

# Risk Assessment (From July 2021)

## 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”.

The overriding factor within 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. This dynamic risk assessment will be adapted as necessary and formally reviewed on a **regular** basis. We have considered the impact on different equality groups in drafting the Risk Assessment.


Any questions relating to this Risk Assessment can be directed to our dedicated Covid-19 phone line 0113 222 6073 or email [cv19@lcb.ac.uk](mailto:cv19@lcb.ac.uk)

*The Senior Management Team*

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## Risk Assessment (From July 2021)

### Overview

<b>RA Title</b>	Operating the College - Making the College COVID-19 "Secure"		
<b>Site</b>	All College Premises, off site working & travelling to and from College	<b>Location</b>	Throughout College buildings & Off site working
<b>Date</b>	19.07.21	<b>Review Date</b>	08.09.21 changes highlighted in yellow
<b>RA prepared by:</b>	Karen Rolinson FCIPD, Covid Co-ordinator	<b>Signed:</b>	
<b>Individuals consulted in the preparation of the RA</b>	Senior Management Team, College Management Team, Governors, Recognised Trade Unions (UCU & Unison), Staff Forum Representatives		
<b>Activity Description</b> <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"> <li>• <a href="http://www.gov.uk">Actions for FE colleges and providers during the coronavirus outbreak - GOV.UK (www.gov.uk)</a></li> <li>• <a href="http://publishing.service.gov.uk">Face coverings in education guidance (publishing.service.gov.uk)</a></li> <li>• <a href="http://www.gov.uk">Providing apprenticeships during the coronavirus (COVID-19) pandemic - GOV.UK (www.gov.uk)</a></li> <li>• <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>• <a href="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/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></li> <li>• <a href="#">Working safely during Coronavirus (COVID-19) (published 11<sup>th</sup> May 2020)</a></li> <li>• <a href="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/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</a></li> <li>• <a href="https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do">https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do</a></li> <li>• <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>• <a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a></li> <li>• <a href="http://www.nhs.uk">Every Mind Matters - NHS (www.nhs.uk)</a></li> </ul>		
<b>Who May Be Harmed?</b>	Employees, students (including young persons), sub-contractors, visitors, public, household members of staff and students, WISE staff		

## Risk Assessment (From July 2021)

**Risk Evaluation Matrix**  
The calculation of risk in this Matrix follows the format of all other College Health & Safety Risk Assessments.

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

**LIKELIHOOD**

<b>CONSEQUENCES</b>					
Action Priorities	Negligible	Minor	Serious	Major	Fatality
1-4 Caution	Scratch or Bruises	Laceration or First Aid	Medical Treatment	Broken Bone In-patient disease	Death
5-12 Supervision					
15-25 Additional controls required					

- 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.

## Risk Assessment (From July 2021)

### 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			
<b>HAZARD 1</b> Spread of COVID-19 through: <ul style="list-style-type: none"> <li>• contact with other people within College</li> <li>• touching surfaces (including door handles, tools, equipment, computer keyboards etc.)</li> <li>• sharing equipment, tools and workspaces (e.g. desks)</li> </ul>	Direct threat to employees, students, security and cleaning contractors, sub-contractors, 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"> <li>• Virus moves from person to person in droplets from nose or mouth and spread when a person with the virus coughs or exhales.</li> <li>• Virus can survive for up to 72 hours out of the body on surfaces which people have coughed on.</li> <li>• People can pick up the virus by breathing droplets or by touching contaminated surfaces and then touching eyes or mouth.</li> </ul>	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	1.16			
					1.17	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	4.1			
					4.2	4.3	4.4	4.5	4.6	4.7			
					4.8	4.9	4.10	4.11	4.12	5.1			
					5.2	5.3	5.4	5.5	6.1	6.2			
					7.1	7.2	7.3	7.4	7.5	7.7			
					7.5	7.7	8.1	8.2	8.3	8.4			
					8.5	9.1	9.2	9.3	1.20				

