourage social distancing • Remove seating not in use to create social distancing within the café seating areas • Students and staff requested to bring in own packed lunches. • Ensure ventilation by holding open doors to outside (weather permitting). • Creation of pop up food “stall” on campus, to avoid congestion, reduce mixing between student groups and to limit occupancy in the Cafe Area. • Serving staff issued with visors and PPE as required to minimise risk of infection from colleagues/customer interactions. • Acceptance of card or contactless payment only (where cash has to be used; cash shall be quarantined for 72 hours before any further action taken). • Continue to pay FSM direct to eligible students so that they can use contactless payment. • Wipes and disinfectant spray available for estates/cleaning/cafe staff for regular cleaning of surfaces / radio / card machine keypads. • Site duty managers and designated staff to ensure compliance with social distancing and limit occupancy during busy periods. • Review and limit offer to take-away foods (sandwiches etc. &/or provide prepared foods in disposable containers) • Increased cleaning regime to ensure tables and surfaces are cleared and disinfected regularly • Stagger meal-times if needed to meet occupancy limits. • Encourage use of outside seating/areas. • Take drinking fountain out of use. • Provide water refill service within Bridges Cafe for students, Staff to refill bottles within staff rooms. 	<p>Medium</p>	<p>Training and guidance for LRC team.</p> <p>Ensure ongoing access to</p> <ul style="list-style-type: none"> - Sanitiser - Wipes/cleaning fluids - Gloves - Radio <p>Request staff and students to bring own food & drink rather than relying on College facilities.</p> <p>Staff to wear gloves/ sanitise hands before refilling water bottles</p>	<p>Medium</p>	<p>Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.</p>	<p>SLT, Site Co-ordinator, Commercial manager, Catering staff, All students and Staff</p>	<p>Ongoing</p>	<p>-</p>
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Spread of Coronavirus due to increased risk from surface contamination; Eating Meals	Campus users from surface contamination	Enhanced cleaning measures by catering and estates staff in Bridges Cafe area and external seating area adjacent to Bridges Cafe. Staff allowed to eat/drink at their designated desk or within classrooms if required.	Low	Enhanced cleaning rota	Low		SLT, Site Coordinator, Commercial manager, Catering staff, All students and Staff	Ongoing	-
Spread of Coronavirus due to increased risk from surface contamination: Availability of Drinks / Water	Campus users from surface contamination	Water coolers/drinking fountains removed from use to prevent/reduce risk of contamination at refill points. Bridges Cafe manned to provide drinks for staff/students and to refill staff/student water bottles. Staff and Students requested to bring own refillable water bottles. Staff to refill these from staff welfare points taking care to maintain hygiene measures around taps and surfaces, and for students, from the Bridges Cafe.	Low		Low		SLT, Site Coordinator, Commercial manager, Catering staff, All students and Staff	Ongoing	-
Spread of Coronavirus from Contractors	Campus users from lack adherence to COVID infection control measures	All contractors on site to be by pre-arrangement with Site Coordinator. Contractor visits to be minimised where possible. Contractors to adhere to existing sign in and sign out arrangements. Contractors to be sent instructions on COVID safety arrangements prior to initial visit and site COVID precautions induction provided by Site Coordinator for each worker attending the site (repeat attendance by the same individual from a contractor does not require repetition of the site induction) Contractors lanyards to be cleaned or quarantined upon return for 72 hours	Low	Contractors to provide their updated H&S policy / arrangements and RAMS (risk assessment and method statement) regarding COVID-19 to be H&S Officer or Site Coordinator prior to works being carried out to confirm COVID risks assessed by contractor Work with supply chain to ensure that contractors are adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures	Low		Site Coordinator, H&S Officer	Ongoing	-

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Spread of Coronavirus from Visitors	Campus users from lack of adherence to COVID infection control measures	<p>Visits to site to be discouraged where alternative means of communication are possible – use of phone or video conference to be used.</p> <p>All visitors to be pre-arranged. Sign in arrangements reviewed.</p> <p>Visitors briefed on or provided with COVID social distancing site rules on arrival as part of sign in procedure.</p> <p>Visitor Lanyards replaced with one-time use stickers.</p> <p>Drop-in visitors asked to leave and book an appointment.</p>	Low	Communication pack for Staff to include guidance/set expectations	Low		SLT, Marketing & Admissions, Student Services manager, Teaching and Support staff	Ongoing	-
Spread of Coronavirus in High Traffic areas where significant numbers of students or staff or visitors occur: Building Entrances and Exit routes, pedestrian approaches and external social areas	Staff, Students, Public approaching building by failure to maintain social distancing	<p>Enhance signage to open entrances.</p> <p>Adopt a keep left system for all entrances / exits using directional arrows on floors and signage unless one-way system in place</p> <p>Signage reminding users to maintain social distancing on high traffic routes on approach to and common pedestrian routes on campus</p> <p>Signage reminding users to maintain social distancing at popular external social areas</p>	Low	<p>Communication pack for Staff to include guidance/set expectations</p> <p>Communication pack for Students to include guidance/set expectations</p>	Low	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.	SLT, Site Co-ordinator.	Ongoing	-

