SHREWSBURY COLLEGE
SHREWSBURY COLLEGES GROUP
SHREWSBURY SIXTH FORM COLLEGE

Health & Safety	Shrewsbury College Group Risk Assessment Form					
Location: Welsh Bridge Campus		**Activity:** Operation of Campus – Sept 2021		**Date:** July 2021	**Name:**	Brett Davies-Wareing / Paul Partridge

Please use Key below for Risk Ratings.

A - <u>Severity</u>	Risk Rating		B - <u>Likelihood</u>	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

SEVERITY **(A)** **multiplied** by LIKELIHOOD **(B)** gives a Risk Rating between 4 and 100 for each identified risk
- ➢ 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)

Step 1 What are the hazards? *Identify anything that can cause harm.*	Step 2 Who might be harmed and how?	Step 3 What action are you already taking? *Control measures.*	Risk rating	Step 4 What further action is needed? *What else needs to be introduced to eliminate or reduce the risk?*	Risk rating	Step 5 What are the recommendations or further action required?	Step 6 Who will you put the risk assessment into action?		
Spot hazards by: • Walking around your workplace; • Asking your employees what they think; • Contacting the Health and Safety Officer • Visiting the *Your Industry* areas of the HSE website. • Advice line or visiting their website; • Checking manufacturer's instructions; • *Don't forget long-term health hazards.*	Identify groups of people. Remember: • 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. Say how the hazard could cause harm	Detail what is already in place to reduce the likelihood of harm or make any harm less serious.	Low/Medium/High	Detail what additional control measure are to be introduced to reduce the risk to an acceptable level	Low/Medium/High		Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.		
							Action by whom	Action by when	Date

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

Actions for FE colleges and providers during the coronavirus outbreak - GOV.UK (www.gov.uk)

Face coverings in education - GOV.UK (www.gov.uk)

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)

Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)

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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	Provide communications to all staff and students regarding control measures and expectations

Communication pack for Staff to include guidance

Communication pack for Students to include guidance | Low | Ongoing Monitoring of developments | SLT | Ongoing | - |
| Transmission of COVID-19 between individuals | Campus users | Engage with government testing program for all individuals to complete Lateral Flow Tests (LFT's) each week

Provide LFT's to all individuals who wish to engage in program | Low | Provide communications to all staff and students regarding benefits of engaging with LFT's and expectations.

Communication pack for Staff to include guidance

Communication pack for Students to include guidance

Ensure ongoing access to LFT's | Low | | | | |
| | | | | | | | | | |
| 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. | Identify staff unable to attend site to ensure that roles are covered.

Establish staffing rota and plan to ensure:

• 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 from week 28 of term)	Communicate guidance that Clinically vulnerable and Clinically extremely vulnerable people are no longer advised to shield, but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.

Staff or Students with conditions which place them in the Vulnerable groups

Recognition that BAME individuals may be at heightened risk of adverse reaction to infection by COVID-19. | Low | Communication pack for Staff to include guidance

Communication pack for Students to include guidance | Low | | SLT, HR, Marketing & Admissions teams. | Ongoing | - |

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Anxiety/stress through lack of clear guidance or compliance	Campus users through lack of clear guidance leading to non-compliance or stress/anxiety	Communicate plans and expectations to staff and students as part of measures Communicate that wearing a face covering in College is expected in corridors and indoor communal spaces. Wearing a face covering is expected on public and college transport. Those wishing to use a face covering elsewhere in College may do so. Source: Coronavirus Safer Travel | Arriva Bus UK Exemption cards to be issued by ALS staff to students with valid reasons for being unable to wear a face covering Communicate to staff and students that PPE is only needed in a very small number of cases including: • 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 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. 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	Low	Regular communication process in place to all staff members (e-mail daily updates &/or staff web page) Communication pack for Staff to include guidance Communication pack for Students to include guidance Communicate correct donning and doffing of any required PPE Communicate correct Visor cleaning procedure should wearers need to clean.	Low	Ongoing monitoring of developments along with staff and student behaviour on return	SLT, HR, Marketing & Admissions teams. ALRS team	Ongoing	-

