

RISK ASSESSMENT – COVID 19

Site Location: All East Riding College sites

Date of the Assessment: 01/01/2021

Activity/Situation: Use of the buildings during normal working hours in relation to COVID 19 Tier & lockdowns.

Assessor Name:

Assessor Signature:

Manager Name:

Manager Signature:

Risk Assessment Reviews		
Date	Comments	Sign
18/06/2020		
19/06/2020		
19/08/2020		
01/01/2021		
28/01/2021		

Hazards Identified	Persons or Groups at Risk	Existing Controls (Can refer to existing documents and training)	Risk level before any additional control measures applied			Additional Control Measures (Further Actions Required) (Please state 'No action required', if none are required)	Risk level after any additional control measures applied		
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level
1. General (Transmission of the Virus)	Learners Employee Visitors Contractors	<ul style="list-style-type: none"> Government guidance. Facilities Cleaning Team. Timetabling. Home Studying (where possible) Home working (where possible) One way systems. 1 metre plus Social Distancing. Cleaning materials provided by Facilities. Welfare facilities. Sanitiser. Risk assessment COVID-19 Policy and Procedure Cleaning working environments guidance. Supervision. PPE 	2	4	8	Control numbers to only those that need to be on site. Attendance to site is limited to staff who can't work from home. Face coverings: Staff and learners are not routinely required to wear face coverings in classrooms and other learning spaces unless explicitly instructed (e.g. within the hair and beauty salons and restaurants). Staff and learners are however requested to wear a face covering in the communal areas of the College where there is the potential for more contact between a wider groups of individuals. This includes, for example, the corridors, refectory/bistro, atrium and e-Learning Centres. Staff and learners are encouraged	1	4	4

				<p>to use their own face covering although these will be provided by the College where this is not possible.</p> <p>Anyone who is exempt from wearing a face covering will have this confirmed on their ID badge or by wearing the national lanyard.</p> <p>Specific bins will be provided for the disposal of face masks which are damaged or not re-usable. These will be clearly identified on each site and a replacement can be obtained from reception, eLearning Centre or the facilities team.</p> <p>Stagger time tables to ensure limited persons on site at one time and arrival/leave times.</p> <p>Create safety bubbles of groups of staff and learners.</p> <p>Clinically extremely vulnerable persons are advised to follow the latest government guidance.</p> <p>Staff who are clinically extremely vulnerable, or who live with someone who is clinically extremely vulnerable, are expected to attend College as required by their job role. Anyone with individual concerns should talk to their line manager.</p> <p>Strict social distancing is to be applied (at least 1 metre plus) – Where this is not practicable the activity will be risk assessed, taking into account industry/sector guidance and further mitigation applied. Other protective measures are also in place to mitigate this such as screens on reception areas and the wearing of face coverings in communal areas.</p> <p>Appropriate PPE will be supplied where it is not</p>		
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					<p>possible for staff to observe social distancing with specific learners. Individual departmental risk assessments should be completed (in conjunction with the Facilities and SHE Manager) to cover specific scenarios relevant to individual curriculum areas or groups of learners.</p> <p>One way systems are to be applied with strict access control by all staff at vulnerable access points. The barriers at Flemingate will be switched to one-way access for staff and learners, to reinforce the use of the one-way system.</p> <p>Some Vulnerable learners will have access to leave FLM at 3pm via the main entrance (Access) door while being escorted by an LSA to get into transport to take them home.</p> <p>Increased frequency of cleaning (objects/surfaces) by staff and learners.</p> <p>Increased frequency of personal hygiene/hand washing.</p> <p>Everyone should avoid close face to face contact and minimise time spent within 2 metres of anyone.</p> <p>Signage has been installed:</p> <ul style="list-style-type: none"> • One way routes • Queuing (as applicable) • Basics of COVID-19 (transmission, symptoms, shielding, self-isolation...etc) • maintain social distancing 			
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						<ul style="list-style-type: none"> • Handwashing • Catch it, bin it, kill it. • Classroom cleaning guidance. • Tier risk Level. 			
2.	Learners Employee Visitors Contractors Access to site	<ul style="list-style-type: none"> • Government guidance. • Facilities cleaning Team. • Timetabling. • Home Studying (where possible) • Home working (where possible) • One way systems. • 1 metre plus, Social Distancing. • Cleaning materials provided by Facilities. Welfare facilities. • Wipes in hard hit areas. Lifts and IT rooms. • Sanitiser. • Risk assessment • COVID-19 Policy and Procedure • Cleaning working environments guidance. • Supervision. • PPE 	2	4	8	<p>Access the College by the usual doors at the front of the buildings.</p> <p>Staggered start and finish times for both staff and learners where achievable.</p> <p>You must bring your College ID card with you or you may not gain entry.</p> <p>(There will be no ‘signing in’ book available if you forget your card.)</p> <p>All staff and learners are asked to attend college on their own.</p> <p>All staff and students will exit the buildings via the one way system, these exits will be clearly signposted.</p> <p>FLM - Access to floors 1, 2 and 3 will be via the main internal stairs. To gain access to floor 3 will need to be done via the lift from floor 2. You can also continue to use the lift if needed to access all floors with a one in, one out system in place-(with priority given to those with mobility issues or with heavy loads).</p> <p>SMW – Access to the first floor will be from the stairwell behind reception, CEC/ERB & Catering can access the first floor by using the stairwell near the workshops, Staff /learners are to give way to others coming down the stairs first. This is an entry stairwell only. To get back down to the ground floor please use the stairwell down near performing arts/workshop area. Please exit by using the automatic doors to the</p>	1	4	4

