

College Risk Assessment

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|---|------|-------------|------|----------------------------------|--------------------------------------|---------------------|
| Assessor | Name | Ian Softley | Role | Head of Estates, Health & Safety | Reference | IS-COVID19 Gen v1.5 |
| Description of Task/Work Area | | | | | Destination | |
| General Operation of the College relating to the Reduction of Risk from COVID19 | | | | | All College Buildings and Operations | |

| Area, Element or Risk | Who might be harmed and how? | Initial Risk Rating | CONTROL MEASURES What are you already doing to control the risk? | What further action is necessary to reduce the risk? | Action by whom? | Residual Risk Rating | Action by when? | Date Action Completed? |
|---|------------------------------|---------------------|--|---|--|----------------------|-----------------|------------------------|
| College Policies, Procedures and Guidance | - | N/A | Specific College guidance document has been issued for the management of risk from COVID19 | Guidance issued to staff | Exec Team | N/A | 01/06/2020 | Updated 26/02/2021 |
| | | | Review of College H&S and Safeguarding Policies and supporting procedures to ensure they address the current COVID19 Pandemic. | Review of College H&S Policy | Head of Estates, H&S/Exec Team | | 01/06/2020 | Updated 01/11/2020 |
| | | | Review of the College Emergency Management and Disaster Recovery Plan to implement improvement actions identified from the COVID19 Pandemic. | Revised guidance for Home Working and Lone Working | Head of Estates, H&S | | 05/06/2020 | 26/02/2021 |
| | | | Guidance is supplied to staff for Teaching and Learning including operational practice dealing with COVID19 restrictions. | Revised guidance for Off-Site Visits including Meetings and Assessment Reviews. | Head of Estates, H&S | | 03/06/2020 | Reviewed 26/02/2021 |
| | | | College to display confirmation of adherence to Government guidelines and the 5-Point check for Managing COVID19 Safely. | Review of Safeguarding Procedures. | Exec Team / Safeguarding Designated Protection Officer | | 05/06/2020 | 01/06/2020 |
| | | | | Review of the Emergency and Disaster Recovery Plan | Head of Estates, H&S, Exec Team | | 28/05/2020 | Updated 01/11/2020 |

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| | | | | Impact Assessment to be undertaken against College Risk Assessment | Head of HR / Head of Estates, H&S Head of HR / | | 01/06/2020 | Reviewed 26/02/2021 |
| | | | | Training to be provided for staff | Head of Estates, H&S | | 01/09/2020 | 24/08/2020 Reviewed 05/01/2021 |
| | | | | Teaching and Learning guidance to be updated and support provided to staff. | VP-Curriculum | | 08/06/2020 | Reviewed 26/02/2021 |
| | | | | 5-point checklist for Managing COVID19 safely to be displayed in all College receptions. | Exec Team / Head of Estates, H&S | | 12/06/2020 | 12/06/2020 Reviewed 26/02/2021 |
| Buildings and Facilities | Staff, Students, Visitors and Contractors | High | Statutory and standard health and safety and building compliance inspection and checks continue to be undertaken to ensure the College buildings remain compliant. | Ongoing maintenance of building compliance to ensure buildings remain safe for operation | Head of Estates, H&S | | 22/05/2020 | 22/05/2020 Reviewed and remain compliant 26/02/2021 |
| | Staff, Visitors and Contractors | High | Staffrooms and office spaces re-configured to allow office-based staff to work safely. | Assessment of staff room / office capacities undertaken and maximum numbers of work stations denoted. | Head of Estates, H&S, Assistant Principals (AP) | | 01/06/2020 | 08/06/2020 Reviewed 26/02/2021 |

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| | | | | Where 2m distancing may not be possible or in face to face settings, clear screens have been installed to reduce the risk of transmission of virus. | APs / Head of Estates, H&S | | 01/09/2020 | 24/07/2020 |
| | | | | All rooms to be well ventilated | Head of Estates, H&S / HoD's | | 31/07/2020 | 31/07/2020 Reviewed 26/02/2021 |
| Buildings and Facilities (Continued) | Staff, Students, Visitors and Contractors | High | Entrances to be adapted to ensure they prevent bottle necks and maintain social distancing and sanitising | 2m distance markers on floors in receptions and lead up to turnstiles. 2m distance markers on pavements externally leading up to entrances Signage installed to remind all persons to maintain social distancing in communal areas of the College buildings. Perspex screens installed at reception desks. Sanitising stations as persons have passed | Head of Estates, H&S | Med | 05/06/2020 05/06/2020 05/06/2020 05/06/2020 | 10/06/2020 Reviewed 26/02/2021 |