## Risk Assessment (From July 2021)

Hazard	How Could They be Harmed?	Likelihood	Consequence	Total Risk	Control Measures						Likelihood	Consequence	Total Risk																																																												
<p><b>HAZARD 2</b></p> <p>Some hazards create potentially greater risk of spread of COVID-19 including:</p> <ul style="list-style-type: none"> <li>• Toilet use</li> <li>• First Aid</li> <li>• Workshop demonstrations</li> <li>• One to one working for some staff working with students</li> <li>• Catering Area</li> <li>• Reception Areas</li> </ul>	<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%; text-align: center;"> <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>1.15</td></tr> <tr><td>1.16</td><td>2.3</td><td>2.4</td><td>2.6</td><td>2.7</td><td>2.8</td></tr> <tr><td>2.12</td><td>2.13</td><td>2.16</td><td>2.17</td><td>3.1</td><td>3.2</td></tr> <tr><td>3.5</td><td>3.6</td><td>3.7</td><td>3.8</td><td>3.11</td><td>4.4</td></tr> <tr><td>4.5</td><td>4.6</td><td>4.8</td><td>4.11</td><td>5.3</td><td>7.1</td></tr> <tr><td>7.2</td><td>7.3</td><td>7.4</td><td>7.5</td><td>7.6</td><td>7.7</td></tr> <tr><td>8.1</td><td>8.2</td><td>8.3</td><td>8.4</td><td>8.5</td><td>8.6</td></tr> <tr><td>8.7</td><td>8.8</td><td>8.9</td><td>8.10</td><td>8.11</td><td>8.12</td></tr> <tr><td>8.13</td><td>9.1</td><td>9.3</td><td>9.4</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	1.15	1.16	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	3.11	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	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	9.3	9.4			2	5	10
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1.8	1.9	1.10	1.11	1.12	1.15																																																																				
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3.5	3.6	3.7	3.8	3.11	4.4																																																																				
4.5	4.6	4.8	4.11	5.3	7.1																																																																				
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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	9.3	9.4																																																																						
<p><b>HAZARD 3</b></p> <p>Spread of COVID-19 through contact with other people &amp; 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%; text-align: center;"> <tr><td>1.1</td><td>1.2</td><td>1.6</td><td>1.7</td><td>1.9</td><td>1.9</td></tr> <tr><td>1.11</td><td>2.1</td><td>2.2</td><td>2.7</td><td>2.8</td><td>1.20</td></tr> </table>						1.1	1.2	1.6	1.7	1.9	1.9	1.11	2.1	2.2	2.7	2.8	1.20	2	5	10																																																
1.1	1.2	1.6	1.7	1.9	1.9																																																																				
1.11	2.1	2.2	2.7	2.8	1.20																																																																				

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Hazard	How Could They be Harmed?	Likelihood	Consequence	Total Risk	Control Measures						Likelihood	Consequence	Total Risk
<p><b>HAZARD 4</b> 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	6.3	6.4	1.20	2	5	10
<p><b>HAZARD 5</b> Spread of COVID-19 to individuals who have underlying health conditions. Those that are:</p> <ul style="list-style-type: none"> <li>• 'Clinically extremely vulnerable' (high risk) or;</li> <li>• 'Clinically vulnerable individuals' (moderate risk)</li> </ul>	<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	1.7	2.3	9.1	9.2	2	5	5
					9.3	10.1	10.2	10.3					

## Risk Assessment (From July 2021)

Hazard	How Could They be Harmed?	Likelihood	Consequence	Total Risk	Control Measures						Likelihood	Consequence	Total Risk
<b>HAZARD 6</b> Spread of COVID-19 to individuals who are: <ul style="list-style-type: none"> <li>• From a BAME background</li> <li>• Male</li> <li>• In an older age group (70+)</li> </ul>	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	1.14			
					1.16	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	3.6	3.7	3.8			
					3.9	3.10	3.11	3.12	3.13	3.14			
					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	8.1	8.2	8.3			
					8.4	8.5	9.1	9.2	9.3	11.8			
					11.9	11.10	1.19						
<b>HAZARD 7</b> 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	1.6	2	5	10
					1.7	1.8	1.9	1.10	1.11	1.12			
					1.13	1.14	1.16	2.4	2.6	2.8			
					2.13	3.1	3.5	3.6	4.1	4.2			
					4.3	4.5	4.12	7.3	7.4	7.5			
					7.7	7.9	7.10	8.2	8.3	9.1			
					9.2	9.3	1.19						