						<p>left as you look out the building. These exits will be clearly signposted. You can also continue to use the lift if needed to access all floors with a one in, one out system in place (with priority given to those with mobility issues or with heavy loads). Staff at construction end can also access the first floor via these stairs. Only these stairs are a two way system, with priority on the person coming down.</p> <p>PRD – All staff and learners entering PRD and need to use the hand sanitizers available. They will then need to go direct to their areas of work. Once finished they will need to leave the building. Please wear face coverings when traveling through other classroom spaces to get to your area.</p> <p>St James – Please enter the building via the main doors and keep to the left, use the hand sanitizer as you arrive. A one way system is in place, To gain access to the first floor, please go up the middle stairs. To come down again, please use the back stairwell. On exiting the building please keep to the left and give way to anybody entering the building before trying to leave.</p> <p>Timetabled lessons are likely to involve a mix of on-site and remote learning. Timetabled lessons have been staggered to support with social distancing (1 metre plus) and learners must attend at their allocated start time and leave at their allocated finish time which will minimise the volume of people using the entry and exit points at any given time.</p>			
<p>3.</p> <p>Front of House Areas</p>	<p>Learners Employee Visitors Contractors</p>	<ul style="list-style-type: none"> • Desk/workstation as barrier • Government guidance. • Facilities cleaning Team. • Timetabling. • Home Studying (where possible) 	3	4	12	<p>Access across the sites to be limited. Continue to work from home if possible.</p>	1	4	4

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<p>(Reception, Guidance, shops/sales counters, Refectories)</p>		<ul style="list-style-type: none"> • Home working (where possible) • One way systems. • 1 metre plus, Social Distancing. • Cleaning materials provided by Facilities. Welfare facilities. • Wipes in hard hit areas. Lifts and IT rooms. • Sanitiser. • Risk assessment • COVID-19 Policy and Procedure • Cleaning working environments guidance. • Supervision. • PPE 			<p>Perspex screens have been installed on the main receptions, refectories, shops, e-Learning Centres, and guidance desks.</p> <p>Floor markings or barriers must be used (with signs) to control the flow and direction of people.</p> <p>Social spaces will be closed except for access to food.</p> <p>Reception and other face to face areas now have protective screens running the full length with floor markings to maintain the social distancing. The reception will only be open to 3 staff member at a time working behind it.</p> <p>All visitors entering the building to attend reception at FLM must use the single access door to the left main entrance. They can leave via the same door to prevent them walking through the building.</p> <p>SMW – Visitors are to use the same entrance as staff and learners, But they can leave through the automatic doors to the left of reception to prevent them walking through the building.</p> <p>Refectories at FLM & SMW will operate a reduced menu of hot and cold items is in operation at both FLM and SMW with all food being pre-packaged in takeout containers and on plates. Pre-packed disposable cutlery will be supplied when ordering food. There will be reduced seating capacity on both sites and card payments are strongly encouraged although we can accommodate cash in exceptional circumstances. An optional pre-ordering system will</p>			
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						be in place for those who wish to order, and pay for their items in advance			
4.	Learners Employee	<ul style="list-style-type: none"> • Government guidance • Timetabling • IT equipment cleaning procedure • Home Studying (where possible) • Home working (where possible) • Cleaning materials provided by Facilities • Welfare facilities • Sanitiser • Cleaning working environments guidance Supervision 	2	4	8	<p>Close/remove IT equipment from open access areas.</p> <p>All staff who can undertake their normal job role from home are encouraged to continue with home working for at least part of their working hours. Where staff and learners are on a site at PCs, workstations (in offices and classrooms) have been set up to be socially distanced (1 metre plus apart), as well as 1 metre plus space to enter and leave.</p> <p>Line managers will advise staff who are not in learner-facing roles of rotas for spending time in the office and arrangements and expectations for working from home.</p> <p>Hot desks should be removed from use. Where this is not possible, strict cleaning must be completed, before use</p> <ul style="list-style-type: none"> • Keyboards • Mouse • Phone • Desk • Chair • And all other peripherals where contact may be made <p>Cleaning products must be easily/readily available in all places of work or study, where they are in use.</p>	1	4	4