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Psychological well being	Staff and students due to prolonged time away during lockdowns / pandemic	Regular communication in place to all staff members via Info-point to provide latest updates www.scg.ac.uk/staff Health and Wellbeing (H&W) services are provided within the college should staff and students require access to this help	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	Prior to start of term	
Infection from disposable face masks/coverings incorrectly disposed	Campus users through lack of clear guidance	Communication pack prepared and sent for Staff and Students to include guidance on COVID-19 safety and hygiene procedures	Low	Communication pack for Staff to include guidance Communication pack for Students to include guidance	Low	Guidance on the emptying and disposal of waste to be given to cleaners	Estates Coordinators, Estates staff, H&S Officer	Prior to start of term	
Lack of training: **Staff and Student training & briefing**	Campus users through lack of clear guidance	Communication pack prepared and sent for Staff to include guidance on COVID-19 safety and hygiene procedures Communication pack for Students to include guidance on COVID-19 safety and personal hygiene procedures: • Face coverings expectations Adherence to hand washing/ hand sanitising guidance on arrival, departure, mealtimes, after toilet use. • Provision of hand sanitiser within campus Managers to contact Team members to ensure staff are aware of guidance and able to ask questions prior to start of term.	Low	Regular communication process in place to all staff members (regular e-mail updates &/or staff web page)	Low		SLT, Department managers.	Ongoing	-

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Avoidable transmission by incorrect Home test result received - lack of knowledge/test completed incorrectly;	Campus users through lack of clear guidance	Students required to complete 2 LFD tests prior to term beginning Enrolling students issued with LFD tests including Instructions for Use with test kit and how to register results with college Returning students issued communication stating requirement Tests on site offered for students unable to undertake at home	Low	Students not registering results to receive follow up communication instructing them to complete Students offered ability to opt out	Low		Staff and Students	Ongoing	
Individuals requiring first aid or personal help (not suspected to be COVID related). **First Aid**	First Aiders / Staff through close contact.	Brief staff to use first aiders and other designated staff to help assess and if necessary, assist individual. Where contact required appropriate PPE to be used •	Low		Low		All Staff, First Aiders	Ongoing	-

| Individuals exhibiting symptoms of coronavirus while in College: **First Aid** | Staff, Students, First Aiders. | 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

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. If contact with the individual is necessary, then gloves, an apron, face visor and face mask should be worn by the supervising adult.

Specific individual risk assessments undertaken for those who have a self-declared health condition which significantly increases their risk profile.

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.

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

Until cleaned first aid/isolation room and room where individual has spent significant time to be vacated & isolated.

Identify/Designate spare classroom or space to be available to allow relocation of staff / students from any suspected contaminated room/area until cleaned. | Medium | Provide guidance and Train all first Aiders on how to deal with symptomatic individuals – ensure First Aiders know where to obtain PPE.
- Sanitiser
- Gloves,
- Aprons
- Facemasks
- Visors

Train First aiders on how to don and doff PPE.

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.

Update all staff on procedure for dealing with symptomatic individuals including NHS Track and Trace system and referral procedure to Public Health England

Provide guidance and training for estates and cleaning staff. Ensure and maintain stocks of PPE for First Aiders and Cleaning/Estates staff as required:
- Visor
- Apron
- Facemask
- Gloves
- Sanitiser

Communication pack for Staff to include guidance/set expectations

Communication pack for Students to include guidance/set expectations | Low | Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required. | All Staff. First Aiders. | Ongoing | - |

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Contamination from Sick individual displaying symptoms of COVID prior to departure from site	Staff, Students, First Aiders.	Isolate individual in a separate room until able to depart safely. Maintain social distance of 2 metres or observe from outside room Default isolation room: P109 (Room next to reception) 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.	Low	Do Not enter signage provided in room for use if / when required. Request estates to complete clean as soon as room is vacated	Low	-	All Staff. First Aiders.	Ongoing	-

