

Risk Assessment (Phase Two – Sept to Dec)

Reopening and Operating the College - Making the College COVID-19 “Secure”

This Risk Assessment sets out the hazards and control measures that the College has identified and uses the principle of what is “reasonably practicable”. It is a risk assessment for phase two of reopening and operating the College from 14th September 2020 in line with government guidance. We have considered the impact on different equality groups in drafting the Risk Assessment.


The overriding factor of fully reopening the College will remain the health and safety of our staff and students. We expect every person entering the College to take responsibility for their own actions, to follow the control measures identified, to understand that the situation is changeable, and we will need to adjust and adapt as circumstances arise. An overview of returning to college is available in video format on our website - <https://www.lcb.ac.uk/returning-to-college/>. This dynamic risk assessment will be adapted as necessary and formally reviewed on a weekly basis.

The Senior Management Team

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Overview

RA Title	Reopening and Operating the College - Making the College COVID-19 "Secure"		
Site	All College Premises, off site working & travelling to and from College	Location	Throughout College buildings & Off site working
Date	17.09.20	Review Date	23.09.20 (Review Weekly) changes highlighted in yellow
RA prepared by:	Karen Rolinson FCIPD, Director of HR	Signed:	
Individuals consulted in the preparation of the RA	Senior Management Team, College Management Team, Governors, Recognised Trade Unions (UCU & Unison), Staff Forum Representatives, Staff, WISE representatives (Tenants at South Bank 1)		
Activity Description <i>What will be taking place and where?</i>	<p>Reopening and operating the College during a pandemic (Making the College "COVID-19" Secure) taking into consideration Government Guidelines:</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term • https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education • https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own • https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe • https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • Working safely during Coronavirus (COVID-19) (published 11th May 2020) • https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020 • https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak • https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do • https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 		

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	<ul style="list-style-type: none"> https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf 																																																																																											
Who May Be Harmed?	Employees, students (including young persons), sub-contractors, visitors, public, household members of staff and students, WISE staff																																																																																											
Risk Evaluation Matrix The calculation of risk in this Matrix follows the format of all other College Health & Safety Risk Assessments.	<table border="1" data-bbox="539 523 1272 1129"> <tr> <td colspan="2"></td> <td colspan="5" style="text-align: center;">LIKELIHOOD</td> </tr> <tr> <td>Certainty</td> <td></td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>Probable</td> <td></td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>Possible</td> <td></td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>Remote</td> <td></td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>Improbable</td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td colspan="2"></td> <td colspan="5" style="text-align: center;">CONSEQUENCES</td> </tr> <tr> <td colspan="2" style="text-align: center;">Action Priorities</td> <td colspan="5"></td> </tr> <tr> <td colspan="2" style="text-align: center;">1-4 Caution</td> <td colspan="5"></td> </tr> <tr> <td colspan="2" style="text-align: center;">5-12 Supervision</td> <td colspan="5"></td> </tr> <tr> <td colspan="2" style="text-align: center;">15-25 Additional controls required</td> <td colspan="5"></td> </tr> <tr> <td colspan="2"></td> <td>Negligible</td> <td>Minor</td> <td>Serious</td> <td>Major</td> <td>Fatality</td> </tr> <tr> <td colspan="2"></td> <td>Scratch or Bruises</td> <td>Laceration or First Aid</td> <td>Medical Treatment</td> <td>Broken Bone In-patient disease</td> <td>Death</td> </tr> </table> <ul style="list-style-type: none"> - For every hazard identified, assess the risk using this 5 x 5 matrix. - Assign a number 1- 5 (using the scale on the left). - The likelihood relates to how likely it is that the hazard will cause an injury. - The consequence relates to how severe the potential injury could be. - The total risk is calculated by multiplying these two figures (the value will be a maximum of 25). - The risk should be assessed before and after the control measures have been implemented. 			LIKELIHOOD					Certainty		5	10	15	20	25	Probable		4	8	12	16	20	Possible		3	6	9	12	15	Remote		2	4	6	8	10	Improbable		1	2	3	4	5			CONSEQUENCES					Action Priorities							1-4 Caution							5-12 Supervision							15-25 Additional controls required									Negligible	Minor	Serious	Major	Fatality			Scratch or Bruises	Laceration or First Aid	Medical Treatment	Broken Bone In-patient disease	Death
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Hazards

The hazards below are generic to reflect the widespread effect of the current pandemic (COVID-19) on the College. The control measures that will be put in place to reduce and mitigate the hazards are described below in Sections 1 to 11.

Hazard	How Could They be Harmed?	Likelihood	Consequence	Total Risk	Control Measures						Likelihood	Consequence	Total Risk
					1.1	1.2	1.3	1.5	1.6	1.7			
HAZARD 1 Spread of COVID-19 through: <ul style="list-style-type: none"> • contact with other people within College • touching surfaces (including door handles, tools, equipment, computer keyboards etc.) • sharing equipment, tools and workspaces (e.g. desks) 	Direct threat to employees, students, security and cleaning contractors, sub-contractors, WISE staff, visitors and the public who may 'catch' COVID-19 whilst at the College. The effect of this could range from persons being asymptomatic to death. Individuals could be infected in the following ways: <ul style="list-style-type: none"> • Virus moves from person to person in droplets from nose or mouth and spread when a person with the virus coughs or exhales. • Virus can survive for up to 72 hours out of the body on surfaces which people have coughed on. • People can pick up the virus by breathing droplets or by touching contaminated surfaces and then touching eyes or mouth. 	5	5	25	1.1	1.2	1.3	1.5	1.6	1.7	2	5	10
					1.8	1.9	1.10	1.11	1.12	1.13			
					1.17	1.18	2.3	2.4	2.6	2.7			
					2.8	2.9	2.10	2.11	2.12	2.13			
					2.14	2.15	2.16	2.17	3.1	3.2			
					3.3	3.4	3.5	3.6	3.7	3.8			
					3.9	3.10	3.11	3.12	3.13	3.14			
					3.15	4.1	4.2	4.3	4.4	4.5			
					4.6	4.7	4.8	4.9	4.10	4.11			
					4.12	4.13	5.1	5.2	5.3	5.4			
					5.5	6.1	6.2	7.1	7.2	7.3			
					7.4	7.5	7.6	7.7	7.8	8.1			
					8.2	8.3	8.4	8.5	9.1	9.2			
					9.3	9.4	9.5	9.6	9.7	9.8			
9.9	1.21												