					<p>All areas of the College are cleaned before the start of each working day and the facilities team will be using a fogging machine in each site every week. Staff and learners are responsible for cleaning the work surfaces and equipment in the classrooms and other learning spaces during the day and wipes will be provided in each room along with cleaning guidance. Hand sanitizers will also be available within each room.</p> <p>Increased cleaning regimes must be implemented by the users of the space, for the general environment. These will include:</p> <ul style="list-style-type: none"> • Cleaning general/regular touch points frequently throughout the day. • Cleaning touch points on equipment that are used by multiple persons. <p>Learner attendance to sites will be by invitation only, register to be taken to ensure those learners on site are who are expected.</p> <p>Where possible, learners are asked not to have close contact with learners outside of their class groups.</p> <p>Whilst on site, staff and learners must not stray from their immediate place of work/study, unless there is an emergency or access to toilets is needed, or (for those on site all day) they are using refectory facilities. Due to the nature of the person’s role, the following groups; SMT/CMT/Facilities/Managers/Learner Services/H&S and refectory staff are excluded from this.</p>			
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					<p>For this term, learners who are on site all day will be permitted to eat their lunch (cold food only) in the classrooms (with the exception of IT rooms) as long as staff are present to supervise. This is intended to minimise the movement of learners around the College and staff and learners will be responsible for keeping the classrooms clean and tidy. Any breaches of this agreement will result in the option to eat in classrooms being immediately withdrawn.</p> <p>Staff in staff rooms are kept to a minimum. Teaching staff with timetabled lessons in the morning are asked to proceed immediately to their classroom or other teaching space and those needing to complete admin at the end of the day are asked to remain in classrooms or complete this at home/remotely. The use of the staff rooms at lunch times is prioritised for those who have lessons during both the morning and afternoon.</p> <p>Start and finish times will be timetabled to be as staggered as possible to reduce contact.</p> <p>Sanitiser units have been installed at each classroom entry point and around the building at every printer.</p> <p>Remove soft seating.</p> <p>Ventilation is maintained through the building BMS. Doors should not routinely be propped open. Staff are encouraged to open windows where possible.</p> <p>Install appropriate signs:</p>			
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						<ul style="list-style-type: none"> Basics of COVID-19 (transmission, symptoms, shielding, self-isolation etc.) 1 metre plus social distancing Handwashing <p>Returning staff and learners should be provided with guidance on new arrangement by their line manager.</p>			
5.	Learners Employee Visitors	<ul style="list-style-type: none"> Cleaning materials provided by Facilities Welfare facilities Sanitiser Risk assessment Social distancing guidance Cleaning working environments guidance Supervision PPE 	2	4	8	<p>Where hand tools and equipment are used, every effort must be made to ensure each learner and staff have their own for the duration of the lesson. Ideally for the duration of their practical sessions.</p> <p>Where this can't be achieved, these must be identified with learners and a robust cleaning process must be put in place to mitigate any risk. (Cleaning between use)</p> <p>PPE (non-COVID-19) must not be shared, each learner and staff must be issued or provide their own PPE for the duration of their practical course. Replaced at a frequency advised by the manufacturer (faulty or expired etc.).</p> <p>Cleaning of PPE must be an absolute last resort, and only done so through risk assessment and extremely robust procedures, that are in line with manufacturer's guidance and further approval from H&S and EMT.</p> <p>Increased cleaning regimes must be implemented by the curriculum staff, for the general environment. These will include:</p>	1	4	4
	Workshops								