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| | | | | through turnstiles with sanitiser containing at least the required 60% alcohol | | | | |
| | | | | Signage to remind persons to wash hands regularly. | | | 05/06/2020 | |
| | | | | Keep Left signage on all corridors and stairs. | | | 01/09/2020 | |
| Buildings and Facilities (Continued) | Staff and Students | High | Classrooms re-configured to maximise social distancing and safe working practice | Assessment of the classrooms to be made to determine approximate reduced capacities. | Head of Estates, H&S / AP(MIS) | Low | 27/05/2020 | 01/06/2020 Reviewed 10/10/2020 |
| | | | | Classrooms to be re-configured in line with agreed policy and DoE Guidance. | Head of Estates, H&S | | 01/06/2020 | 01/06/2020 Reviewed 10/10/2020 |
| | | | | Classroom Capacities to take into account ALS staff. | Timetabling / Curriculum planning | | 17/08/2020 | 10/06/2020 Reviewed 10/10/2020 |
| | | | | Classrooms to be well ventilated | | | | |

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| Buildings and Facilities (Continued) | Staff, Students, Visitors and Contractors | High | Maintaining Social Distancing through the management of the flow of persons throughout College Buildings | Assessment of all College Buildings to determine appropriate one-way routes and directional flow. | Head of Estates, H&S / APs | Med | 01/06/2020 | 01/06/2020 Reviewed 26/02/2021 |
| | | | | Install signage and demarcation for flow routes. | Head of Estates, H&S | | 01/09/2020 | 01/06/2020 |
| | | | | Signage denoting reduced lift occupancies | Head of Estates, H&S | | 01/09/2020 | 20/08/2020 |
| | | | | Staircases marked to denote 2way flow and keep left instructions. | Head of Estates, H&S | | 01/09/2020 | 20/08/2020 |
| Buildings and Facilities (Continued) | Staff, Students, Visitors and Contractors | High | Maximise the use of external space to reduce potential for transmission and maintain social distancing. | Assess potentials for outdoor space utilisations such as Quadrangles, Courtyards etc. | Head of Estates | Low | 03/06/2020 | 01/06/2020 |
| | | | | Adapt space including inclement weather protection and heating. | Head of Estates, H&S | | 01/09/2020 | 28/08/2020 |

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| Buildings and Facilities (Continued) | Staff, Students, Visitors and Contractors | High | Suitable facilities to maintain sanitising and hand washing | <p>Sanitising stations to be installed across all College sites and all sanitiser contains at least the required 60% alcohol</p> <p>Free standing / mobile sanitising stations to be available for positioning at identified points during events / activities.</p> <p>Signage identifying hand-sanitising stations to be installed.</p> <p>Signage directing towards hand washing facilities / toilets / washrooms etc. to be installed</p> <p>Awareness posters and video screens to be used across College sites encouraging hand washing and sanitising.</p> | Head of Estates, H&S | Low | 01/09/2020 | 10/06/2020 Reviewed 26/02/2021 |
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| Reducing bottlenecks and pinch points | Staff, Students, Visitors and Contractors | High | Maintaining social distancing measures through planning and management of narrow areas or high volume of flow through. | Identifying potential pinch points and restricting use or capacities of some areas. Ensuring all areas are well ventilated. Staggering staff start times and reducing number of staff on site. Staggering student start and finish times. Reducing student numbers on site at any given point by identifying potential remote / online learning opportunities. | Head of Estates, H&S Curriculum Planning / VPs / APs | Med | 05/06/2020 10/07/2020 | 10/06/2020 17/08/2020 Reviewed 26/02/2021 |
| Limiting persons on College premises | Staff, Students, Visitors and Contractors | Med | In line with Government announcement of the full reopening of the College buildings from 8 th March 2021, the College continues to consider home working arrangements wherever possible particularly for functional areas. However, this will not be possible for all roles, particularly academic and student support or staff in roles critical for College operation, safe building and | Managers will give consideration regarding who is needed to be on-site; and measures put in place to limit the numbers of staff to minimise contact this includes: <ul style="list-style-type: none"> Working patterns planned by Managers to minimise the | HoD's and APs | Low | 08/03/2021 | Reviewed 26/02/2021 |