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Hazard	How Could They be Harmed?	Likelihood	Consequence	Total Risk	Control Measures						Likelihood	Consequence	Total Risk																																																																								
<p>HAZARD 2</p> <p>Some hazards create potentially greater risk of spread of COVID-19 including:</p> <ul style="list-style-type: none"> • Toilet use • First Aid • Workshop demonstrations • One to one working for some staff working with students • Catering Area • Reception Areas 	<p>Direct threat to employees, students, security and cleaning contractors, WISE staff who may 'catch' COVID-19 whilst at College. The effect of this could range from persons being asymptomatic to death. Individuals could be infected as detailed above.</p>	5	5	25	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1.1</td><td>1.2</td><td>1.3</td><td>1.5</td><td>1.6</td><td>1.7</td></tr> <tr><td>1.8</td><td>1.9</td><td>1.10</td><td>1.11</td><td>1.12</td><td>1.13</td></tr> <tr><td>1.17</td><td>1.18</td><td>2.3</td><td>2.4</td><td>2.6</td><td>2.7</td></tr> <tr><td>2.8</td><td>2.12</td><td>2.13</td><td>2.16</td><td>2.17</td><td>3.1</td></tr> <tr><td>3.2</td><td>3.5</td><td>3.6</td><td>3.7</td><td>3.8</td><td>3.9</td></tr> <tr><td>3.12</td><td>4.4</td><td>4.5</td><td>4.6</td><td>4.8</td><td>4.11</td></tr> <tr><td>5.3</td><td>7.1</td><td>7.2</td><td>7.3</td><td>7.4</td><td>7.5</td></tr> <tr><td>7.6</td><td>7.7</td><td>7.8</td><td>8.1</td><td>8.2</td><td>8.3</td></tr> <tr><td>8.4</td><td>8.5</td><td>8.6</td><td>8.7</td><td>8.8</td><td>8.9</td></tr> <tr><td>8.10</td><td>8.11</td><td>8.12</td><td>8.13</td><td>9.1</td><td>9.2</td></tr> <tr><td>9.3</td><td>9.4</td><td>9.5</td><td>9.6</td><td>9.7</td><td>9.8</td></tr> <tr><td>9.9</td><td>1.21</td><td></td><td></td><td></td><td></td></tr> </table>						1.1	1.2	1.3	1.5	1.6	1.7	1.8	1.9	1.10	1.11	1.12	1.13	1.17	1.18	2.3	2.4	2.6	2.7	2.8	2.12	2.13	2.16	2.17	3.1	3.2	3.5	3.6	3.7	3.8	3.9	3.12	4.4	4.5	4.6	4.8	4.11	5.3	7.1	7.2	7.3	7.4	7.5	7.6	7.7	7.8	8.1	8.2	8.3	8.4	8.5	8.6	8.7	8.8	8.9	8.10	8.11	8.12	8.13	9.1	9.2	9.3	9.4	9.5	9.6	9.7	9.8	9.9	1.21					2	5	10
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<p>HAZARD 3</p> <p>Spread of COVID-19 through contact with other people & touching surfaces whilst travelling to and from College on public transport</p>	<p>Direct threat to employees, students, security and cleaning contractors who may 'catch' COVID-19 whilst travelling to and from College. The effect of this could range from persons being asymptomatic to death. Individuals could be infected as detailed above.</p>	5	5	25	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1.1</td><td>1.2</td><td>1.5</td><td>1.7</td><td>1.8</td><td>1.9</td></tr> <tr><td>1.10</td><td>1.13</td><td>2.1</td><td>2.2</td><td>2.7</td><td>2.8</td></tr> <tr><td>1.21</td><td></td><td></td><td></td><td></td><td></td></tr> </table>						1.1	1.2	1.5	1.7	1.8	1.9	1.10	1.13	2.1	2.2	2.7	2.8	1.21						2	5	10																																																						
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Hazard	How Could They be Harmed?	Likelihood	Consequence	Total Risk	Control Measures						Likelihood	Consequence	Total Risk												
<p>HAZARD 4 Spread of COVID-19 to employees who attend onsite assessments at other workplaces</p>	<p>Direct threat to employees who may ‘catch’ COVID-19 whilst attending an onsite assessment at other workplaces. The effect of this could range from persons being asymptomatic to death. Individuals could be infected as detailed in hazard 1 above.</p>	5	5	25	6.1	6.2	1.21				2	5	10												
<p>HAZARD 5 Spread of COVID-19 to individuals who have underlying health conditions. Those that are:</p> <ul style="list-style-type: none"> • ‘Clinically extremely vulnerable’ (high risk) or; • ‘Clinically vulnerable individuals’ (moderate risk) 	<p>Greater direct threat to employees and students, in these categories, who may ‘catch’ COVID-19 if they return to the College. The effect of this could range from persons being asymptomatic to death. Indirect threat to household members who fall into these categories from employees and students returning home after being in College.</p>	5	5	25	1.1	1.2	1.9	1.13	2.3	9.1	9.2	9.3	9.4	9.5	9.6	9.7	9.8	9.9	10.1	10.2	10.3	1.21	2	5	5

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Hazard	How Could They be Harmed?	Likelihood	Consequence	Total Risk	Control Measures						Likelihood	Consequence	Total Risk
HAZARD 6 Spread of COVID-19 to individuals who are: <ul style="list-style-type: none"> • From a BAME background • Male • In an older age group (70+) 	Increased threat to employees and students, in these categories, who may 'catch' COVID-19 whilst at the College. The effect of this could range from persons being asymptomatic to death.	5	5	25	1.1	1.2	1.3	1.5	1.6	1.7	2	5	10
					1.8	1.9	1.10	1.11	1.12	1.13			
					1.16	1.18	2.3	2.4	2.6	2.7			
					2.8	2.9	2.10	2.11	2.12	2.13			
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					3.9	3.10	3.11	3.12	3.13	3.14			
					3.15	4.1	4.2	4.3	4.4	4.5			
					4.6	4.7	4.8	4.9	4.10	4.11			
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					9.3	9.4	9.5	9.6	9.7	9.8			
9.9	11.8	11.9	11.10	1.21									
HAZARD 7 Person(s) with confirmed case of COVID-19 in the College	The range could be from the person being asymptomatic to death.	5	5	25	1.1	1.2	1.3	1.4	1.5	1.7	2	5	10
					1.8	1.9	1.10	1.11	1.13	1.14			
					1.15	1.16	1.18	2.4	2.6	2.8			
					2.13	3.1	3.5	3.6	4.1	4.2			
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Hazard	How Could They be Harmed?	Likelihood	Consequence	Total Risk	Control Measures						Likelihood	Consequence	Total Risk
					1.1	1.2	1.3	1.4	1.6	1.7			
HAZARD 8 Decrease in mental and physical well-being during the pandemic. Increase in anxiety levels regarding ability to return to the College.	Increase in the number of staff and students suffering from short & long term physical & mental ill health conditions and a general worsening of health. Increase in anxiety levels & detrimental impact on staff & student well-being leading to potential increase in suicidal thoughts / self-harm. Parents and carers – predominantly women (more likely to have additional caring responsibilities) less able to attend the College	5	5	25	1.1	1.2	1.3	1.4	1.6	1.7	3	3	9
					1.9	1.10	1.11	1.12	1.13	1.14			
					1.15	1.16	1.17	2.3	2.4	2.5			
					2.6	2.8	2.11	2.12	2.13	3.1			
					3.4	3.5	3.6	3.8	3.12	4.1			
					4.2	4.3	4.4	4.5	4.11	5.1			
					6.1	6.2	7.1	7.2	7.3	7.6			
					7.7	7.9	7.10	7.11	8.3	8.6			
					9.1	9.8	11.1	11.2	11.3	11.4			
					11.5	11.6	11.7	11.8	11.9				