						<ul style="list-style-type: none"> • Cleaning general/regular touch points frequently throughout the day. (including at the end of the day) • Cleaning touch points on machinery/equipment that are used by multiple persons. <p>Curriculums and managers are to identify all machinery and equipment that are used by multiple persons. Touch points are to be highlighted in some way to point out they need cleaning.</p> <p>Cleaning products must be easily/readily available in all places of work or study, where they are in use.</p> <p>The facilities team will advise on maximum numbers for each room/space used, with input from HoC and SMT.</p> <p>Attendance to sites will be by invitation only, register to be taken to ensure those learners on site are who are expected.</p> <p>Staff and learners will be grouped/timetabled to create small working groups (safety bubbles) to lower the risk of transmissions.</p> <p>Whilst on site, staff and learners must not stray from their immediate place of work/study, unless there is an emergency or access to toilets is needed, or (for those on site all day) they are using refectory facilities. Due to the nature of the person's role, the following groups; SMT/Facilities/Managers/Learner Services/H&S, and refectory staff are excluded from</p>			
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						<p>this. These groups will keep visits to a short period of time as possible, reduce the frequency of visits to as low as possible and observe strict social distancing measures.</p> <p>Start and finish times will be timetabled to be as staggered as possible to reduce contact.</p> <p>Install sanitiser units at each entry point and work area.</p> <p>Workstations/areas should be set up to be socially distanced (1 metre plus). Isolate machinery and mark floors to achieve this.</p> <p>Remove soft seating.</p> <p>Ventilation is to be maintained.</p> <p>Install appropriate signs:</p> <ul style="list-style-type: none"> • Basics of COVID-19 (transmission, symptoms, shielding, self-isolation...etc) • 1 metre plus social distancing • Handwashing • Returning staff and learners should be provided with guidance on new arrangement. 			
6.	Learners Employee Visitors Contractors	<ul style="list-style-type: none"> • Government guidance on self-isolation. • Signs and posters alerting all to the symptoms of COVID-19 and isolation periods 	2	4	8	Staff and learners who have symptoms of Covid-19 are instructed not to attend site and to access a test as soon as possible. They should self-isolate following government advice until the test result is known. Those with a negative result should return to site.	1	4	4

<p>Infected Person Onsite</p>					<p>Those with a positive test should continue to follow government advice.</p> <p>Staff and learners who develop symptoms of Covid-19 whilst on site should leave site as soon as possible and access a test, following government advice on self-isolating. Staff and learners should book a test at a government testing site. In exceptional circumstances, where an individual is unable to get to a testing site, they may be able to access a home-testing kit from the College.</p> <p>Those who have been in close contact with someone who has developed symptoms whilst on site do not need to go home unless they develop symptoms themselves.</p>			
<p>7. Emergency Waiting Room</p>	<p>Learners Employee Visitors</p>	<ul style="list-style-type: none"> • Single access room near to the main entrance. • PPE • Government guidance • Social distancing guidance • Cleaning working environments guidance 	<p>2</p>	<p>4</p>	<p>8</p> <p>A meeting room on the ground floor will be used as a holding room for staff/learners to be collected.</p> <p>They are to stay in the room on their own and anyone needed to speak to the learner/staff member must have PPE on before entering the room.</p> <ul style="list-style-type: none"> • Face mask & face shield • Double Gloves • Double Apron <p>Once the room is vacated it must be deep cleaned & fogged before used again.</p> <p>FLM – Holding room will be BG4.</p> <p>SMW – Holding room will be small meeting room near Guidance office.</p>	<p>1</p>	<p>4</p>	<p>4</p>

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						St James – JG4			
8.	Learners Employee Visitors Contractors	<ul style="list-style-type: none"> • Facilities hygiene • Cleaning materials provided by Facilities • Washing facilities • Sanitiser • Risk assessment • Social distancing guidance 	2	4	8	<p>The toilet and Kitchen facilities will be reduced onsite to local areas.</p> <p>In each toilet block, cubicles, urinals and basins will be closed/isolated to:</p> <ul style="list-style-type: none"> • Create more space for social distancing. • Limit the amount of people in the toilets. <p>Install sanitiser units near the facilities.</p> <p>General cleaning of toilet blocks will be increased as per government guidance. Focus will be given to cleaning high contact points.</p> <p>Install appropriate signs as to how to use the space and hand washing.</p> <p>FLM - Onsite smoking areas will be closed. You can smoke/vape off site aware from the main entrance.</p> <p>SMW – You can smoke/vape in the designated smoking area to the front of the main building.</p> <p>St James – Please smoke/vape in the designated smoking area within the internal courtyard.</p> <p>PRD – Please smoke/vape in the designated smoke shelter in the main car park.</p> <p>Returning staff and learners should be provided with guidance on new arrangement.</p>	1	4	4
Welfare – Toilets, kitchens. Smoking areas.									