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| | | | facility management, or regulatory compliance, which cannot be performed remotely | <p>number of staff on site within their departments</p> <ul style="list-style-type: none"> Managers planning the use of communal areas such as staff rooms and kitchens on a rota basis to minimise group congregation. | | | | |
| Emergency Procedures | Staff, Students, Visitors and Contractors | High | <p>Evacuation procedures reviewed and confirmed, and signage accurately reflects exit routes. Consideration given to potentially conflicting one-way flow systems.</p> <p>In the event of an emergency, the priority is getting out of the building calmly regardless of social distancing.</p> <p>Fire Marshals trained in revised procedures to ensure familiarity. Consideration given to cover arrangements in the case of reduced numbers of staff.</p> <p>Consideration given to PEEPs (Personal Emergency Evacuation Plan) –</p> | <p>Emergency evacuation plan to reviewed and revised plan and signage issued.</p> <p>Instructions and training to be given to Fire Marshals and revised cover plan issued.</p> <p>Existing PEEP's to be reviewed and new to</p> | <p>Head of Estates, H&S</p> <p>Head of Estates, H&S</p> <p>HoD / ALS Staff</p> | Med | <p>01/06/2020</p> <p>01/09/2020</p> <p>01/09/2020</p> | <p>01/06/2020 Reviewed 05/01/2021</p> <p>12/06/2020 Reviewed 26/02/2021</p> <p>Reviewed 15/09/2020</p> |

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| | | | Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. | consider revised guidance. | | | | |
| First Aid Provision | Staff, Students, Visitors and Contractors | | Review of First Aid provision and consideration given to cover arrangements in the case of reduced numbers of staff. | First Aid Assessment to be reviewed. | Head of Estates, H&S | | | |
| | First Aiders / Injured Person | | Guidance provided to College Appointed First Aiders in procedures to reduce the risk of the transmission whilst administering First Aid. | Guidance to be issued to all appointed First Aiders | Head of Estates, H&S | | | |
| | First Aiders / Injured Person | High | Where appropriate for the injury, first aiders may provide guidance and support for injured parties to self-administer basic first aid for their own minor injuries without the need to be in close proximity | Guidance given to First Aiders | Head of Estates, H&S | Med | 01/09/2020 | 09/06/2020 Additional Training completed 24/08/2020 |
| | First Aiders / Injured Person | | Guidance issued on appropriate resuscitation technique. | Appropriate PPE provided and maintained with First Aid kits to ensure availability in an emergency. | Head of Estates, H&S First Aiders | | | |
| | | | Dynamic assessment of the risk to be made by the First Aider regarding the level of PPE required for administration of First Aid. | Training provided to First Aiders | Head of Estates, H&S | | | |

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| Cleaning and waste disposal | Staff, Students, Visitors and Contractors | High | Enhanced cleaning regime is in place. | Deep clean of College Buildings to be completed prior opening. | Head of Estates, H&S / Bulloughs (Contractor) | Low | 05/06/2020 | 05/06/2020 Reviewed 24/08/2020 |
| | | | | Enhanced cleaning schedule implemented including sanitising frequent touch points. | Head of Estates, H&S / Bulloughs (Contractor) | | 08/06/2020 | 15/06/2020 Reviewed 05/01/2021 |
| | | | Additional sanitising cleaning products provided for areas with shared equipment and or facilities. | Supply of sanitising wipes in all staff rooms, IT Suites / LRC / Workshop etc. where shared workstations or tools are used. | Head of Estates, H&S (Supply) | | 01/09/2020 | 24/07/2020 Reviewed 05/01/2021 |
| | | | | | HoD's to instruct staff in use | | 01/09/2020 | |
| | | | Increased waste disposal collections is in place. Where there is a suspicion that waste is potentially contaminated, it will be double bagged and placed with the biological waste for disposal. | Suitable arrangements have been established with the cleaning contractor and with the waste disposal contractor. | Head of Estates, H&S | | 01/09/2020 | 15/06/2020 |
| | Cleaning provision to be maintained at all COVID Lateral Flow testing stations throughout the duration of all testing operations. | | Sufficient cleaning cover to be maintained during testing operations. | Head of Estates, H&S | | | 11/01/2021 | 08/01/2021 |