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Section 1 – Communication (Providing and Explaining our full re-opening plan)

Objective – To make sure staff, students, sub-contractors, visitors and the public understand what they need to do to maintain safety

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
1.1	This risk assessment will be shared to all staff and placed on the College website prior to reopening fully in September. It will also be readily available on the College staff and student intranets; College Receptions; and College Learning & Resource Centres.		Director of HR / Marketing & Communications Manager	03.09.20
1.2	This risk assessment will be adapted as necessary and reviewed formally on a weekly basis by the Senior Management Team to ensure it is fit for purpose and effectively protects our staff, students, contractors, visitors, WISE staff, the public, household members of staff and students. Any changes will be communicated through sources identified in 1.1 above.		Director of HR	19.08.20
1.3	One member of the Senior Management Team (SMT) will be available at each site (North Street / South Bank) within the College on a weekly rota basis to quickly resolve any issues and provide any reassurance to staff and students. The name of the SMT members for that week will be publicised in Reception areas.		Senior Management Team / Marketing & Communications Manager	17.06.20
1.4	First aiders and fire wardens will be available in each building as is standard practice.		Senior Management Team	17.06.20
1.5	Information videos will be available for staff and students which must be available for them to watch prior to returning to College. The video will highlight the main actions that the College has taken to protect their safety and reminding them of their responsibilities in relation to maintaining safety. The video will be reinforced by reminders playing on a loop on all college screens.		Marketing & Communications Manager / Director of HR	17.06.20

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Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
1.6	All persons coming into the College must wear a face covering upon entering the College; in all communal areas; toilet areas; in Workshop / Learning Resource Centre / IT areas where social distance of more than 2 metres cannot be maintained; unless they fall under the government exemption category (see Section 9). A warning sign will be on every computer stating that masks must be worn whilst using the computer if social distancing can't be maintained. Additional comfort breaks must take place within class periods where masks are deemed necessary. All persons entering the College will be reminded that they must wear a face covering where necessary and maintain a safe distance from others (of at least 1+ metres) whenever possible. The College will continue to promote 2m distancing within social areas, however the minimum distancing is 1+ metre to ensure consistency across the College estate. A physical measure of 2 metres will be visible throughout College premises to identify what this distance looks like. All physical contact must be avoided (e.g. Handshakes) and no spitting or other anti-social behaviour is permitted on any of the College sites (inside & outside). Such action will be treated as a disciplinary matter which may result in dismissal (for staff) or exclusion (for students).		Senior Management Team / Marketing & Communications Manager	16.09.20
1.7	Signage will be clear and regularly posted throughout all College sites (including on the external surfaces of College buildings) reminding everyone of their responsibility to maintain social distance and good hygiene.	Yes	Marketing & Communications Manager	17.06.20
1.8	Email footers will promote links to the College's website and our actions to maintain safety during the pandemic. Email footers will also promote social distancing and good hygiene and mental well-being.		Marketing & Communications Manager	17.06.20
1.9	Regular weekly emails will be sent to all staff by the Principal reminding staff of their responsibilities.		Principal	17.06.20
1.10	Lecturers will be provided with a standard message and they must remind students at the start and end of each session of their responsibility to maintain safety whilst at College. This is available for staff on the College Intranet under COVID Resources.		All Lecturers (standard message provided by	03.09.20

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Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
			Marketing & Communications Manager)	
1.11	Employees and students will be regularly reminded that failure to reasonably maintain appropriate social distancing (of at least 1+ metres) and / or maintain reasonable behaviour whilst at College in relation to any control measure may result in this being deemed gross misconduct and disciplinary action being taken.		Director of HR/ Vice Principal - Teaching, Learning & Quality	17.06.20
1.12	All staff will be regularly reminded that they need to ensure that control measures around social distancing and behaviour are monitored and maintained. Staff are expected to remind students and colleagues when they see social distancing not being adhered to. Any major issues will be immediately reported to the designated member of Senior Management on site for necessary action to be taken.		Senior Management Team	17.06.20
1.13	Frequent consultation will take place with our recognised trade unions (UCU & Unison) and liaison with our Staff Forum Representatives regarding any changes to our plan and this risk assessment		Director of HR	17.06.20
1.14	Staff and students will be regularly reminded that if they have symptoms of COVID-19, they should immediately phone 0113 222 6073 or contact the College Reception Area to inform the College of their situation. Notices will be placed around College highlighting the need to make contact if they are experiencing COVID-19 symptoms. Staff and students with symptoms or if they have tested positive for COVID-19, must self-isolate for 10 days before returning to College.		Marketing & Communications Manager	17.06.20
1.15	If a member of staff or a student becomes unwell whilst in College with Coronavirus symptoms, the 'Emergency Action Plan – Dealing with suspected / confirmed CoVID-19' will be followed by responsible staff: EAP Notification of Covid-19 Cleaning of any potential infected areas will take place in accordance with the Government Guidance:		Senior Management Team / Estates Manager / Marketing & Communications	16.09.20

Risk Assessment (Phase Two – Sept to Dec)

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings (See Section 7).		Manager / HR Team/ Reception Staff	
1.16	<p>The College will proactively support the Government’s ‘Test, Track & Trace’ Strategy to ensure that the College remains safe to be open. Staff and students must comply with the ‘Test, Track & Trace’ Strategy and / or any requests by the College to take a test or self-isolate and keep the College informed of any outcomes in a timely manner. Failure to comply with ‘Test, Track & Trace’ will be considered a disciplinary offence. Security and Cleaning Personnel must also comply with the ‘Test, Track & Trace’ requirements.</p>		Senior Management Team	09.09.20
1.17	<p>If any member of staff goes abroad (for example on holiday) and government guidance is that they must self-isolate for 14 days upon their return, they must ensure before they go abroad on holiday that they discuss this with their line manager and agree that they are able to work from home for this period of self-isolation. However, if they are required to work in the College then this must be discussed with a member of the Senior Management Team prior to taking the annual leave and going abroad. Options to be considered include rescheduling the trip abroad, taking additional leave for the 14 day period, taking time off without pay.</p> <p>Staff may not know before they go on holiday abroad that quarantine arrangements may apply upon their return to the UK as the Government are now implementing quarantine arrangements very quickly, whilst people are already on holiday. Therefore, it may not be possible to discuss this fully with a line manager prior to going on holiday. If staff are abroad and become aware that they will need to quarantine they need to contact their line manager as soon as reasonably practicable to let them know that they will need to self-isolate for 14 days upon their return. If they are unable to work from home, options will include taking additional leave for the self-isolation period, taking time off without pay or making the time up over a longer period of time when they are allowed to return to work.</p>		Senior Management Team	18.08.20