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Lack of, or failure to maintain infection control measures on site: **Enhanced cleaning**	All staff and students on site by lack of infection control	Ensure normal cleaning rota fully staffed for all areas occupied. Monitor cleaning and ensure any areas not covered are prioritised at the start of each day. 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 Additional during day cleaning rota added to ensure regular cleaning of doors, handles, MFDs including touchscreens and shared equipment and other areas as required. Cleaning provision: - Selection of suitable anti-microbial cleaner [Zoono] including preparation of a COSHH assessment; train staff in its use; implement monitoring of the product use and any risk of allergic or other adverse reactions by staff or students. - Long lasting anti-microbial cleaner to be applied to all furniture and touchpoints before term start and repeat application undertaken within manufacturer recommended reapplication frequency. - Early Am clean - Midday clean (approx. 2 additional cleaning staff) to target door handles, handrails, door plates, MFDs, toilets - Ongoing routine cleaning and reactive cleaning throughout the day (Existing caretaking and day cleaner plus 1 additional staff)	Low	Ongoing monitoring and response to staff/ student requests for additional cleaning. Ensure hand sanitisers, disinfectant spray and paper towels are replenished frequently	Low	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required. Estates dept to monitor daily	SLT, Estates Site Co-ordinator.	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	Windows in rooms in use to be opened to ensure air flow and removal of stagnant air. Toilet windows to be opened where privacy allows. Extraction fans to be running to maximise air exchange and renewal where no windows are available. Air-conditioning systems and air circulation systems to be set to draw in fresh air and to minimise any recirculation of air. 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. 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. Review and ensure servicing schedules maintained on all air circulation systems including change of filters where scheduled.	Low	Identify any rooms where ventilation is poor. Once identified take appropriate steps to improve ventilation to adequate levels.	Low		Site Coordinator, Estates staff	Ongoing	

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Spread of Coronavirus due to increased risk from surface contamination	Campus users from surface contamination	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 Regular cleansing of all equipment more often (keyboards, work surfaces, desks, tools etc) Hand sanitiser dispensers installed in all buildings near entrances, MFD printers and high traffic areas to assist with hand hygiene. 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.		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. Access to cleaning provisions (Sani-Stations) for additional cleaning where required 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.			Site Coordinator, Estates staff	Ongoing	

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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 • Physical screens to limit airflow between students/adults and between adults. Reception staff and/or other staff to wear face coverings if required unless exempt. • Use card or contactless payment rather than 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. • Visitors' procedures include COVID declaration and sign in.	Low	Training and orientation guidance for reception team. Ensure ongoing access to - 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., Site Co-ordinator	Ongoing	-
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:	• Signage to ensure/encourage keep left in corridor areas • Physical screens to limit airflow between students/adults and between adults. Student Service staff and/or other staff to wear face visors if they wish in addition to wearing a face covering unless exempt from wearing a face covering. • Use card or contactless payment rather than 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. • Where soft furnishing elements remain incorporate disinfectant spray of fabric coverings into cleaning regime.	Low	Training and guidance for Student Services team. Ensure ongoing access to - 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	

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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.	Booking in procedure to allocate/record workstation/desk use to a specific student. Open windows to ensure ventilation Circulation management: Signs to ensure keep left convention - 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.	Low	Training and guidance for LRC team. Ensure ongoing access to - 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	-
Spread of Coronavirus in High Traffic areas where significant numbers of students or staff or visitors occur: **Bridges Cafe**	Café outlet staff, caretaking staff, customers and staff and students/users of associated seating areas from surface contamination / lack of social distancing	Café areas shall apply the following control measures: • Ensure ventilation by holding open doors to outside (weather permitting). • Serving staff to use face coverings as required to minimise risk of infection from colleagues/customer interactions. • Use card or contactless payment to pay for goods • 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. • Increased cleaning regime to ensure tables and surfaces are cleared and disinfected regularly • Encourage use of outside seating/areas.	Medium	Training and guidance for LRC team. Ensure ongoing access to - Sanitiser - Wipes/cleaning fluids - Gloves - Radio Staff to wear gloves/ sanitise hands before refilling water bottles	Medium	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required. Modify drinking fountains to remove / disable tap to mouth option and then reinstate for water bottle refill only with appropriate signage.	SLT, Site Co-ordinator, Commercial manager, Catering staff, All students and Staff	Ongoing	-