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| Vulnerable People | Staff and Students | High | Staff and students will be instructed to notify the College if they are classified as Clinically Vulnerable and Clinically Extremely Vulnerable and to provide details of any guidance they have been given. | HR to review details of all staff who identify in the vulnerable groups and an evaluation will be made to determine if any assistance or adjustments are required to comply with the guidance they have been issued with. | Head of HR / Exec Team / APs | Med | 10/08/2020 | 01/06/2020 Reviewed 26/02/2021 |
| | | | The College will work with those staff and students to ensure they are protected as far as reasonably practicable and in line with Government guidelines. | Students to be requested to inform if they identify in the vulnerable groups and an evaluation will be made to determine if any assistance or adjustments are required to comply with the guidance they have been issued with. | HoS / ALS | | 01/09/2020 | 01/09/2020 Reviewed 26/02/2021 |
| Symptom Monitoring and Testing | Staff, Students, Visitors and Contractors | High | The College will require all staff and students to comply with the Government Test and Trace system. Any person who has symptoms of the virus or falls within the guidance for self-isolation will not be permitted in College | Staff to be provided with guidance for the Track and Trace programme. Staff to be instructed in the awareness of symptoms and the appropriate action to take. | Head of HR / HoD's / HoS's | Med | 01/09/2020 | 08/06/2020 Reviewed 26/02/2021 |

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| | | | <p>premises and will be instructed to self-isolate.</p> <p>Anyone with symptoms must self-isolate and request a Covid-19 test either through the NHS online testing system.</p> <p>Where the person receives a positive test, the College expects them to engage with the Test and Trace process and provide details of their contacts and movements as required.</p> <p>Those who are symptomatic or have someone in their household who has tested positive or are notified through the Test and Trace programme that they may be at risk must follow the guidance for self-isolation. In some instances, the College may invite the member of staff or student to participate in the College on site Lateral Flow Testing scheme.</p> <p>Managers and Course tutors are requested to be alert to individuals who may be presenting symptoms and to act</p> | | | | | |
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| | | | <p>where there is reasonable suspicion.</p> <p>Contractors are instructed to ensure the same procedures for any persons engaged on College Sites.</p> <p>Where the College is notified that any member of staff or student (or other person) has tested positive for COVID19 the College will seek advice and comply with all guidance issued. The College may invite the member of staff of student to participate in the College on site Lateral Flow Testing scheme which may negate the requirement to self-isolate.</p> | <p>Contractors RAMS to be reviewed to ensure compliance.</p> <p>All instructions, guidance and advice to be reviewed and collated into an action plan which must be executed in the shortest time possible to ensure as far as is practicable the safety of staff and students and operation of the College buildings.</p> | <p>Head of Estates, H&S</p> <p>Exec Team / Head of Estates, H&S</p> | | <p>23/03/2020</p> <p>Within 24 hours of notification</p> | <p>20/03/2020 Reviewed 26/02/2021</p> <p>Guidance Reviewed 26/02/2021</p> |
| Staff, Students, Visitors and Contractors | High | <p>The following process will be followed if a person becomes ill displaying symptoms of COVID19 whilst on College premises:</p> <ul style="list-style-type: none"> First Aiders will wear fluid resistant face covering, disposable apron and gloves and a face shield / eye covering. | <p>Training to be provided for First Aiders</p> | Head of Estates, H&S | Med | 10/08/2020 | 01/06/2020 Reviewed 26/02/2021 | |

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| | | | <ul style="list-style-type: none"> The ill person will be provided with and instructed to wear a fluid resistant face covering. If they are able to do safely, they should be instructed to go home and seek medical advice If the person is seriously ill or is incapacitated, call 999, the area will be isolated to reduce the risk of transmission. If the person is awaiting transport and they are able to walk unaided, they should be moved to a designated room and isolated. No other persons will be permitted access other than the attending First Aider. Once the person has left the building, all PPE shall be double bagged and disposed of as biological hazardous waste. The Estates Dept. will organise the disinfection of the room(s). The room shall not be used for any | | | | | |
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| | | | <p>other purpose until cleaning and sanitisation has been completed.</p> <p>In the event of a suspected COVID19 case, the College will follow up to ascertain if the test was positive and take all appropriate action. The College will check with the person to ensure they are complying with the Track and Trace programme.</p> | <p>Follow up to determine if positive for COVID19 and if so confirm that they are complying with the Government Track and Trace Programme.</p> | <p>Head of HR / Head of Estates, H&S</p> | | | |
| <p>COVID19 Testing (Lateral Flow Device)</p> | <p>Staff, Students and designated Contractors</p> | <p>High</p> | <p>In line with Government requirements, the College to establish and implement a Lateral Flow Device testing programme.</p> <p>The primary purpose of the testing programme is to identify asymptomatic COVID19 cases thus reducing the spread of infection.</p> <p>The testing programme is not to be utilised for those who are identified as close contacts of positive cases. All persons identified as close contacts or notified through the NHS Test and Trace system must self-isolate as instructed.</p> | <p>All staff and students attending College Sites or engaged in off-site activities on behalf of the College should be routinely tested (Twice weekly or less regularly if intermittent or reduced attendance).</p> <p>All persons should receive a minimum of 3 tests (3-5 days apart) upon conducted on site upon their return to College, after which, they will be required to conduct the same routine testing at home.</p> | <p>Head of HR / Head of Estates, H&S</p> | <p>Med</p> | <p>11/01/2021</p> | <p>11/01/2021 Reviewed 01/02/2021</p> |