Risk Assessment (Phase Two – Sept to Dec)

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
1.18	If a 'local lockdown' is declared in an area the College will follow Government & Local Authority guidance and the Senior Management Team will take all reasonable measures to manage the effects of the lockdown		Senior Management Team	12.08.20
1.19	All WISE staff (our tenants at South Bank 1) will agree to comply with arrangements within this risk assessment.		Director of HR	03.09.20
1.20	Any household accommodation providers offering overnight accommodation must confirm that they are COVID-19 Secure and will follow the College Risk Assessment for 'Student & Accommodation' before any student is safely placed with them. Other overnight accommodation providers must provide a copy of their COVID-19 Secure Risk Assessment to the College prior to a student being placed in the accommodation.		Project Manager(s)	26.08.20
1.21	All staff will undertake online awareness training as deemed appropriate by the College. Currently this is Smartlog 'COVID-19 (Educational Settings)'.		Director of HR	16.09.20

Risk Assessment (Phase Two – Sept to Dec)

Section 2 – Travelling to and from College / Entering & Leaving the College / Creating Distinct Groups of Staff & Students

Objectives – To reduce any risk whilst travelling to and from the College. To maintain social distancing wherever possible, on arrival and departure. To create distinct groups and reduce the number of contacts each person has whilst at College.

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
2.1	Staff and students should use their own vehicle, cycle or walk to College instead of travelling on public transport. Staff and students should not share a vehicle to the College with someone who is not a member of their household. All persons must maintain social distancing whilst moving through College car parking areas.		Senior Management Team	17.06.20
2.2	Staff and students should not use public transport if possible. However, for those who can only use public transport to travel to and from College, they must conform with all travel / safety requirements in relation to public transport. The college will remind students and staff that it is the law that they must wear a face covering when travelling in England on a public bus, coach, train, tram, or other forms of public transport, as per the safer travel guidance for passengers.		Senior Management Team/ Marketing & Communications Manager	17.06.20
2.3	<p>Working from home will be promoted to all staff where it is possible to do so and maintain the business needs of the College.</p> <p>Managers can utilise a rota system to allow all staff to come into the college and to work from home if it can continue to meet business needs by doing so. Managers should discuss their approach with SMT prior to students returning to College.</p> <p>Teaching and support staff will be required to be in college for their timetabled sessions unless they are delivering online teaching sessions. Teaching staff can stagger their start and finish times</p>		Senior Management Team	03.09.20

Risk Assessment (Phase Two – Sept to Dec)

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
	to reduce the time spent in the building, completing their work at home where possible. Managers will need to agree this with staff to ensure that the needs of the curriculum area and its students are being met.			
2.4	<p>Each college building will be identified as a distinct group. This means that students and staff should restrict their movements to one building. Start and finish times will be staggered. This reduces student flow into the buildings at crunch points. Curriculum Managers should adjust timetables to reflect the start and finish times.</p> <p>Breaks and lunchtimes also need to be staggered to reduce queues and groups forming. Students will be encouraged to bring in their own food wherever possible and to eat outdoors weather permitting.</p>		College Management Team	03.09.20
2.5	IT support will be provided to staff to facilitate home working. Staff have access to guidance on Safer Working Practice whilst working at home and also regular DSE user training.		IT Manager/ Vice Principal - Finance & Resources	17.06.20
2.6	Students will be organised into classes as per their timetable. There is no requirement to reduce class sizes. Groups should ideally remain with the same teacher for the day, however it is recognised that this is not possible to do all the time, while delivering a broad and balanced curriculum. Teachers who deliver across the College, for example Maths and English, will need to maintain a distance of 2 metres from students in their class or wear face coverings. Timetable changes must be kept to a minimum and staff should be consistent in which groups they teach, to reduce the potential spread of the virus.		Curriculum Managers/ Assistant Faculty Managers	03.09.20

Risk Assessment (Phase Two – Sept to Dec)

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
2.7	All students will return to College in the Autumn term. If flexibility is needed, first year students (of all types) should be prioritised to access the college, to smooth their transition. Returning students can continue to be supported both online and by coming into college with a blended learning approach. Curriculum Managers must ensure that all students who do not have IT access at home are able to come into the college to receive the appropriate teaching and learning.		Vice Principal - Teaching, Learning & Quality / Faculty Directors	14.09.20
2.8	Staggered arrival and departure times will be in place to reduce crowding into and out of College buildings.		Vice Principal - Teaching, Learning & Quality / Faculty Directors	03.09.20
2.9	College vehicles to be allocated to one member of staff. The College minibus can be used to transport one class group of students at a time. Mixed classes must not use the minibus. Once a group has finished with the minibus, it should be thoroughly cleaned, prior to the next use. Vehicles should be thoroughly cleaned if, in an emergency, another member of staff needs to use the vehicle.	Yes	Estates Manager	03.09.20
2.10	The Barrier entry system into College buildings will be open in September but this will be kept under constant review. Security Personnel will monitor entrances of each site-ensuring social distance at all times. Staff & students must show ID badges to Security / staff at a distance if required. Students not presenting an ID Card will remain in designated areas and wait to be confirmed by their lecturer before they are allowed further into the College. This may include waiting outside of College. At North Street Campus designated areas will include the Lecture Theatre and Learning Resource Centre. When allocated an ID badge students and staff are expected to wear ID badges at all times. Not wearing an ID badge may result in access to the College being denied.	Yes	Senior Management Team / Estates Manager	03.09.20

Risk Assessment (Phase Two – Sept to Dec)