## Risk Assessment (From July 2021)

Hazard	How Could They be Harmed?	Likelihood	Consequence	Total Risk	Control Measures						Likelihood	Consequence	Total Risk
<b>HAZARD 8</b> 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							3	3	9
					1.1	1.2	1.3	1.4	1.5	1.6			
					1.8	1.9	1.10	1.11	1.12	1.13			
					1.14	1.15	2.3	2.4	2.5	2.6			
					2.8	2.11	2.12	2.13	3.1	3.4			
					3.5	3.6	3.7	3.11	4.1	4.2			
					4.3	4.4	4.5	4.11	5.1	6.1			
					6.2	7.1	7.2	7.5	7.6	7.7			
					7.8	7.9	8.3	8.6	9.1	11.1			
					11.2	11.3	11.4	11.5	11.6	11.7			
					11.8	11.9							



## Risk Assessment (From July 2021)

### 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 placed on the College website and will be regularly updated as necessary. The Principal will inform staff of changes in his weekly update. Students will be informed of major changes via email and social media.		Covid Co-ordinator / Marketing & Communications Manager/ Principal/	17.05.21
1.2	This risk assessment will be adapted as necessary and reviewed formally on a regular basis by the Senior Management Team to ensure it is fit for purpose and effectively protects our staff, students, contractors, visitors, the public, household members of staff and students. Any changes will be communicated through sources identified in 1.1 above.		Covid Co-ordinator/ Senior Management Team	21.07.21
1.3	One member of the Senior Management Team (SMT) will be available at each campus (North Street / South Bank) 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. To support compliance, on a rota basis, members of the College Management Team will monitor Reception, Atriums, Refectory, other communal areas as necessary at start times, morning breaks and lunch periods.		Senior Management Team / College Management Team	08.03.21
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	Staff, students, contractors, visitors coming into the College are encouraged to wear a face covering. It is not mandatory to wear a face covering within College and individuals have a personal choice whether to wear one. Everyone in College MUST respect the decision of an individual if they prefer to wear a face covering and/ or choose to remain socially distant whilst physically in College.		Senior Management Team / Marketing & Communications Manager / Estates Manager	21.07.21

## Risk Assessment (From July 2021)

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
	All persons entering the College are encouraged to maintain a safe distance from others (of at least 2 metres) whenever possible. A physical measure of 2 metres will be visible throughout College premises to identify what this distance looks like. Physical contact should be avoided unless both parties agree (e.g. Handshakes). 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). Visitors / contractors must leave their contact details at College Receptions areas (see section 5.			
1.6	Signage will be clear and regularly posted throughout all College sites (including on the external surfaces of College buildings) encouraging everyone to try to maintain social distance and of their responsibility to practice good hygiene.	Yes	Marketing & Communications Manager	21.07.21
1.7	Email footers will promote links to the College's website and our actions to maintain safety. Email footers will also encourage individuals to try to maintain social distancing, good hygiene and mental well-being.		Marketing & Communications Manager	21.07.21
1.8	Regular emails will be sent to all staff by the Principal reminding staff of their responsibilities.		Principal	21.07.21
1.9	From September 2021 Lecturers will be provided with an updated 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	01.09.21
1.10	Staff and students will be regularly reminded that failure to 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. Any major issues will be immediately reported to the designated member of Senior Management for necessary action to be taken.		College Management Team	21.07.21
1.11	Frequent consultation will take place with our recognised trade unions (UCU & Unison) regarding any changes to our plan and this risk assessment		Principal	21.07.21

## Risk Assessment (From July 2021)

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
1.12	Staff and students will be regularly reminded that if they have symptoms of COVID-19, they should immediately phone 0113 222 6073 or email <a href="mailto:cv19@lcb.ac.uk">cv19@lcb.ac.uk</a> 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 must self-isolate until their test result is received or if they have tested positive for COVID-19, must self-isolate for 10 days before returning to College.		Marketing & Communications Manager	23.09.20
1.13	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: <a href="#">EAP Notification of Covid-19</a> Cleaning of any potential infected areas will take place in accordance with the Government Guidance: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> (See Section 7).		Senior Management Team / Estates Manager / Marketing & Communications Manager / HR Team/ Reception Staff	16.09.20
1.14	The College will 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 Track & Trace 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. The College will promote use of the NHS COVID-19 App throughout the College, on the College website and social media channels. A College premises QR code linked to the App will be prominently displayed.		Senior Management Team	21.07.21
1.15	If any member of staff goes abroad (for example on holiday) and government guidance is that they must self-isolate (in a hotel or at home) 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 effectively from home or a hotel for this period of self-isolation. However, if they are		Senior Management Team	15.02.21