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<p>9. Large crowds (Unnecessary Contact)</p>	<p>Learners Employee</p>	<ul style="list-style-type: none"> • Government guidance. • Timetabling. • Home Studying (where possible) • Home working (where possible) • One way systems. • 1 metre plus Social Distancing. 	<p>2</p>	<p>4</p>	<p>8</p>	<p>Display signs across all sites, they should cover:</p> <ul style="list-style-type: none"> • One way routes • Queuing (as applicable) • Removal of all communal seating areas <p>In order to support social distancing, many of the social spaces within the College are closed. Learners with timetabled lessons in the morning are asked to proceed immediately to their classroom or other teaching space and to leave the building immediately after their last timetabled session. The use of the refectory at lunch times is prioritised for those who have lessons during both the morning and afternoon. Refectories will have a reduced menu provided in take-out boxes or plate.</p> <p>For staff in whose role is not learner-facing, working from home is encouraged for at least part of the working week. Line managers will advise on rotas for staff to be working on-site and to agree arrangements and expectations for working from home.</p> <p>Tutors will determine the extent of blended and remote learning for individual learners and groups based on room capacity and profile of individual learners.</p> <p>The Facilities Manager will advise on maximum numbers for each room/space used, with input from HoCs and SMT.</p>	<p>1</p>	<p>4</p>	<p>4</p>
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					<p>Learner attendance to sites will be by invitation only, register to be taken to ensure those learners on site are who are expected.</p> <p>Staff and learners will be grouped/timetabled to create small working groups (social bubbles) to lower the risk of transmissions.</p> <p>Whilst on site, staff and learners must not stray from their immediate place of work/study, unless there is an emergency or access to toilets is needed, or (for those on site all day) they are using refectory facilities. Due to the nature of the persons role, the following groups; SMT/Facilities/Managers/Learner Services/H&S, are excluded from this.</p> <p>Start and finish times will be timetabled to be as staggered as possible to reduce contact.</p> <p>Implement the one way system plans by installing directional arrows.</p> <p>Install sanitiser units at each entry point and work area.</p> <p>Remove soft seating.</p> <p>Ventilation is to be maintained and turned off where possible.</p> <p>Install appropriate signs:</p> <ul style="list-style-type: none"> • Basics of COVID-19 (transmission, symptoms, shielding, self-isolation...etc) 			
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						<ul style="list-style-type: none"> • 1 metre plus social distancing • Handwashing <p>Returning staff and learners should be provided with guidance on new arrangement.</p>			
<p>10.</p> <p>Breaching Social Distancing (SD) (Other than fleeting contact)</p>	<p>Learners Employees</p>	<ul style="list-style-type: none"> • Government guidance • First aid procedures • Risk assessment • Social Distancing is mandatory for all • PPE 	3	4	12	<p>Any scenario or work activity that requires the regular breach of social distancing (other than passing/fleeting contact), must be fully risk assessed by the department who requires to breach social distancing, full mitigation must be considered to lower the risk to as low as is reasonably practicable.</p> <p>This risk assessment must be completed in writing (not dynamic) and submitted to Facilities and SHE Manager before the activity goes ahead.</p> <p>Returning staff and learners should be provided with guidance on new arrangement.</p> <p>Those who deliberately or persistently breach instructions given in relation to Covid-19 will be asked to leave site and subject to formal disciplinary arrangements.</p>	1	4	4
<p>11.</p> <p>Vulnerable Groups</p>	<p>Learners Employee</p>	<ul style="list-style-type: none"> • Government shielding guidance. • Risk assessment • COVID-19 Policy and Procedure 	2	3	6	<p>Staff and learners who are clinically extremely vulnerable are advised to follow the latest government guidance.</p> <p>Staff and learners who are clinically vulnerable are expected to attend College as required by their job role. Anyone with concerns should raise this with their manager/tutor who should arrange a specific risk assessment.</p>	1	3	3