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Spread of Coronavirus in High Traffic areas where significant numbers of students or staff or visitors occur: Corridor / transit areas	Staff, Students, Public within building by failure to maintain social distancing	<p>Implement “keep left” or “one way” systems in corridors– using directional arrows on floors and signage.</p> <p>Marked 2m intervals on floors to enforce/remind need for social distancing.</p> <p>Brief staff and students on directional corridors and “keep left” convention to use if passing in corridors/on stairwells.</p> <p>Site duty managers and designated staff to ensure/support SD compliance during busy periods.</p> <p>Deploy additional hold open devices on corridor fire doors where compliant with regulations / fire safety.</p> <p>Noticeboards: Staff/Students instructed not to touch notice boards and to wash hands after any updating or change of notice boards.</p>	Low	<p>Communication pack for Staff to include guidance/set expectations</p> <p>Communication pack for Students to include guidance/set expectations</p> <p>Communicate to staff and students’ conventions on SD (i.e. use interval markings to maintain distance)</p>	Low	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.	SLT, Site Co-ordinator.	Ongoing	-

<p>Avoidable infection by coronavirus in IT suites/IT based in classrooms</p>	<p>All staff and students on site by insufficient cleaning regime / social distancing</p>	<p>All seating setup in rows ensuring all seats facing in same direction or towards a wall. Where this is not possible, setup back to back with sufficient space between allowing for individuals to move seating back and forth as required. Move / remove any seating or IT equipment that is setup at a 90-degree angle to another seat / IT equipment. Any IT equipment setup forcing the users to work face to face to be separated by a partition/screen between the two.</p> <p>Demarcate social distancing (SD) zone between teacher and student, creating visual aid to ensure social distancing measures adhered too. Should the need to break SD arise, staff member to don face visor and sanitise hands before and after assisting student (sanitiser to be used, should the need to touch IT equipment be required to assist)</p> <p>Follow enhanced cleaning regime, plus for IT equipment:</p> <ul style="list-style-type: none"> - Designate desk and IT equipment to individual student for each day where possible. (minimise shared use) - Clean/Wipe down keyboards between use by different groups/individuals. E.g. between use, at the end of each session and end of final session. - Provide teaching staff with access to cleaning materials for wiping down surfaces and equipment if needed. <p>Provide room/teaching staff with secure access to PPE and sanitiser:</p> <ul style="list-style-type: none"> - Appropriate Cleaning fluids - Suitable wipes/cleaning materials - Hand sanitiser <p>Open windows to ensure ventilation (weather permitting) Where air-con/mechanical ventilation is in use set the system to draw fresh air (not to recirculate air).</p>	<p>Low</p>	<p>Ensure ongoing access to</p> <ul style="list-style-type: none"> - Appropriate Cleaning fluids and materials - Antibacterial/suitable wipes - Hand sanitiser <p>Record of student seating plan to be held by teacher and used in case a student develops COVID-19 symptoms. Seating records shall be used to identify students close contacts and to assist with NHS track and trace system and Health Protection Team</p>	<p>Low</p>	<p>Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.</p>	<p>SLT, Site Coordinator. Teaching staff, Support Staff, estates Staff</p>	<p>Ongoing</p>	<p>-</p>
<p>Avoidable coronavirus infection within</p>	<p>Staff and students on site by insufficient social distancing</p>	<p>All seating setup in rows ensuring all seats facing in same direction or towards a wall. Where this is not possible, setup back to back with sufficient space between allowing for</p>	<p>Low</p>	<p>Ensure ongoing access to</p> <ul style="list-style-type: none"> - Cleaning fluids 	<p>Low</p>	<p>Ongoing review of situation to assess effectiveness and determine if improved or</p>	<p>SLT, Estates staff, Teaching/ Supervising</p>	<p>Ongoing</p>	<p>-</p>