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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 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.	Low	Work with supply chain to ensure that contractors are adopting good practices to prevent the spread of COVID-19	Low		Site Coordinator, H&S Officer	Ongoing	-
Spread of Coronavirus from **Visitors**	Campus users from lack of adherence to COVID infection control measures	Use of phone or video conference to be used. All visitors to be pre-arranged where possible. Parents, guardians and other visitors strongly encouraged to take a lateral flow device (LFD) test before entering the setting Sign in arrangements include COVID declaration.	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	Enhance signage to open entrances. Adopt a keep left system for all entrances / exits using directional arrows on floors and signage Signage reminding users to adhere to keep left convention	Low	Communication pack for Staff to include guidance/set expectations Communication pack for Students to include guidance/set expectations	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	Implement "keep left" systems in corridors– using directional arrows on floors or signage. Brief staff and students on "keep left" convention to use if passing in corridors/on stairwells. Deploy additional hold open devices on corridor fire doors where compliant with regulations / fire safety.	Low	Communication pack for Staff to include guidance/set expectations Communication pack for Students to include guidance/set expectations Communicate to staff and students' keep left conventions (i.e. signage)	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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Avoidable infection by coronavirus in **IT suites/IT based in classrooms**	All staff and students on site by insufficient cleaning regime / social distancing	Teaching room layouts may be modified to allow seating arrangements that lead to face-to-face interactions between students (As opposed to ranked forward facing seating layouts). Teachers should exercise their judgement and discretion on when the benefit to teaching and learning means that such changes are desirable and should consult with colleagues to ensure that colleagues who routinely use the room are also content with the layout

Where appropriate demarcate a Social distancing (SD) zone between teacher and students, providing a visual aid for staff and students. Staff to sanitise hands before and after assisting student (sanitiser to be used, should the need to touch IT equipment be required to assist) student may be asked to step away ensuring 2m maintained if preferred.

Follow enhanced cleaning regime, plus for IT equipment:

- Designate desk and IT equipment to individual student for each day where possible. (minimise shared use)
- Provide teaching staff with access to cleaning materials for wiping down surfaces and equipment if needed.

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). | Low | Requests for room layout changes should be made to the Estates teams by Program/Curriculum Leaders

Ensure ongoing access to

- Appropriate Cleaning fluids and materials
- Antibacterial/suitable wipes
- Hand sanitiser | Low | Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required. | SLT, Site Co-ordinator. Teaching staff, Support Staff, estates Staff | Ongoing | - |

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Avoidable coronavirus infection within **generic classroom** areas	Staff and students on site by insufficient social distancing	Teaching room layouts may be modified to allow seating arrangements that lead to face-to-face interactions between students (As opposed to ranked forward facing seating layouts). Teachers should exercise their judgement and discretion on when the benefit to teaching and learning means that such changes are desirable and should consult with colleagues to ensure that colleagues who routinely use the room are also content with the layout

Where appropriate demarcate a Social distancing (SD) zone between teacher and students, providing a visual aid for staff and students. Staff to sanitise hands before and after assisting student (sanitiser to be used, should the need to touch IT equipment be required to assist) student may be asked to step away ensuring 2m maintained if preferred.

Follow enhanced cleaning regime

Provide teaching staff with access to cleaning materials for wiping down surfaces and equipment if needed.

Provide room/teaching staff with access to Sani-stations for hygiene maintenance

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). | Low | Ensure ongoing access to

- Cleaning fluids
- Cloths/Wipes

Requests for room layout changes should be made to the Estates teams by Program/Curriculum Leaders | Low | Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.