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						Returning staff and learners should be provided with guidance on new arrangement.			
12.	Learners Employee Visitors Contractors	<ul style="list-style-type: none"> • Addressable fire alarm and automatic detection. • Periodic recorded checks of the alarm system, fire extinguishers, escape routes, and emergency lighting. (some are automated) • Fire Safety training is completed by most staff, in addition, facilities will have completed some fire training as part of their SIA licence. • System monitored by staff and external monitoring company. • Inductions • Health and Safety Policy • Periodic Portable Appliance Testing (PAT). • Addressable fire alarm and automatic detection. • Periodic recorded checks of the alarm system, fire extinguishers, escape routes, and emergency lighting. (some are automated) • Fire Safety training (mandatory for all staff). Fire Wardens. • Evacuation chairs (where applicable). • Portable fire extinguishers in place. • Inductions. • Fire evacuation procedure. • Fire Assembly points. • COVID-19 Policy and Procedure • Signage. 	2	4	8	<p>If the onsite monitoring of the fire panel by a competent person cannot be maintained, then the site should not be operational.</p> <p>All learners must register their intention to attend site to keep track of numbers and ensure supervision is adequate. Facilities and DM must be informed of anticipated numbers.</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>During an alarm activation, social distancing (1m plus apart) should be maintained when evacuating and whilst awaiting instruction at assembly points. Unless there is a clear and present danger.</p> <p>One way system should be relaxed during fire alarm actuation.</p> <p>CMT must ensure there are adequate numbers of staff trained as fire wardens.</p> <p>There must be suitable SMT/CMT presence during main operational hours.</p> <p>Health and safety training modules can be accessed via SharePoint and should be completed by colleagues.</p>	1	4	4
Fire evacuation									

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						Line managers should be contacted to arrange a PEEP for any users (staff or learners) who may struggle to evacuate the building in an evacuation.			
						Returning staff and learners should be provided with guidance on new arrangement.			
13.	Learners Employee Visitors Contractors	<ul style="list-style-type: none"> Government guidance. Adequate numbers of first aiders available. Defibrillators located across the various sites. PPE. Resuscitation Council UK. Social distancing measures. Providing First Aid Assistance Procedure. COVID-19 Policy and Procedure. Welfare facilities. 	3	3	9	<p>First aiders must familiarise themselves with the guidance in the COVID-19 Policy and Procedure and the Providing First Aid Assistance Procedure.</p> <p>Social distancing (1 Metre plus) must be maintained, where possible, to support a person to administer first aid to themselves.</p> <p>Where this is not possible, the first aider must make a dynamic assessment of the risks and support as necessary following the guidance detailed in the COVID-19 Policy and Procedure and the Providing First Aid Assistance Procedure.</p> <p>Given the nature of some incidents and the speed at which support may be needed, the dynamic assessment does not need to be recorded.</p> <p>Install sanitiser units at each entry point and work area.</p> <p>If you need to use the First Aid room, please keep the amount of people to a minimum. The accident book will also need completing. Please inform the facilities team so they can deep clean the room.</p> <p>PPE is available to first aider when required. These will be available in the first aid rooms.</p> <p>Returning staff and learners should be provided with guidance on new arrangement.</p>	1	3	3
First Aid Existing or Developing Medical Conditions, or Medical Emergency									

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<p>14.</p> <p>The potential ill effect of Covid-19 and PPE use on staff wellbeing and mental health</p>	<p>Deterioration of mental health Disengagement</p>	<ul style="list-style-type: none"> • Government guidance. • Adequate numbers of first aiders available. • Defibrillators located across the various sites. • PPE. • Resuscitation Council UK. • Social distancing measures. • Providing First Aid Assistance Procedure. • COVID-19 Policy and Procedure. • Welfare facilities 	<p>2</p>	<p>4</p>	<p>8</p>	<p>Managers have regular contact with staff groups to determine their wellbeing</p> <p>Line managers should maintain regular contact with staff who are working from home to ensure that expected work standards are being met as well as monitoring of staff wellbeing.</p> <p>Staff working from home have been provided with a guide to successful working from home via the HR department</p> <p>Staff have access to HR support and the employee assistance line which offers counselling</p> <p>Regular contact provided by the SMT to staff groups in the form of a staff update via email which is also presented on the reception TV screen</p> <p>Managers will work with staff who feel PPE use is overwhelming and is causing distress to support them during the transition or to determine a reasonable alternative. Managers will undertake an individual risk assessment for these staff</p>	<p>1</p>	<p>4</p>	<p>4</p>
<p>15.</p> <p>Slips, Trips and Falls</p>	<p>Learners Employee</p>	<ul style="list-style-type: none"> • Safety and directional signage (where/when applicable). • Designated walkways. • Facilities Maintenance Team • Facilities Fault Reporting System. • Facilities Hygiene Team. • Mandatory Health and Safety training modules for all TEC Partnership staff. • Inductions • Health and Safety Policy • First Aid Provision 	<p>2</p>	<p>3</p>	<p>6</p>	<p>If the appropriate daily cleaning of the building by the facilities team cannot be maintained, then the site should not be operational. This should take into account the increased cleaning regime advised by CLF SMT.</p> <p>Any makeshift workstations created must have appropriate controls in place to prevent trailing cables becoming a trip hazard.</p> <p>Learners who are authorised to use the building should be provided with written guidance on</p>	<p>1</p>	<p>3</p>	<p>3</p>