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generic classroom areas		<p>individuals to move seating back and forth as required. Move / remove any seating that is setup at a 90-degree angle where this results in face to face working. Any seating which cannot be moved and which results in the users to work face to face to be separated by a partition between the two.</p> <p>Demarcate social distancing (SD) zone between teacher and student, creating visual aid to ensure social distancing measures adhered too. Should the need to break SD arise, staff member to don face visor and sanitise hands before and after assisting student (sanitiser to be used should the need to touch shared equipment be required to assist)</p> <p>Designate Desks and equipment to an individual for the day (i.e. Limit or avoid sharing of space/PC equipment unless cleaned between change in users)</p> <p>Follow enhanced cleaning regime plus, enable Clean/Wipe down of shared/student keyboards between teaching sessions & at end of final session. Provide teaching staff with access to cleaning materials for wiping down surfaces and equipment if needed.</p> <p>Provide room/teaching staff with access to Sanitations for hygiene maintenance</p> <p>Open windows to ensure ventilation (weather permitting) or where air-con/mechanical ventilation exists set the system to draw fresh air (not to recirculate air).</p>		<p>- Cloths/Wipes</p> <p>If moving furniture - ensure room layout maintains SD rules (consult with H&S Officer and/or estates)</p> <p>Record of student seating plan to be held by teacher and used in case a student develops COVID-19 symptoms. Seating records shall be used to identify students close contacts and to assist with NHS track and trace system and Health Protection Team</p>		<p>alternative precautions are required.</p> <p>Refer to individual Risk Assessments for specialist areas (science, physics etc.)</p>	staff, Estates staff		

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Avoidable coronavirus infection within specialist teaching areas: e.g. Biology, Chemistry, Physics, Applied Science	Staff and students on site by insufficient social distancing or by sharing of equipment and movement around the room during practical activities.	Staff issued with Face Visors to reduce risk while closing distance. Activity specific risk assessments undertaken and appropriate measures put into place for these areas to mitigate risks to staff and students from sharing of equipment or other curriculum specific activities. Where required, students will be supplied with lab coats for personal use whilst on site and a laundry provision will also be provided on site.	Low	-	Low	-	Curriculum Leaders and Teachers	Ongoing	-
Shared Equipment: MFD Photocopiers.	All staff and students on site by - insufficient social distancing Sharing of equipment/tools	Hand sanitiser stations in proximity of MFDs. Training/guidance for all staff & students to wash or to sanitise hands before and after using the copier equipment. Enhanced cleaning regime for wiping down copier touch screens and surfaces.	Low	Communication pack for Staff to include guidance/set expectations Communication pack for Students to include guidance/set expectations	Low	-	SLT, Estates Staff.	Ongoing	-

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Avoidable coronavirus infection within toilet facilities	Any staff and students on site by insufficient social distancing (SD)	<p>Hold open entrance doors where privacy can be maintained and fire regulations permit.</p> <p>Open windows/enable improved external ventilation where possible.</p> <p>Students and staff to use separate designated toilets.</p> <p>Staff to use one in, one out convention. Staff to use accessible toilets.</p> <p>Key posters/information in each room:</p> <ul style="list-style-type: none"> - Hand washing & Hygiene - Social distancing - Contact number and instructions for additional cleaning if required - COVID symptoms <p>Follow enhanced cleaning regime, plus Increased wipe down of high contact points: e.g. door plates, toilet cubicles handles, doors etc.</p> <p>Recommend Keep toilet lid closed when flushing to reduce splash/ aerosol contamination risk.</p> <p>Replace air Hand dryers with paper towel dispensers. Disable/Take hand dryers out of use.</p> <p>Toilet windows to be opened where privacy allows. Extraction fans to be set to run continuously if possible, to maximise air exchange and renewal where no windows are available.</p>	Low	<p>Instructions to campus users on social distancing convention when using toilet facilities</p> <p>Review and cleaning of extraction systems in toilet areas where needed.</p> <p>Labels will be applied adjacent to WC's to instruct users to close the lids when flushing.</p> <p>Ensure ongoing access to</p> <ul style="list-style-type: none"> - Sanitiser - Wipes/disinfectant spray 	Low	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.	SLT, Site Co-ordinator, Estates & Cleaning Staff	Ongoing	-

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Avoidable coronavirus infection within staff only rooms including offices	All staff	<p>Key posters/information in each room:</p> <ul style="list-style-type: none"> - Hand washing & Hygiene - Social distancing - Maximum Room Seating Occupancy signs on all doors of staff only rooms. - COVID symptoms <p>Follow enhanced cleaning regime.</p> <p>Designate Desks and equipment to an individual for the day (i.e. Limit or avoid sharing of space/PC equipment unless cleaned between change in users) if not possible, surfaces and PC equipment etc. is to be cleaned between users</p> <p>Follow enhanced cleaning regime plus, enable Clean/Wipe down keyboards at end of day.</p> <p>Provide staff with access to cleaning materials for wiping down surfaces and equipment throughout day if needed.</p>	Low	<p>Communication pack for Staff to include guidance/set expectations</p> <p>Staff to only make drinks for themselves</p> <p>Maximum seating room occupancy must be adhered too and alternative room sort if room at seating maximum occupancy</p> <p>Ensure ongoing access (if required) to</p> <ul style="list-style-type: none"> - Sanitiser - Wipes/disinfectant spray - 	Low		All staff	Ongoing	-
Avoidable coronavirus infection within open halls	All staff and students on site by insufficient social distancing	<p>Priory Hall to be utilised as pop up shop and an extra place for students to eat during break times. Seating to avoid "face to face" configurations.</p> <p>Planned activities and social activities to be separately/individually risk assessed. No large group activities to be undertaken.</p> <p>Use hazard tape to demarcate social distancing where required within the hall: e.g. one-way routes to minimise social proximity on entrance/exit.</p> <p>All staff issued with face visors, therefore should the need to break SD, visors to be worn</p> <p>Open windows to ensure ventilation.</p>	Low	Hand sanitiser available at entrance / exit to hall	Low	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.	SLT	Ongoing	-