Refer to individual Risk Assessments for specialist areas (science, physics etc.) | SLT, Estates staff, Teaching/ Supervising staff, Estates staff | Ongoing | - |
| 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. | 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 | - |

Step 1 What are the hazards? *Identify anything that can cause harm.*	Step 2 Who might be harmed and how?	Step 3 What action are you already taking? *Control measures.*	Risk rating	Step 4 What further action is needed? *What else needs to be introduced to eliminate or reduce the risk?*	Risk rating	Step 5 What are the recommendations or further action required?	Step 6 Who will you put the risk assessment into action?		
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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. Signage to remind 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	-
Avoidable coronavirus infection within **toilet facilities**	Any staff and students on site by insufficient social distancing (SD)	Open windows/enable improved external ventilation where possible where privacy can be maintained . Staff should consider use of accessible toilets where appropriate. Key posters/information in each room: - Hand washing & Hygiene - Contact number and instructions for additional cleaning if required - COVID symptoms Follow enhanced cleaning regime, plus Increased wipe down of high contact points: e.g. door plates, toilet cubicles handles, doors etc. Recommend Keep toilet lid closed when flushing to reduce splash/ aerosol contamination risk. Use of paper towel dispensers. Disable/Take hand dryers out of use until guidance indicates safe to use. 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.	Low	Instructions to campus users on social distancing convention when using toilet facilities Review and cleaning of extraction systems in toilet areas where needed. Labels will be applied adjacent to WC's to instruct users to close the lids when flushing. Ensure ongoing access to - 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	-

Step 1 What are the hazards? *Identify anything that can cause harm.*	Step 2 Who might be harmed and how?	Step 3 What action are you already taking? *Control measures.*	Risk rating	Step 4 What further action is needed? *What else needs to be introduced to eliminate or reduce the risk?*	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
Avoidable coronavirus infection within **staff only rooms including offices**	All staff	Key posters/information in each room: - Hand washing & Hygiene - COVID symptoms Follow enhanced cleaning regime. Limit or avoid sharing of space/PC equipment. If required individuals using shared equipment should wipe down surfaces between users Provide staff with access to cleaning materials for wiping down surfaces and equipment throughout day if needed.	Low	Communication pack for Staff to include guidance/set expectations Ensure ongoing access (if required) to - Sanitiser - Wipes/disinfectant spray -	Low		All staff	Ongoing	-

Step 1 What are the hazards? *Identify anything that can cause harm.*	Step 2 Who might be harmed and how?	Step 3 What action are you already taking? *Control measures.*	Risk rating	Step 4 What further action is needed? *What else needs to be introduced to eliminate or reduce the risk?*	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
Transport arrangements	Students or Staff on site by insufficient social distancing	Staff encouraged to use personal transport. Parents / Carers dropping off/collecting students to be asked to drop off students in car park, and not to enter the campus buildings. Establish expectation that Taxi/Public Transport providers controls are observed Student reminded to use a face covering if using public transport. Any users of college transport other than the driver expected to use a face covering and open windows as much as reasonably possible to allow for good ventilation, hands to be sanitised prior to boarding. When using Minibuses: Use of seat/s directly behind staff members may be used at Driver's discretion. When using Minibuses staff to ensure good ventilation by use of openable windows. Communicate guidance to staff and students: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	Medium	Communication and reminders on protocols to staff and students – students encouraged to walk, cycle, or drive where possible. No penalties or action to be taken against staff or students due to lateness where caused by disruption of transport providers protocols. Monitoring and management of students needing to access London Road by using college bus routes. The use of face coverings where appropriate unless exempt Enhanced cleaning regime to be followed including fogging of minibuses COVID cleaning packs placed within each Minibus consisting of spray disinfectant, blue roll and hand sanitiser	Low	Ongoing review of situation to assess effectiveness and determine if improved or alternative precautions are required.	SLT, Student Services team	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)
09.12.2021	Brett Davies-Wareing	Paul Partridge	Version 1.3 inclusion of visitor LFT's prior to attending site
02.09.2021	Brett Davies-Wareing	Paul Partridge	Version 1.2 for return of Staff and students September 6th 2021
16.03.2021	Brett Davies-Wareing	Paul Partridge	Version 1.1 for full return of staff and students March 22nd 2021
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.