						<p>behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>Mandatory health and safety training modules can be accessed via SharePoint and should be completed by colleagues.</p> <p>If first aid provision cannot be suitably maintained then the site must not be operational.</p> <p>There must be suitable SMT/CMT presence during main operational hours.</p>			
<p>16.</p> <p>Electricity (Electric shock, burns, fire from using faulty electrical equipment)</p>	<p>Learners Employee</p>	<ul style="list-style-type: none"> • Fixed installation testing completed as part of the Facilities PPM. • TEC Partnership PAT testing schedule which is controlled by Facilities PPM. • Facilities Department • Facilities fault reporting system. • IT equipment maintained by IT team. • Inductions • Health and Safety Policy • Portable Appliance Testing Policy. 	2	4	8	<p>Electrical equipment to be switched off if being left unattended for long periods of time.</p> <p>Visual, pre-use checks are to be made of equipment.</p> <p>Users of the equipment must report any instances where there is no evidence of PAT testing on a portable appliance.</p> <p>Any defective or damaged equipment must be taken out of use immediately and reported to IT/Facilities (as appropriate).</p> <p>Users must ensure electrical equipment is operated in accordance with the manufacturers' instructions (where available) or from IT staff if not available.</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>If first aid provision cannot be suitably maintained then the site must not be operational.</p>	1	4	4

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						There must be suitable SMT/CMT presence during main operational hours.			
17.	Learners Employee	<ul style="list-style-type: none"> ERC Facilities team. CCTV Panic alarms. Card access system (where applicable). Site access restricted by locked gates outside of operational hours. External lighting. Police Health and Safety Policy 	2	3	6	<p>If sufficient facilities provision cannot be maintained then the site should not be operational.</p> <p>The requirement for any learners to attend site outside of timetabled lessons should be kept to a minimum and must be agreed in advance with their tutor who must inform facilities.</p> <p>Revolving door to be locked down inside of normal operating hours.</p> <p>Card access doors leading to final exit must not be left open and maglock system over-ridden.</p> <p>Access to the FLM building is via the side door at the main entrance for learners.</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>There must be suitable SMT/CMT presence during main operational hours.</p>	1	3	3
18.	Learners Employees	<ul style="list-style-type: none"> ERC facilities team. CCTV Card access system (where applicable). Library alarm system indicating books being taken without being registered. Disciplinary procedures (learners and staff) Site access restricted by locked gates outside of operational hours. External lighting. Police Health and Safety Policy 	3	1	3	<p>If sufficient facilities provision cannot be maintained then the site should not be operational.</p> <p>Revolving door to be locked down outside of normal operating hours.</p> <p>Card access doors leading to final exit must not be left open and maglock system over-ridden.</p> <p>Learners who are authorised to use the building should be provided with written guidance on</p>	2	1	2

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						<p>behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>There must be suitable SMT/CMT presence during main operational hours.</p>			
<p>19.</p> <p>DSE</p>	<p>Learners Employee</p>	<ul style="list-style-type: none"> Curriculum guidance on use of DSE for learners. DSE furniture and work stations available. IT fault reporting system. Occupational Health (colleagues) First Aid provision. Inductions Health and Safety Policy 	2	3	6	<p>Users of Display Screen Equipment must maintain social distancing (at least 1m apart) measures. Keyboards, mouse etc should be cleaned prior to use/change in user.</p> <p>Ensure learners are given guidance with regards to DSE usage, (correct seated position, breaks etc) and reporting faults with DSE equipment (IT).</p> <p>Antibacterial wipes and hand sanitiser must be readily available for user to clean equipment.</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>There must be suitable SMT presence during main operational hours.</p>	1	3	3
<p>20.</p> <p>Existing or Developing Medical Conditions, or Medical Emergency</p>	<p>Learners Employees</p>	<ul style="list-style-type: none"> Occupational Health (staff) ALS First Aid Provision Defibrillator located near First Aid room. PPE. Government/NHS guidance. Displayed guidance. Social distancing measures. Welfare facilities. 111/999 	3	3	9	<p>If first aid provision cannot be suitably maintained then the site must not be operational.</p> <p>If a first aid situation arises, appropriate first aid must be provided regardless of social distancing measures.</p> <p>Appropriate PPE must be used for the delivery of first aid.</p> <p>Social distancing measures (1m plus apart) must be maintained by all users of the building (aside from first aid measures).</p>	1	3	3