## Risk Assessment (From July 2021)

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
	<p>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 self-isolation 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 may implement 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 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>			
1.16	The College will follow Government & Local Authority guidance relating to any 'national lockdown' or local status and the Senior Management Team will take all reasonable measures to manage the effects of the lockdown / local status.		Senior Management Team	05.11.20
1.17	Household overnight accommodation providers will not be utilised unless in exceptional circumstances. 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)	21.07.21
1.18	All staff will undertake online awareness training as deemed appropriate by the College. Currently this is Smartlog 'COVID-19 (Educational Settings)'.		Covid Co-ordinator	16.09.20
1.19	The College will open asymptomatic lateral flow testing centres as necessary and also provide access to self test kits to assist in reducing the transmission of Covid-19. A separate Risk Assessment has been produced for the College Asymptomatic Testing Centres. Only Test Centre staff are allowed in these centres.		Covid Co-ordinator	21.07.21

## Risk Assessment (From July 2021)

### 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 are encouraged to use their own vehicle, cycle or walk to College instead of travelling on public transport. Staff and students are discouraged from sharing a vehicle to the College with someone who is not a member of their household.		Senior Management Team	21.07.21
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.		Senior Management Team/ Marketing & Communications Manager	21.07.21
2.3	Staff can work from home in line with the Flexible & Home Working Policy. Managers must agree home working with staff that ensures the needs of the business / curriculum area and the needs of the students are being met.		College Management Team	21.07.21
2.4	Where possible students and staff should restrict their movements to one campus. 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. Breaks and lunchtimes also need to be staggered to reduce queues and groups forming.		College Management Team	21.07.21
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. Staff must read and comply with the College's Flexible & Home Working Policy.		IT Manager/ Vice Principal - Finance & Resources	17.02.21

## Risk Assessment (From July 2021)

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
2.6	Students will be organised into classes as per their timetable. 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. 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 Directors/ Head of English/ Head of Maths	08/03/21
2.7	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	The College minibus can be used to transport students Where possible mixed classes should not use the minibus. Whilst on the minibus students and staff are encouraged to wear a face. Minibus windows should be partially opened to allow the minibus to be well ventilated. Once a group or driver has finished with the minibus, it should be thoroughly cleaned, prior to the next use (See also section 6.3)	Yes	Curriculum Managers/ Estates Manager/ Student Liaison Officer	21.07.21
2.10	The Barrier entry system into College buildings will be closed but this will be kept under constant review. Security Personnel will monitor entrances of each site-ensuring social distance at all times.	Yes	Senior Management Team / Estates Manager	02.08.21

## Risk Assessment (From July 2021)

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
2.11	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 MUST wear their ID badges at all times in classrooms and communal areas. Not wearing an ID badge may result in access to the College being denied.		College Management Team	19.11.20
2.12	Hand sanitisers will be available at all entry and exit points and checked at regular intervals. Additional hand wash facilities will be installed where possible to reduce the need to access toilet facilities for hand washing.	Yes	Estates Manager	23.09.20
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	Any smoking shelters will be removed.	Yes	Estates Manager	30.11.20
2.16	In the event of an emergency e.g. fire (real or test) all staff and students must exit the building by the nearest fire exit. Social distancing is not expected to be maintained if the threat from the emergency / fire poses a real and immediate danger. Staff and students are to meet at the designated fire points and encouraged to maintain social distancing. Fire Marshalls must report that their area is clear to the SMT Duty person (or most senior manager available. Anyone who provides assistance to others in the event of an emergency should ensure that they wash their hands immediately afterwards.		All staff	21.07.21

## Risk Assessment (From July 2021)

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
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 (From July 2021)