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| | | | 26/02/2021 |

College Risk Assessment

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| Assessor | Name | Ian Softley | Role | Head of Estates, Health & Safety | Reference | IS-COVID19 Gen v1.5 |
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| | | | | <p>The College will retain an on-site testing facility for those persons who have yet to complete the 3 initial tests or for vulnerable learners or staff who may require guidance or assistance.</p> | Head of HR / Head of Estates, H&S | | 04/01/2021 | 05/01/2021 Reviewed 01/02/2021 |
| | | | | <p>An assessment to be made in line with Government guidance to determine the capacity required for the testing stations.</p> | Head of HR / Head of Estates, H&S | | 11/01/2021 | 08/01/2021 Reviewed 26/02/2021 |
| | | | | <p>Testing stations to be established in the School for the Arts (For all Wigan sites) and Leigh College (For Leigh sites).</p> | AP's / Head of HR / Head of Estates, H&S | | 11/01/2021 | 08/01/2021 Reviewed 01/02/2021 |
| | | | | <p>Testing programme implemented in accordance with the Government requirements.</p> | Head of Estates, H&S | | 11/01/2021 | 08/01/2021 Reviewed 26/02/2021 |
| | | | | <p>PPE, cleaning, sanitising and safety procedures to be implemented in</p> | | | | |

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| | | | | accordance with the Government Guidance for the implementation of a lateral flow device testing programme. (Separate detailed risk assessment compiled for the testing programme). | | | | |
| Social Distancing | Staff, Students, Visitors and Contractors | High | <p>Arrangements for social distancing in place including:</p> <ul style="list-style-type: none"> • Demarcation and distance markings. • Signage to raise awareness. • Staggering start and end times for staff and students • Skeleton staff rotas to aid working at home opportunities. • Minimise staff face-to-face contact and promote the use of technology as an alternative means of communication. • Ensure all rooms well ventilated on site | <p>Markings and signage installed across College sites including directional flow and social distancing marking and awareness.</p> <p>Staff rotas and home working schedules to be compiled</p> <p>Online and blended learning for students to be assessed.</p> <p>Staff given guidance in the use of video conferencing</p> <p>All rooms in use well ventilated with guidance</p> | <p>Head of Estates, H&S</p> <p>HoD's</p> <p>Curriculum planning / APs</p> <p>Head of HR/ AP(MIS)</p> <p>Head of Estates/ HoDs</p> | Med | <p>01/09/2020</p> <p>10/07/2020</p> <p>01/09/2020</p> <p>01/09/2020</p> | <p>12/06/2020 Reviewed 26/02/2021</p> <p>10/06/2020 Reviewed 26/02/2021</p> <p>01/09/2020 Reviewed 26/02/2021</p> <p>24/08/2020</p> <p>24/08/2020</p> |

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| | | | <ul style="list-style-type: none"> Use of video/conference calls even if you are in the same buildings. Staggered or limiting the movement students around the College Classroom design to minimise occupancy Courses to include online and blended learning where possible Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Reduced refectory offering and capacities. Encouraging the use outside space. One-way flow / segregated transit across College sites. Reduced lift occupancies. <p>ALL STAFF to challenge student behaviour / not adhering to social distancing and the use of face coverings. Student</p> | <p>on opening windows and doors where possible</p> <p>Refectory provision to be reviewed.</p> <p>Scheduling of class start and finish times to reduce congestions.</p> | <p>Head of Catering / AP</p> <p>Timetabling / Curriculum planning / APs</p> | | <p>10/07/2020</p> <p>01/09/2020</p> | <p>24/08/2020 Reviewed 26/02/2021 01/09/2020 Reviewed 26/02/2021</p> <p>24/08/2020</p> |
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| | | | disciplinary procedures to be used for persistent breaches. Staff to be given training and awareness in social distancing measures and the use of face coverings | Staff to be given training in Social Distancing | Head of HR | | 01/09/2020 | 24/08/2020 Reviewed 26/02/2021 |
| Commuting | Staff and Students | High | Encourage to maintain social distancing when commuting to and from College: <ul style="list-style-type: none"> Avoid public transport if possible. If using public transport, ensure that you wear a face covering in line with Government guidance. Encourage cycling or walking to College where possible. Avoid car sharing. <p>Always wash or sanitise hands upon arrival to College.</p> | Training provided for staff and awareness campaigns to be used. Signage installed reminding of handwashing and sanitising. Student tutorials to maintain awareness. | HR / HoS Head of Estates, H&S HoS | Med | 01/09/2020 01/09/2020 07/09/2020 | 24/08/2020 Reviewed 26/02/2021 08/06/2020 07/09/2020 |