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
2.11	A designated exit door will be identified for each College building.		Estates Manager	17.06.20
2.12	Hand sanitisers will be available at all entry and exit points. Additional hand wash facilities will be installed where possible to reduce the need to access toilet facilities for hand washing.	Yes	Estates Manager	17.06.20
2.13	Estates staff, Security Personnel, IT Staff do not have to wear gloves, however it is imperative that they wash their hands regularly or use hand sanitiser.		Estates Manager/ IT Manager	13.07.20
2.14	Staff will be informed that they must not direct any personal deliveries to the College in order to restrict deliveries to College essential deliveries only.		Marketing & Communications Manager	17.06.20
2.15	There will be no access to Smoking shelters and tape & signage will be in place to make this clear.	Yes	Estates Manager	17.06.20
2.16	In the event of an emergency (i.e. fire alarm) then social distancing (i.e. 1+ metres apart) may not be able to be maintained if it would be unsafe to do so. Anyone who provides assistance to others in the event of an emergency should ensure that they wash their hands immediately afterwards.		All staff	17.06.20
2.17	All first aiders must wear appropriate PPE prior to administering first aid (face mask, gloves, plastic apron) which will be available with each first aid kit. All first aiders who will be on site will be provided with guidance in relation to administering first aid during the COVID-19 outbreak.		Health, Safety & Environment Adviser	17.06.20

Risk Assessment (Phase Two – Sept to Dec)

Section 3 – Moving around College (Communal Spaces)

Objective – To maintain social distancing wherever possible while people travel through the College

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
3.1	Staff & students to limit their movement within the College to only essential movement (e.g. entering & leaving the building, using toilet facilities, lunch arrangements).		Senior Management Team	17.06.20
3.2	The College building will be fully opened. Students using communal areas such as the Library or Learning Resource Centres (LRC) must use the hand sanitiser on entry and exit. A face covering must be worn in the Library or LRC if social distancing cannot be maintained unless the person is exempt from wearing face covering.		Estates Manager / Library & LRC Staff	03.09.20
3.3	Lift use restricted (to persons with a disability those moving equipment) and hand sanitisers placed by lifts.	Yes	Estates Manager	17.06.20
3.4	<p>A one-way flow of people through College buildings with appropriate physical floor and wall signage will be in place as follows:</p> <p>North Street Campus</p> <ul style="list-style-type: none"> • IN & OUT through main Reception • OUT through Byron Street • C & E Floor clockwise only direction (Refectory doors to remain open during opening hours and will allow both access and exit to ease the flow of people around College) • D Floor access to staff & limited access to students • A Floor Workshops – direction of flow arrows will be in place • Stairs accessed from Reception – Left Hand staircase UP only. Right hand staircase DOWN only • Stairs to rear of building (near C12) UP only 	Yes	Estates Manager/ Marketing & Communications Manager	09.09.20

Risk Assessment (Phase Two – Sept to Dec)

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
	<ul style="list-style-type: none"> Stairs closest to Byron Street exit DOWN only <p>South Bank 1 Building</p> <ul style="list-style-type: none"> IN through main Reception OUT through out of hours door and sliding refectory door by vending machines (signage will be in place to designate the appropriate exit) UP and DOWN main staircase (with signage in place to designate passing areas) Clockwise around classroom corridors with opening up of Learning Resource Centre Workshop corridors – direction of flow will change depending upon which classes will be on site <p>South Bank 2 Building</p> <ul style="list-style-type: none"> IN through main doors OUT by fire door near entrance UP central staircase DOWN both fire escape routes <p>All students should be made aware of the correct way to get in and out of the building as part of their induction.</p>			
3.5	Social distancing measures in corridors and communal areas through physical floor and wall signage and regular monitoring will be in place. Notices will be in place regarding the necessity to wear a face covering in corridors and communal spaces. Where possible (and still in compliance with fire regulations) internal doors MUST remain open to help with ventilation and to limit touching of door handles.	Yes	Estates Manager/ Marketing & Communications Manager	16.09.20
3.6	All communal areas should be as well ventilated as possible and windows MUST remain open , if practicable, whilst the College is open.		Estates Manager	16.09.20

Risk Assessment (Phase Two – Sept to Dec)

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
	<p>The College will follow Government Guidance in relation to the use of air conditioning within College. At the present time, the following will apply:</p> <ul style="list-style-type: none"> • Air conditioning units at North Street Campus must remain OFF • Air conditioning units at Southbank 1 Campus may be switched ON • Air conditioning units at Southbank 2 Campus may be switched ON <p>This will be kept under constant review.</p>			
3.7	<p>Students and staff will be advised that bringing their own food and drink is preferred and they will be encouraged to eat outside of the College weather permitting.</p>		<p>Vice Principal - Finance & Resources / Marketing & Comms. Manager</p>	03.09.20
3.8	<p>Catering facilities will be available. Students and staff must maintain social distancing in these areas. Regular cleaning of tables must be completed during the busiest periods of operation. Staff and students are encouraged to eat outdoors weather permitting. Staff are encouraged to bring their own food to reduce the volume of people within canteen areas. At North Street Campus the Staff Common Room will be used as a student space for consuming food and drink. Classrooms may be used for eating and drinking by the same group that used the class immediately before the lunch period. Other students who are not usually in the group must not join the group in the classroom. Students must maintain good behaviour whilst eating lunch and ensure that they correctly dispose of any rubbish using College rubbish bins. All desks and students must remain facing forwards whilst eating in classrooms. Workshops, IT classrooms and Learning Resource Centres must not be used for eating and drinking and students who are based in these areas</p>		<p>Catering Manager / Curriculum staff</p>	09.09.20

Risk Assessment (Phase Two – Sept to Dec)

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
	immediately before lunch period must use the communal eating areas (Refectory/ break out areas/ outside/ Staff Common Room etc).			
3.9	Vending machines will be in operation. Antiviral wipes and hand sanitisers will be placed by vending machines for staff and students to use.		Estates Manager	17.06.20
3.10	Antiviral wipes will be available next to water fountains to ensure they can be cleaned by staff and students between use. Staff & students must provide & use their own drinking cups.	Yes	Estates Manager	17.06.20
3.11	Outside seating areas will be in use with 1+ metre social distancing measures in place		Estates Manager	03.09.20
3.12	Safety screens will be placed in designated areas around the College where social distancing is not always possible for example Reception areas, and in Admin /staff rooms where desks cannot be moved.	Yes	Estates Manager	03.09.20
3.13	Physical floor and wall signage will be displayed near locker areas stating social distancing must be maintained. Hand sanitisers and anti-viral wipes will be available near lockers.	Yes	Estates Manager / Marketing & Comms. Manager	03.09.20
3.14	Where exit push buttons already exist on some doors these will be replaced with sensors to restrict touching.	Yes	Estates Manager	17.06.20
3.15	Indoor recreational areas will not be in use and equipment (e.g. bat, pool cues will be removed)		Estates Manager	17.06.20

Risk Assessment (Phase Two – Sept to Dec)

Section 4 – Offices, Classrooms, Workshops

Objective – To maintain social distancing between individuals when they are in their offices, classrooms and workshops