### 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 should 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 open. Students using communal areas such as the Library or Learning Resource Centres (LRC) must use the hand sanitiser on entry and exit. Staff should try to remain socially distanced (more than 2 metres) from colleagues and students in all communal areas.		Estates Manager / Library & LRC Staff/ ALL STAFF	21.07.21
3.3	Lift use is restricted to one person only (unless a student needs personal support) and hand sanitisers placed by lifts.	Yes	Estates Manager	21.07.21
3.4	Appropriate physical floor and wall signage will be in place in corridors / staircases / other communal areas to assist with trying to maintain 2 metre social distancing and to keep individuals walking on either side of the corridor / staircase depending on their direction of travel.	Yes	Estates Manager/ Marketing & Communications Manager	21.07.21
3.5	Social distancing measures in corridors and communal areas through physical floor and wall signage and regular monitoring will be in place. Where possible (and still in compliance with fire regulations) internal doors <b>MUST</b> remain open to help with ventilation and to limit touching of door handles.	Yes	Estates Manager/ Marketing & Communications Manager	08.03.21
3.6	All communal areas should be as well ventilated as possible. Windows (where available and can be opened) should be opened to help ventilate the room. Where the temperature is not maintained at a reasonably comfortable level, windows can be closed. However, this should be agreed with		Estates Manager	02.11.20

## Risk Assessment (From July 2021)

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
	<p>staff and/or students in the room. If there isn't full agreement from the people in the room then the default position is that windows should stay open.</p> <p>The College will follow Government Guidance in relation to the use of air conditioning and heating within College. At the present time, the following will apply:</p> <ul style="list-style-type: none"> <li>• Most air conditioning units and heating at North Street Campus will be switched <b>ON</b> automatically at 9.00am and need to be manually switched off.</li> <li>• Air conditioning units and heating at Southbank 1 Campus will be switched <b>ON</b> automatically</li> <li>• Air conditioning units and heating at Southbank 2 Campus will be switched <b>ON</b> automatically</li> </ul> <p>This will be kept under constant review.</p>			
3.7	<p>Catering facilities will be available. Students and staff are encouraged to 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 may 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. 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</p>		Catering Manager / Curriculum staff	21.07.21

## Risk Assessment (From July 2021)

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
	in these areas immediately before lunch period must use the communal eating areas (Refectory/ break out areas/ outside/ Staff Common Room etc).			
3.8	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
3.9	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
3.10	Outside seating areas will be in use with social distancing promoted.		Estates Manager	21.07.21
3.11	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
3.12	Physical floor and wall signage will be displayed near locker areas encouraging social distancing must be maintained. Hand sanitisers and anti-viral wipes will be available near lockers.	Yes	Estates Manager / Marketing & Comms. Manager	21.07.21
3.13	Where exit push buttons already exist on some doors these will be replaced with sensors to restrict touching.	Yes	Estates Manager	17.06.20
3.14	Indoor recreational areas will be in use. Equipment (e.g. bat, pool cues) must be sanitised before / after each use and anti viral wipes will be available near to any equipment.		Estates Manager	26.07.21

## Risk Assessment (From July 2021)

### 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	<b>Offices / Staff rooms</b> – 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 workstation 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	<b>Offices / Staff rooms</b> - staff are encouraged to be at least 2 metres apart from their colleagues whilst working in their offices. Screens will be utilised where this not possible.. Where necessary signage will be placed on floors and equipment to give visible indication of 2 metre spacing within offices. If necessary, desks will be moved to ensure staff are working facing away from one another or side by side. Where possible, teachers should remain in their classroom / workshop between sessions. Students will not be allowed into staff rooms. Notices will be placed outside staff rooms to state this.	Yes	College Management Team	21.07.21
4.3	<b>Classrooms</b> - where possible, classrooms will be changed so that student desks all face the front of the room. It is recommended that lecturers maintain up to date seating plans for each class to identify where students are seated.		Lecturers	21.07.21
4.4	<b>Workshops</b> – 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. It is recommended that lecturers maintain up to date location plans (i.e. bay / workbench) for each class to identify where students are located in the workshop.	Yes	Lecturers	21.07.21