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| Work Related Travel | Staff and Students | High | <p>All work related travel will be minimised. Where it is unavoidable:</p> <ul style="list-style-type: none"> Minimise person-to-person contact during travel and deliveries to other sites. Student restricted transport provided from designated areas minimising the requirements for using public transport for students. If using public transport, ensure that you wear a face covering in line with Government guidance. Avoid car sharing or providing lifts to colleagues. Maintaining consistent pairing where two-person deliveries are required. | <p>Instruction to be given to all staff.</p> | <p>Head of HR/ HoD's</p> | Low | 01/09/2020 | 08/06/2020 Reviewed 05/01/2021 |
| | | | <p>College vehicles cleaned after each use and sanitising cloths used for handles, steering wheels and gear sticks prior to use.</p> | <p>Process to be managed and any issues following use recorded and escalated to relevant HoD</p> | <p>Head of Estates, H&S</p> | | 01/06/2020 | 01/06/2020 Reviewed 10/09/2020 |

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| | | | A process for the use and handover of College vehicles is in place through the Estates Department who will oversee and ensure vehicles are cleaned prior to pick up by the next user. | | | | | |
| Meetings with Visitors and Contractors / Suppliers | Staff, Students, Visitors and Contractors | High | <p>Visitors to College sites should be kept to a essential / critical appointments only:</p> <ul style="list-style-type: none"> • Encourage remote meetings (Video or conference calls). • Where site visits are required, guidance on social distancing and hygiene must be explained to visitors on or before arrival. • Limiting the number of visitors at any one time. • Limiting visitor times to a specific time window i.e. avoiding peak times throughout the day and restricting access to essential visitors only. • Managing essential services and contractor visits to reduce interaction and overlap. | Guidance to be given to staff and process monitored. | Head of HR/ HoD's HoD's to manage process | Low | 05/01/2021 | 01/06/2020 Reviewed 26/02/2021 |

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| Handling goods and deliveries | Staff | High | <p>Measures have been put in place to ensure the safe handling of deliveries including:</p> <ul style="list-style-type: none"> Where necessary, goods to be wiped down with a disposable sanitising cloth before handling or transportation across College. Staff to wash their hands immediately after handling goods. If this is not immediately possible, they should use a hand sanitiser. All sanitiser used by the College conforms to the required 60% alcohol content. Deliveries only permitted where essential and planned with the Estates Team. | Instruction to be communicated to staff | Head of HR/ HoDs / Head of Estates, H&S | Low | 01/09/2020 | 01/06/2020 Reviewed 26/02/2021 |
| Public Facing Workstations such as Receptions / Fab Futures / LRC's / | Staff, Students, Visitors and Contractors | High | Some locations are more likely to result in situations where it may not be possible to maintain social distancing such as receptions or consultations. In these instances additional measures shall be put in place: | Shielding screens installed. Provision and supply of temporary / mobile screens to be managed through the Estates helpdesk | Head of Estates, H&S Head of Estates, H&S | Med | 01/06/2020 01/06/2020 | 12/06/2020 12/06/2020 |

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| Refectory payments. | | | <ul style="list-style-type: none"> Fixed Perspex screens at reception desks. Mobile / temporary screens for consultations at desks. Not sharing pens Avoid sharing tablet devices (Car registrations to be input by receptionists / site supervisors or screen sanitised after each input. Minimising the time for close, face-to-face interactions. Ensuring areas are well ventilated Use of face coverings Encourage cashless | <p>Instruction to be given on sanitising and hygiene at reception and refectories.</p> | HoDs | | 01/09/2020 | 08/06/2020 |
| | | | | <p>Improved cashless payment facility and the removal of minimum spend limits to encourage payment by card or devices.</p> <p>Card payment vending machines to reduce cash handling.</p> | HoD / Finance Director / VP (MIS) | | 01/09/2020 | 24/08/2020 |
| Use of Staffrooms, Offices and Staff Facilities | Staff | High | <p>Staff will work to maintain social distancing wherever possible and adhere to sanitising and hygiene standards at all times.</p> <ul style="list-style-type: none"> Managers will plan the use of communal areas such as staff rooms, refectories and staff | <p>Instruction to be given to staff.</p> <p>Assessment of layout and capacities of staff rooms and offices to be undertaken.</p> | <p>Head of HR/ HoDs</p> <p>HoDs / Line Managers</p> | Low | <p>01/09/2020 Reviewed</p> <p>26/02/2021</p> | <p>08/06/2020 Reviewed</p> <p>26/02/2021</p> |