Transport arrangements	Students or Staff on site by insufficient social distancing	<p>Vulnerable students use taxi or personal transport to access the campus. Staff encouraged to use personal transport.</p> <p>Parents / Carers dropping off/collecting students to be asked to drop off students in car park, to remain in their cars, and not to enter the campus buildings.</p> <p>Establish expectation that Taxi/Public Transport providers controls to maintain social distancing are observed</p> <p>Student discouraged from using public transport & reminded to use a face covering if using public transport.</p> <p>Any users of college transport other than the driver to use a face covering and windows open as much as reasonably possible to allow for good ventilation, hands to be sanitised prior to boarding. Seats directly behind driver not to be used</p> <p>When using Minibuses: Seat/s directly behind staff members not to be used and a do not sit here notice in place</p> <p>When using Minibuses: Staff members to maintain social distance from other adults and students.</p> <p>When using Minibuses staff to ensure good ventilation by use of openable windows.</p> <p>Communicate guidance to staff and students: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>College bus providers to provide COVID Risk Assessments and these are sufficient to ensure social distancing of students and reviewed by CHSO</p>	Medium	<p>Communication and reminders on protocols to staff and students – students encouraged to walk, cycle, or drive where possible. Use of public transport only where no other option is possible and guidance followed as appropriate.</p> <p>No penalties or action to be taken against staff or students due to lateness where caused by observation of social distancing protocols.</p> <p>Monitoring and management of students needing to access London Road by using college bus routes.</p> <p>Group students together ensuring cohorts remain same where possible</p> <p>Organised queueing and boarding of students to fill up from the rear, disembark from the front where possible</p> <p>The use of face coverings where appropriate</p> <p>Enhanced cleaning regime to be followed including fogging</p> <p>COVID cleaning packs placed within each Minibus consisting of spray disinfectant, blue roll and hand sanitiser</p>	Low	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.	SLT, Student Services team	Ongoing	-
Avoidable coronavirus infection within Lifts	Staff/users on site by insufficient social distancing	<p>Lifts for disabled student use only.</p> <p>Lifts use to be minimised by staff.</p>	Low	Lifts to be included in the enhanced cleaning regime	Low	Ongoing review of situation to assess effectiveness and determine if improved or	SLT, Site Co-ordinator, All staff	Ongoing	-

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		No more than 1 individual in lift at one time. (Maximum occupancy of lift restricted to 1). Maximum occupancy signage added to lift doors and lift internal areas. Where Social distancing cannot be maintained (for example if accompanying a student) staff to wear a face visor				alternative precautions are required.			
Building safety and services	Campus users as a result of water held in tanks during lockdown - Legionella	Flushing of tanks and pipes by specialist contractors prior to re-opening of campus. Drinking fountains taken out of service.	Low	Drinking fountains and any other little used outlets to be included in the weekly water flushing regime as part of the campus's legionella risk management arrangements.	Low	-	Site Coordinator, Estates Technician	Complete	-
Fire evacuation	Students/Staff through lack of social distancing	Staff to monitor and remind students of the need to social distance during evacuation and at muster points Any/all one way and keep left systems do not apply in an evacuation procedure	Low	Communication pack for Staff to include guidance/set expectations Communication pack for Students to include guidance/set expectations	Low	-	Site Coordinator, Staff.	Ongoing	-
Fire evacuation – Shared radios	Staff through infection from contamination of sharing of radios	Following fire evacuation, all shared radios to be cleaned before being returned into storage box	Low	Ensure ongoing access to; Disinfectant wipes or alternative suitable cleaning materials for radios.	Low		Site Coordinator, Estates Technician Supervising staff.	Ongoing	

The above assessment is valid as at the latest version date below. This risk assessment will be reviewed and updated in response to new information or as the environment or control measures in place change.

Version (dd.mm.yy)	Prepared/Updated by	Approved by	Amendment notes (optional)
28.08.2020	Paul Partridge/ Brett Davies-Wareing	Paul Partridge	Version 1.0 for Start of September Term 2020
27.08.2020	Christopher Fox (SurVerify)	Paul Partridge	Various enhancements including acknowledgement of updated government guidance.