## Risk Assessment (From July 2021)

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
4.5	<b>Workshops</b> – In addition to the usual PPE required for workshop activities all students and staff must wear gloves wash their hands before and after sessions and at regular intervals throughout the session.	Yes	Curriculum Managers	21.07.21
4.6	Exams – Separate information in relation to how online examinations will be undertaken within the College currently, is available here <a href="#">online examinations</a> . The information will be continuously reviewed and adjusted to be in line with government guidelines and JCQ/ awarding body guidelines.	Yes	Examinations Manager	16.09.20
4.7	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.		College Management Team	17.06.20
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	<b>Photocopiers and printers - antiviral wipes and hand sanitisers will be placed next to this equipment for staff and students to use.</b>	Yes	Marketing & Communications Manager	21.07.21
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	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 (From July 2021)

### 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	Physical meetings that take place should be kept as short as possible and participants are encouraged to maintain social distancing. All participants at meetings must avoid sharing items e.g. pens etc. Where possible meetings / staff training sessions can take place remotely (using the appropriate technology) where possible.		College Management Team	21.07.21
5.2	Recruitment interviews for prospective employees or students / Apprentices may take place remotely through Microsoft Teams or through on-site interviews Social distancing is encouraged is interviews take place in person and all external interview candidates attending on-site employee interviews must complete a 'Pre-interview Covid-19 Health Questionnaire' to establish their current Covid-19 status.		HR Manager	21.07.21
5.3	Visitors and contractors should have pre-arranged appointments to come into College buildings and are encouraged to maintain social distancing. Reception staff should maintain the following information in relation to visitors/ contractors for a period of 14 days: <ul style="list-style-type: none"> <li>Name &amp; contact phone number</li> <li>Company or organisation represented (if applicable)</li> <li>Person (s) visiting</li> <li>Place (s) in college visited or worked (in relation to contractor)</li> <li>Time in / out of College</li> </ul>		College Mgt Team	21.07.21
5.4	All meeting rooms must have physical signs encouraging social distancing. Hand sanitisers will be placed in / near the room.		Estates Manager/ Marketing & Comms Manager	21.07.21

## Risk Assessment (From July 2021)

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
5.5	<p>Where it is essential that a contractor or delivery needs to come into the College:</p> <ul style="list-style-type: none"> <li>• Arrival / delivery times should be staggered and limited to a specific time window</li> <li>• 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</li> <li>• Where possible contractors to provide services outside of 'normal' hours</li> </ul>		Marketing & Communications Manager	21.07.21

## Risk Assessment (From July 2021)

### Section 6 – External Meetings/ Onsite Assessments / Trips/ Visits

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	Staff may physically attend external meetings where it is necessary to conduct effective College business, however, they are encouraged to maintain social distancing and where applicable a risk assessment has been obtained prior to attending the meeting.		College Management Team	21.07.21
6.2	Staff can attend onsite assessments /reviews and are encouraged to maintain social distancing 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 measures put in place at the site and wear appropriate PPE. If staff need to travel to / from onsite assessments, they are encouraged to do so alone in their own vehicle.		Assistant Faculty Directors/ Curriculum Managers	21.07.21
6.3	Trips and visits for enrichment purposes are allowed. The College minibus may be used to transport students (See also section 2.9)		College Management Team / Student Liaison Officer	21.07.21
6.4	Work placements which are essential to achieving qualifications are acceptable for individual students or small groups. Students must always follow the risk assessment of the Covid secure workplace on placement or visit. Virtual placements and site visits should be encouraged.		College Management Team	21.07.21



## Risk Assessment (From July 2021)

### 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	The College will ensure that it maintains adequate supplies of face masks, face visors, gloves, hand sanitiser / wash, wipes (all sanitisers and wipes will be of at least 60% alcohol content). If at any stage adequate supplies cannot be obtained despite our best endeavours to obtain them, the Senior management Team may take the decision to close or partially close a site to ensure staff and student safety.		Senior Management Team / Estates Manager	21.07.21
7.3	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
7.4	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
7.5	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
7.6	All bins will be frequently emptied, and rubbish securely disposed.		Estates Manager	17.06.20