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| | | | <p>kitchens to minimise the number of people using the facilities at any one time.</p> <ul style="list-style-type: none"> Reducing movement and rotation around buildings. Adhering to the one-way flow through buildings. Providing hand sanitiser with at least 60% alcohol content at key points throughout the College such as receptions, lifts and stairs and refectory areas. Sharing of workstations will be minimised and limited to the smallest number of people possible. Room layouts will be reviewed to allow people to work as far apart from each other as possible. All rooms in use ventilated Staff to work from home where possible, particularly those in functional teams or where site presence is not critical | Staff rotas and staggered working schedules to be managed. | HoD's / Line Managers | | | |
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| | | | <p>(Departmental Duties, Planning and Prep etc.)</p> <ul style="list-style-type: none"> The use of communal areas will be planned with managers and gatherings of staff avoided. Staff to avoid sharing cups, plates, cutlery etc. and must wash their own utensils after use using hot water and detergent. | | | | | |
| Off Site Meetings / Apprenticeships / Employer / Work Placement Provider Visits | Staff, Students, Placement Providers etc. | High | <p>Wherever possible, visits to employers or placement provider's premises should be avoided. Some assessments can be undertaken using video or conference calls.</p> <p>Some assessments can be undertaken using video or conference calls.</p> <p>Where it is essential to visit the off-site premises, the following will be adhered to:</p> <ul style="list-style-type: none"> Social distancing to be adhered to wherever possible. | <p>Training to be provided to all Assessors prior to making site visits.</p> <p>Managers to monitor visits and adherence to procedures</p> | <p>Head of Estates, H&S / HoD</p> <p>HoD / Line Manager</p> | Med | <p>03/06/2020</p> <p>08/06/2020</p> | <p>03/06/2020 Reviewed 26/02/2021</p> <p>08/06/2020 Reviewed 26/02/2021</p> |

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| | | | <ul style="list-style-type: none"> • Contact the placement provider beforehand to ascertain their procedures and PPE requirements. • Minimise the time spent at the premises. • Do not share pens, avoid drinks from reusable cups and do not consume food. • Wash your hands upon arrival and departure. • Use of face coverings when transiting across sites and in areas where close contact may occur • Ensure any meeting rooms are well ventilated • Carry a hand sanitiser and use it regularly. Ensuring the sanitiser contains at least 60% alcohol. <p>Staff must undertake an assessment prior to attending premises.</p> | | | | | |
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| Off-Site Educational Visit | Staff, Students, Public | High | All off-site educational visits shall be subject to review and risk assessed and must be approved by a member of the College Executive Team. | Instruction to be given to all staff | Exec Team | Low | Reviewed 26/02/2021 | Reviewed 26/02/2021 |
| Subcontract Provision | Students, Staff and Subcontract Providers | High | All subcontract providers to ensure the provision meets current Government guidance and have suitable measures in place to reduce the risk of transmission of infection. | College to ensure that all subcontractors provide copies of their action plan and risk assessment and a statement of compliance for their provision. | VP-MIS | Low | Reviewed 26/02/2021 | Reviewed 26/02/2021 |
| Communication | Staff, Student, Visitors and Contractors | High | Guidance document issued for staff and students. Additional leaflets and promotional videos issued to heighten awareness. | Guidance issued and regular updates released. | Head of HR/ HoS / Marketing | Low | 08/06/2020 | 08/06/2020 Reviewed 26/02/2021 |
| | | | Regular updates and awareness campaigns will be provided for staff and students. | Regular campaigns and information sharing to be issued | HoD's | | 01/09/2020 | 08/06/2020 Reviewed 26/02/2021 |
| | | | All visitors will be provided with guidance on the site restrictions and procedures and will be supervised at all times on site. | Reception / Hosts to provide details of site restrictions and procedures. | HoDs | | 01/09/2020 | 08/06/2020 Reviewed 26/02/2021 |
| | | | All contractors will be assessed before commencing work on site to ensure their COVID19 assessments and procedures are compatible and | Assessment to be completed and recorded for each contractor. | Head of Estates, H&S | | 22/05/2020 | 22/05/2020 Reviewed 26/02/2021 |