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
4.1	Offices / Staff rooms – desks, chairs, computer to be allocated to one member of staff. Where this is not possible, no more than 2 members of staff should be allocated to the workstation (desk, chair, computer). The 2 members of staff sharing must ensure that the work station is cleaned between uses. Antiviral wipes & hand sanitisers will be available for staff to use in each office / staff room.	Yes	Line Managers & Estates Manager	17.06.20
4.2	Offices / Staff rooms - staff should always be at least 2 metres apart from their colleagues whilst working in their offices. Managers will limit the number of staff in offices at any one time and agree limited staff attendance in College to ensure 2 metre distance can be maintained. Where necessary signage will be placed on floors and equipment to give visible indication of 2 metre spacing within offices and maximum numbers permitted in rooms. If necessary, desks will be moved to ensure staff are working facing away from one another or side by side. Screens may also be utilised to help manage the 2 metre spacing. If in exceptional circumstances, a 2 metre distance cannot be maintained in office and staff rooms then a face covering must be worn. Where possible, teachers should remain in their classroom / workshop between sessions.	Yes	Line Managers & Estates Manager	16.09.20
4.3	Classrooms - where possible, classrooms will be changed so that student desks all face the front of the room. In these classrooms (with front facing desks) it will not be necessary for face coverings to be worn; however, individuals may choose to wear one.		Faculty Directors/ Assistant Faculty Directors	17.09.20

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Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
	<p>In all other classrooms where student desks are not front facing (for example classrooms with IT areas) a face covering MUST be worn in the class. Additional comfort breaks taken outside will be allowed.</p> <p>In all classrooms, staff must ensure that they maintain a 2 metre distance from students at all times or wear a face covering (mask or visor) where this is not possible.</p>			
4.4	<p>Workshops – all staff and students MUST ensure that they wear a face covering* (mask or visor) whilst in a workshop. Additional comfort breaks taken outside will be allowed.</p> <p>* Staff and students must wear the correct PPE face covering for the activity that is being undertaken in line with current Workshop Risk Assessments. For example, a dust mask in the Plastering Workshop is necessary.</p>	Yes	Faculty Directors / Assistant faculty Directors	17.09.20
4.5	<p>Workshops – In addition to the usual PPE required for workshop activities all students and staff must wear gloves at all times whilst in workshops. In some cases, such as roofing or plastering for example, it is not safe for students to wear gloves due to the use of certain tools. If this is the case, students must wash their hands before and after sessions and at regular intervals throughout the session.</p>	Yes	Curriculum Managers	03.09.20
4.6	<p>Exams – Separate information in relation to how online examinations will be undertaken within the College currently, is available here online examinations. The information will be continuously reviewed and adjusted to be in line with government guidelines and JCQ/ awarding body guidelines.</p>	Yes	Examinations Manager	16.09.20
4.7	<p>Offices, Classrooms, Workshops – Items/ objects such as Pens, pencils, staplers, hand tools, kettles etc must <u>not</u> be shared at any stage without antiviral cleaning by staff and students between use.</p>		College Management Team	17.06.20

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Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
4.8	Line managers will limit the number of people that should access any paperwork which is necessary as part of their job. Ideally this will be restricted to one person. If this is not possible, then the staff member must regularly wash their hands or use hand sanitiser. Where teaching staff are marking student work for example, they should wash their hands prior to undertaking marking and wash their hands after completing the task. Maximum use of electronic means must be used where possible.		Line Managers	03.09.20
4.9	All offices, classrooms, workshops should be as well ventilated as possible with windows and doors left open, if possible, whilst working.		College Management Team	17.06.20
4.10	Photocopiers and printers will be restricted in use and antiviral wipes and hand sanitisers will be placed next to this equipment for staff and students to use.	Yes	Marketing & Communications Manager	17.06.20
4.11	Shared access to filing cabinets and handles cleaned each time by staff using antiviral wipes prior to touching.		College Management Team	17.06.20
4.12	Access to all offices, staff rooms, classrooms, workshops will be restricted to those staff (and students in relation to classrooms & workshops) that need to work (and study) in these areas. No other person must be allowed into these areas. Signs will be placed on all office doors stating that access is restricted. Staff should not visit other departments unless “invited to do so” and in these instances ensure that they maintain a 2 metre distance at all times.		Estates Manager/ Marketing & Communications Manager	09.09.20
4.13	Financial transactions can be in cash and by card (contactless). Hand sanitisers, disposable gloves, anti-viral wipes, face coverings (masks) will be placed near all cash transaction points and must be used effectively when handling cash.		Catering Manager / Finance Manager / Line Managers	16.09.20

Risk Assessment (Phase Two – Sept to Dec)

Section 5 – Internal Meetings (including visitors, contractors, deliveries coming to the College)

Objective – To reduce transmission due to face-to-face meetings and maintain social distancing in meetings

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
5.1	All meetings / staff training sessions will take place remotely (using the appropriate technology) where possible. Any physical meetings that must take place due to sensitivity, confidentiality or other reasons should be kept as short as possible and the 2 metre social distancing must be maintained at all times. Staff should not visit other departments unless “invited to do so” and in these instances ensure that they maintain a 2 metre distance at all times.		College Management Team	15.07.20
5.2	All recruitment interviews for prospective employees or students / Apprentices will take place remotely through Microsoft Teams or if this is not possible through on site interviews, maintaining the 2 metre distancing at all times.		HR Manager	12.08.20
5.3	All participants at meetings must avoid sharing items e.g. pens etc		College Management Team	17.06.20
5.4	All meeting rooms must have physical signs highlighting the need for social distancing and have hand sanitisers near the room.		Estates Manager	03.09.20
5.5	Where it is essential that a contractor or delivery needs to come into the College: <ul style="list-style-type: none"> Numbers should be limited to no more than 4 on site at any one time Arrival / delivery times should be staggered and limited to a specific time window Reception must be pre informed of their visit and a record of their visit maintained (to aid with contact tracing if necessary). Receptionist to complete the visitor form to limit use of shared pens Where possible contractors to provide services outside of ‘normal’ hours e.g. evening and weekends 		Marketing & Communications Manager	01.07.20

Risk Assessment (Phase Two – Sept to Dec)

Section 6 – External Meetings/ Onsite Assessments

Objective – To minimise the number of unnecessary external meetings and site visits

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
6.1	In most cases staff must not physically attend any external meetings. However, staff may attend other educational establishments to undertake outreach work providing a COVID-19 risk assessment from the establishment has been obtained prior to attending the meeting. All other external meetings must take place remotely using appropriate media.		College Management Team	03.09.20
6.2	Virtual assessments should take place wherever possible to reduce travel and onsite visits. If essential, staff can attend onsite assessments as long as they check prior to the visit that social distancing can be maintained at 2 metres whilst they are on onsite. Where appropriate College staff, should obtain a COVID-19 risk assessment from the site/ company that is to be visited prior to attending the site. Staff accessing external sites must follow any social distancing measures put in place at the site and wear appropriate PPE. If staff need to travel to / from onsite assessments, they must do so alone in their own vehicle.		Assistant Faculty Directors/ Curriculum Managers	03.09.20