## Risk Assessment (From July 2021)

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
7.7	All staff and student personal belongings should be removed at the end of each attendance at College.		College Management Team	17.06.20
7.8	<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"> <li>• 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.</li> <li>• 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.</li> <li>• Cleaning staff must wear appropriate PPE and use disposable cloths or paper roll and the appropriate disinfectant.</li> </ul> <p>The Emergency Action Plan – Dealing with suspected / confirmed CoVID-19' will be followed by responsible staff: <a href="#">EAP Notification of Covid-19</a></p>		Senior Management Team / Estates Manager	16.09.20
7.9	Staff, students or contractors who have symptoms of COVID-19 should immediately phone 0113 222 6073 or email <a href="mailto:cv19@lcb.ac.uk">cv19@lcb.ac.uk</a> to inform the College of their situation. A central 'Track & Trace' 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	23.09.20

## Risk Assessment (From July 2021)

### Section 8 – Hygiene: Handwashing, Toilets & Showers

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, and any other safety measure that needs enforcing at the time.		All Lecturers	21.07.21
8.4	Hand sanitisers will be in multiple locations as described in above sections and stock levels checked at regular intervals.	Yes	Estates Manager	23.09.20
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. 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	21.07.21

## Risk Assessment (From July 2021)

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 <b>CLOSED</b> to assist with air extraction.		Estates Manager	16.09.20
8.8	Toilet users to wash their hands <b>before and after</b> 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
8.14	Showers & surrounding shower area must be cleaned after each use by the user. Cleaning wipes will be available in each shower facility. Wipes must be disposed of in a waste bin.	Yes	Estates Manager	19.03.21

## Risk Assessment (From July 2021)

### 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	In line with Government guidance face coverings are not currently advised for individuals- whilst physically in College (see exceptions in 9.3 below). The College will keep the wearing of face coverings under review locally and depending upon the number of Covid cases and transmission rates, reserve the right to reintroduce wearing of face coverings within all / certain areas		Assistant Faculty Director (Student Support & Services) / HR Unit / All staff	21.07.21
9.2	If staff and students would be reassured by continuing to wear a face covering whilst anywhere in College then they may choose to do so. They can wear their own appropriate face covering in College or the College can provide this from College Reception areas. Everyone in College MUST respect the decision of an individual if they prefer to wear a face covering and/ or choose to remain socially distant whilst physically in College.		Lecturers/ Reception	21.07.21
9.3	In workshops the correct face covering must be worn by staff and students at all times depending on the activity taking place i.e. a dust mask (as identified in the Workshop Risk assessment).		Lecturers	17.05.21
9.4	On all occasions whilst wearing a mask the staff member or student or visitor must: <ul style="list-style-type: none"> <li>• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</li> <li>• avoid wearing on your neck or forehead</li> <li>• avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus</li> <li>• change the face covering if it becomes damp or if you've touched it</li> </ul>		College Management Team	03.09.20

## Risk Assessment (From July 2021)

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
	<ul style="list-style-type: none"> <li>• 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)</li> </ul> <p>When removing a face covering:</p> <ul style="list-style-type: none"> <li>• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</li> <li>• only handle the straps, ties or clips</li> <li>• do not give it to someone else to use</li> <li>• if single-use, dispose of it carefully in a residual waste bin and do not recycle</li> <li>• if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</li> <li>• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed</li> </ul>			

## Risk Assessment (From July 2021)

### 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 or student who is in the in the extremely vulnerable (high risk) category; or if they share a household with someone that falls into the vulnerable or extremely vulnerable categories can come in to college to work or study.</p> <p>They must be extra careful and diligent about social distancing and hand hygiene. If local rates rise and extremely vulnerable people (high risk) 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 and students in the extremely vulnerable category must complete an individual risk assessment. Managers should ensure that this has occurred and a copy of the Risk Assessment is held on the staff member or student’s file. Any adaptations must be in place prior to coming into College and it is the staff members and students responsibility to ensure they follow the risk assessment fully.</p>		College Management Team	01.04.21

## Risk Assessment (From July 2021)

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 come in to college to work or study.</p> <p>They must be careful and diligent about social distancing and hand hygiene. If local rates rise and vulnerable people (moderate risk) 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 and students in the vulnerable category must complete an individual risk assessment. Managers should ensure that this has occurred and a copy of the Risk Assessment is held on the staff member or student's file. Any adaptations must be in place prior to coming into College and it is the staff members and students responsibility to ensure they follow the risk assessment fully.</p>		College Management Team	09.12.20



## Risk Assessment (From July 2021)

### 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
11.3	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

## Risk Assessment (From July 2021)

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