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| | | | complimentary with the College procedures. | | | | | |
| Personal Protective Equipment | Staff and Student | High | <p>The College maintains adequate stock of the following PPE specific to COVID19 (Over and above standard PPE for task based operations):</p> <ul style="list-style-type: none"> - Fluid resistant face masks / coverings. - Disposable gloves - Fluid resistant disposable aprons - Face shields / eye protection - Hand sanitiser gel containing at least 60% alcohol - Anti-viral / anti-bacterial soaps and detergents. | <p>Sufficient PPE issued to First Aiders</p> <p>Sanitising stations to be kept stocked</p> <p>Stock levels managed to ensure sufficient retained supplies.</p> <p>Specific PPE required for COVID Lateral Flow Device Testing to be provided and maintained at the testing stations in accordance with Government Guidance.</p> | <p>Head of Estates, H&S</p> <p>Head of Estates, H&S</p> | Low | <p>28/05/2020</p> <p>Weekly</p> | <p>28/05/2020 Reviewed 26/02/2021</p> |
| Use of Face Coverings | Staff, Students, visitors and Contractors | High | <p>Government guidance mandates the use of a face covering in certain specified places and encourages the wider use of a face covering in other locations.</p> <p>The College expects all staff and students to wear a face covering in all communal, circulation and</p> | <p>Guidance to be issued to staff and students</p> <p>Staff and students who are exempt from wearing face coverings to be provided lanyards or pin badges clearly identifying exemptions</p> | Head of HR | Low | <p>10/08/2020</p> <p>01/10/2020</p> | <p>10/08/2020</p> <p>21/09/2020 Reviewed 20/11/2020</p> |

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| | | | <p>classroom settings. The use of face coverings in formal office settings is not required unless student facing.</p> <p>All visitors to the College will be asked to wear a face covering.</p> <p>All persons wearing face coverings should make sure that they are familiar with the correct and safe use instructions in Government guidance at GOV.UK.</p> | <p>The use of face coverings to be compulsory for those accessing the COVID LFD testing stations.</p> <p>A face shield must not be used as a replacement for a face covering though may be worn as additional complimentary protection.</p> | | | <p>11/01/2021</p> <p>26/02/2021</p> | <p>11/01/2021 Reviewed 26/02/2021</p> <p>26/02/2021</p> |
| Additional Learning Support | Staff and Students | High | <p>The calculation of classroom occupancy levels to include ALS Staff.</p> | <p>ALS to identify support staff requirements and feed into calculation of class sizes</p> | HoS / ALS | Med | 01/09/2020 | 01/06/2020 Reviewed 26/02/2021 |
| | | | <p>All high needs learners will have a COVID19 specific risk assessment compiled to support the individuals EHCP plan.</p> | <p>Guidance to be given to ALS Staff</p> | ALS HoD | | 01/09/2020 | 24/08/2020 |
| | | | | <p>COVID19 Risk Assessment to be completed prior to student attending College.</p> | ALS Staff / HoD | | 01/09/2020 | 01/09/2020 |

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| The risk level associated with this task/area has been reduced to as low as is reasonably practicable. | | | |
| Risk Assessment Rating | Pre Action – High | Post Action – Medium / Low | Risk Assessment Date |
| | | | 26/02/2021 |

College Risk Assessment

| | | | | | | | |
|---|------|-------------|------|----------------------------------|--------------------------------------|---------------------|--|
| Assessor | Name | Ian Softley | Role | Head of Estates, Health & Safety | Reference | IS-COVID19 Gen v1.5 | |
| Description of Task/Work Area | | | | | Destination | | |
| General Operation of the College relating to the Reduction of Risk from COVID19 | | | | | All College Buildings and Operations | | |

| | | | | | | | | |
|------------------------------------|-----|-----|---|---|--|-----|-----------------|---------|
| Review of assessments and guidance | All | N/A | <p>All risk assessment and guidance shall be reviewed against developing and new information from official sources including:</p> <ul style="list-style-type: none"> - UK Government - Public Health England - Department for Education - Health and Safety Executive - Other relevant organisations | <p>Risk assessments and guidance to be reviewed weekly or more frequent should any relevant changes occur in the interim.</p> | <p>Head of Estates, H&S</p> <p>Exec Team</p> | N/A | At least Weekly | Ongoing |
|------------------------------------|-----|-----|---|---|--|-----|-----------------|---------|

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| The risk level associated with this task/area has been reduced to as low as is reasonably practicable. | | | |
| Risk Assessment Rating | Pre Action – High | Post Action – Medium / Low | Risk Assessment Date 26/02/2021 |