Risk Assessment (Phase Two – Sept to Dec)

Section 7 – Keeping the College Clean & Safe

Objective – To make sure that the College is clean and ready to reopen; and to keep the College clean and prevent transmission by touching contaminated surfaces

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
7.1	An assessment of all College sites (external and internal) will take place prior to opening and cleaning of the buildings will take place.		Senior Management Team / Estates Manager	03.09.20
7.2	Face masks, face visors, disposable gloves, screens, signage, hand sanitiser/ wash, antiviral wipes, cleaning products will be purchased prior to opening and maintained as necessary (all sanitisers and wipes will be of at least 60% alcohol content)	Yes	Estates Manager	17.06.20
7.3	The College will ensure that it maintains adequate supplies of face masks, face visors, gloves, hand sanitiser / wash, wipes. If at any stage adequate supplies cannot be obtained despite our best endeavours to obtain them, the Senior management Team will take the decision to close or partially close a site to ensure staff and student safety.		Senior Management Team / Estates Manager	17.06.20
7.4	All face masks, face visors, gloves and sanitisers & antiviral wipes related to COVID-19 will be stored in a central store to ensure that stock can be effectively managed. Reception staff will record allocation of stock and monitor stock levels to ensure appropriate levels are maintained.		Estates Manager/ Marketing & Communications Manager	17.06.20
7.5	Guidance information on the suitable use of face coverings and gloves will be produced and communicated throughout the College (to ensure that staff and students don't wear unsuitable equipment for the appropriate task).		Health & Safety Adviser	03.09.20

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Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
7.6	The buildings will be prepared as outlined in above sections in readiness for opening (e.g. floor & wall signage, restricting access to non-essential areas, providing a one-way system around the buildings, moving or removing unnecessary furniture/ equipment, placing hand sanitiser and cleaning products in location) & a final check by the Senior Management Team prior to opening.	Yes	Estates Manager / Senior Management Team	03.09.20
7.7	Rota of frequent cleaning schedules agreed with our cleaning company to clean work areas, equipment, regular touched objects such as door handles and keyboards.		Estates Manager	17.06.20
7.8	All bins will be frequently emptied, and rubbish securely disposed.		Estates Manager	17.06.20
7.9	All staff and student personal belongings should be removed at the end of each attendance at College.		College Management Team	17.06.20
7.10	<p>If a case of COVID-19 is suspected or known in the College, then we will follow the government’s guidance in relation to cleaning:</p> <ul style="list-style-type: none"> • All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets. • Public areas where the symptomatic person has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal. • Cleaning staff must wear appropriate PPE and use disposable cloths or paper roll and the appropriate disinfectant. <p>The Emergency Action Plan – Dealing with suspected / confirmed CoVID-19’ will be followed by responsible staff: EAP Notification of Covid-19</p>		Senior Management Team / Estates Manager	16.09.20

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Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
7.11	Staff, students or contractors who have symptoms of COVID-19 should immediately phone 0113 222 6073 or contact the College Reception Areas to inform the College of their situation. A central log of any suspected/ confirmed cases (including those self-isolating) will be maintained and actively managed by the Senior Management Team and HR Team.		Senior Management Team / HR Team/ Reception Areas	16.09.20

Risk Assessment (Phase Two – Sept to Dec)

Section 8 – Hygiene: Handwashing and toilets

Objective – To help everyone keep good hygiene whilst at College

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
8.1	Good hygiene signs will be placed regularly around the College promoting good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	Yes	Marketing & Communications Manager	17.06.20
8.2	Regular email reminders to staff will be sent to staff regarding hygiene including on email footers.		Marketing & Communications Manager	17.06.20
8.3	Lecturers will be reminded to provide regular announcements to students at the start and end of each session regarding good hygiene, maintaining social distancing and any other safety measure that needs enforcing at the time.		All Lecturers	17.06.20
8.4	Hand sanitisers will be in multiple locations as described in above sections.	Yes	Estates Manager	17.06.20
8.5	Where possible, additional sinks will be installed throughout College buildings to ensure hand washing facilities are readily available (and lessen the impact on using toilet facilities just for hand washing).		Estates Manager	17.06.20
8.6	All toilets will have antiviral wipes for staff and students to use and bins for safe disposal. Some urinals (in male toilets) will be taped off and must not be used to ensure 2 metre social distancing can be maintained. Entrances to toilet facilities will be clearly marked to ensure a 2 metre distancing is maintained whilst waiting. Lunch breaks will be staggered to ensure waiting times for toilet facilities are limited. Comfort breaks will be allowed during class / workshop lessons to stagger the impact on toilet facilities.		Estates Manager / Senior Management Team	17.06.20

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Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
8.7	Appropriate ventilation (both manual and mechanical) in toilet areas will be maintained. The College will follow government guidance and all external toilet doors will remain CLOSED to assist with air extraction.		Estates Manager	16.09.20
8.8	Toilet users to wash their hands before and after using the toilet. Signage in place to state this.		Estates Manager	17.06.20
8.9	Toilet lids should be lowered before toilets are flushed. Signage in place inside each cubicle door.		Estates Manager	17.06.20
8.10	Signage will be installed in all toilet facilities highlighting good hygiene whilst using toilet facilities and the disciplinary action that will be taken against individuals if this is not appropriately maintained.	Yes	Estates Manager / College Management Team	17.06.20
8.11	Adequate stocks of liquid soap / paper towels/ toilet paper in place in toilet areas. Regular checks on stock scheduled. Where feasible replace hand dryers with paper towels.	Yes	Estates Manager	17.06.20
8.12	Thorough cleaning and regular disinfection of surfaces frequently affected by use or touch will take place. Cleaning will be carried out at least hourly and increased during busy periods.	Yes	Estates Manager	17.06.20
8.13	Waste collection facilities will be emptied on a regular basis.		Estates Manager	17.06.20

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Section 9 – Face Coverings

Objective – To provide additional reassurance to staff and students.

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
9.1	Receptions areas, corridors, communal areas - Face coverings must be worn on entering the College, in corridors and communal areas unless individuals have a legal exemption for not wearing a face covering. A reason for an exemption would be for example: “people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate”. The Assistant Faculty Director (Student Support & Services) should be made aware if students feel that they are exempt and the HR Unit should be made aware if staff feel that they have an exception.		Senior Management Team/ Assistant Faculty Director (Student Support & Services) / HR Unit	03.09.20
9.2	Classrooms - In all classrooms where student desks are not front facing (for example classrooms with IT areas) a face covering MUST be worn by student and staff in the class. Additional comfort breaks taken outside will be allowed. In classrooms with front facing desks it will not be necessary for face coverings to be worn; however, individuals may choose to wear one. Staff must ensure that they maintain a 2 metre distance from students at all times in front facing classrooms or wear a face covering (mask or visor).		Lecturers	17.09.20
9.3	Workshops or Learning Resource Centres - The correct face covering* (mask or visor) MUST be worn by staff and students at all times. * This may be part of the usual PPE for the activity i.e. a dust mask (as identified in the Workshop Risk assessment)		Lecturers	17.09.20
9.4	Catering areas – Catering staff will wear a face covering when public facing. Students and staff need to wear a face covering whilst queuing. Staff and students do not need to wear a face covering		Catering Manager/ College	16.09.20

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Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
	<p>whilst eating but they do need to wear one as soon as they have finished eating. Staff and students are encouraged to bring their own food and drink into the College.</p>		Management Team	
9.5	<p>Offices / Meeting Rooms– Face coverings are not necessary in offices where staff:</p> <ul style="list-style-type: none"> are more than 2 metres distance apart from their colleague / a student/ a visitor where physical barriers have been placed between desks which were face to face are sitting side by side or facing away from each other 		College Management Team	03.09.20
9.6	<p>As identified above there are areas where it is not necessary to wear a face covering in College, however, the Senior Management Team recognise that some staff and students may still want to wear a face covering at all times in College as it will provide additional reassurance to them to wear one.</p>		Senior Management Team	03.09.20
9.7	<p>On all occasions whilst wearing a mask the staff member or student or visitor must:</p> <ul style="list-style-type: none"> wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on avoid wearing on your neck or forehead avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus change the face covering if it becomes damp or if you’ve touched it avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street) <p>When removing a face covering:</p> <ul style="list-style-type: none"> wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing only handle the straps, ties or clips 		College Management Team	03.09.20

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Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
	<ul style="list-style-type: none"> • do not give it to someone else to use • if single-use, dispose of it carefully in a residual waste bin and do not recycle • if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed 			
9.8	Staff and students should use their own personal face mask, however, face masks will be provided at Reception areas if personal face masks are not available	Yes	Reception staff/ Estates staff	03.09.20
9.9	Staff and students must show their face (at a 2 metre distance) to prove their identity if so asked by a member of Security Personnel or a member of the College Management Team (or a Lecturer in the case of a student).		Security Personnel/ College Management Team	03.09.20

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Section 10 –Extremely Vulnerable (high risk) and Vulnerable (moderate risk) Staff and Students (including members of their household)

Objective – To protect extremely vulnerable (high risk) and vulnerable (moderate risk) staff and students (including members of their household) from COVID-19

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
10.1	Following appropriate notification from an employee, the HR Unit will maintain a list of staff who are extremely vulnerable (high risk) and vulnerable (moderate risk) and also any member of staff who shares a household with someone that falls into these categories to ensure that adequate protection and support can be provided to comply with government health recommendations.		HR Manager	17.06.20
10.2	Students must notify the College if they (or a household member) falls into the extremely vulnerable (high risk) and vulnerable (moderate risk) categories.		Assistant Faculty Directors	17.06.20
10.3	<p>A member of staff who is in the extremely vulnerable (high risk) category (i.e. who was previously advised to shield); can now come into college to work if they are unable to work from home. If they are able to work from home, they may still choose to come into College. A student who is in the extremely vulnerable (high risk) category can come into College to study.</p> <p>Students and staff in this category returning to College must be especially careful and diligent about social distancing and hand hygiene. If local rates rise and vulnerable people are advised to stay at home, the College will work to support them through online learning and working.</p> <p>Prior to coming back to work physically, those staff members in the extremely vulnerable must complete an individual risk assessment with their line manager. Any adaptations must be in place prior to coming into College and it is the staff members responsibility to ensure they follow the risk assessment fully.</p>		College Management Team	12.08.20

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Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
10.4	<p>A member of staff or student who is in the in the vulnerable (moderate risk) category; or if they share a household with someone that falls into the vulnerable or extremely vulnerable categories can now come in to college to work or study. They must be careful and diligent about social distancing and hand hygiene. If local rates rise and vulnerable people are advised to stay at home, the College will work to support them through online learning and working.</p> <p>Prior to coming back to work physically, those staff members in the vulnerable category must complete an individual risk assessment with their line manager. Any adaptations must be in place prior to coming into College and it is the staff members responsibility to ensure they follow the risk assessment fully.</p>		College Management Team	12.08.20

Risk Assessment (Phase Two – Sept to Dec)

Section 11 – Well Being & Equality Issues (including Child Care)

Objectives – To provide support to staff and students who may experience increased levels of ill health (Mental & Physical) during the pandemic. To ensure equality considerations are taken into account in relation to any action related to staff and students.

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
11.1	Managers must monitor the well-being of their staff and keep in touch with staff who are home working at least once per week to ensure that they are well and to prevent them feeling isolated.		Line Managers	17.06.20
11.2	Managers must monitor the well-being of their staff who are returning to work at least once per week to ensure that they are well and to alleviate any increase in anxiety levels.		Line Managers	17.06.20
11.43	Staff and students who have suffered a bereavement through the pandemic will be able to access support by contacting as appropriate one of following: HR Team, Student Services Team, Apprenticeship Team, Safeguarding Team.		HR Manager/ Student Services Manager / Apprenticeship Manager/ Safeguarding Manager	17.06.20
11.4	The HR Team will support members of staff who have increased levels of ill health (physical and mental) whilst home working or returning to the College through referrals to Occupational Health support, Employee Assistance Programme, Online support and training sessions.		HR Manager	17.06.20
11.5	The Safeguarding, Student Services, ILS and Apprenticeship Teams (as appropriate) will support students who have increased levels of ill health (physical and mental) that has developed through the pandemic. This will continue for the foreseeable future as the full effects of the pandemic are realised.		Safeguarding, Student Services, ILS and Apprenticeship Teams	17.06.20
11.6	Members of staff with childcare considerations are expected to make arrangements so that they can return to work in line with the requirements of 2.3 above.		Line Managers	17.06.20

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Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
11.7	Due to the potential higher risk to staff from a BAME background and older staff (age 70+), line managers will discuss with these staff members any particular concerns that they may have. If appropriate, an individual risk assessment will be carried out. This will be reviewed in light of any government guidance.		Line Managers	17.06.20
11.8	All reviews of staff and student safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010 e.g. disabled staff and students.		College Management Team	17.06.20
11.9	Reasonable adjustments will be made to avoid any disabled staff or students being put at a disadvantage in the application of this risk assessment.		College Management Team	17.06.20