						<p>Learners and staff recognised as vulnerable to Coronavirus within Government/NHS guidelines, are strongly advised to follow those guidelines.</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>In the interest of personal safety and due to the lack of trained operatives, those who access the site and would have difficulty evacuating the building on their own, should remain at ground level.</p> <p>There must be suitable CMT/SMT presence during main operational hours.</p>			
<p>21.</p> <p>Spread of Virus (Including new Variants)</p>	<p>Learners Employees</p>	<ul style="list-style-type: none"> • Government/NHS guidance. • Displayed guidance. • Social distancing measures. • Welfare facilities. • No access to Facilities Control room by unauthorised persons. • Facilities Hygiene Team • Facilities Fault Reporting System. 	2	4	8	<p>If the appropriate daily cleaning of the building by the facilities team cannot be maintained, then the site should not be operational. This should take into account the increased cleaning regime advised by PHE.</p> <p>Additional signage will be installed across all sites.</p> <p>All staff and learners are required to wear face coverings in communal areas at all times. Anyone who is exempt from wearing a face covering will have this confirmed on their ID badge.</p> <p>The provision of hot water and soap for washing of hands must be maintained. If this cannot be maintained then the site must not be operational.</p> <p>Hand sanitiser must be available at entry points and other prime locations.</p>	1	4	4

						<p>Social distancing measures (1m plus apart) must be maintained by all users of the building.</p> <p>Keyboards, mouse etc should be cleaned prior to use/change in user.</p> <p>Wipes and bin bags will be provided in all teaching spaces. Hand sanitizers will also be installed in every room.</p> <p>Antibacterial wipes and hand sanitiser must be readily available for user to clean equipment.</p> <p>Learners and staff recognised as vulnerable to Coronavirus within Government/NHS guidelines, are strongly advised to follow those guidelines.</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>There must be suitable SMT/CMT presence during main operational hours.</p>			
22. Air Conditioning	Employees Learners	<ul style="list-style-type: none"> External and internal competent advice. 	2	4	8	<p>Facilities are to assess and provide assurance through annual servicing that the air conditioning does not pose a risk or evidence mitigation where it does.</p> <p>Natural ventilation will be used where possible by opening windows.</p>	1	4	4
23. Contractors	Employees Learners Visitors	<ul style="list-style-type: none"> Government/NHS guidance. Displayed guidance. Social distancing measures. Risk Assessment PPE 	2	2	4	<p>Contractors are to enter the building the same way everyone else does.</p> <p>Ahead of arriving at site they company will have been ask:</p> <ul style="list-style-type: none"> Has the engineer had any symptoms? 	1	3	3

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						<ul style="list-style-type: none"> Have they been near anyone who has had COVID-19? <p>If 'Yes' they will be asked to stay away from site.</p> <p>Those who are approved to access the site need to sign in with Facilities and collect a contractor's badge.</p>			
<p>24.</p> <p>Pregnant women (Third trimester)</p>	<p>Employees Learners Visitors Contractors</p>	<ul style="list-style-type: none"> Government/NHS guidance. Displayed guidance. Social distancing measures. Risk Assessment PPE 	2	4	8	<ul style="list-style-type: none"> Staff and learners who are pregnant are in the "clinically vulnerable" category and are generally advised to follow the government advice for those who are clinically vulnerable A risk assessment will be carried out for pregnant staff. Staff who are pregnant are advised to follow the relevant guidance in occupational health advice for employers and pregnant women. 	1	4	4
<p>25.</p> <p>The potential ill effect of Covid-19 and PPE use on student wellbeing and mental health</p>	<p>Learners</p>	<ul style="list-style-type: none"> Government/NHS guidance. Displayed guidance. Social distancing measures. Guidance support 	2	2	4	<p>Students will be supported by care and education staff when introducing PPE.</p> <p>Relevant PPE will be introduced gradually to learners (as required) carefully establishing whether they are comfortable with the use of PPE</p> <p>Desensitisation will be an aim, discussing PPE in starter sessions and allowing students to touch and try on PPE themselves, this will educate the students not just for use of PPE in college but in wider society as a whole</p> <p>Learners with EHCPs or additional needs will be supported with the use of relevant PPE. Individual and proportionate adjustments will be made where appropriate. "Every Employee matters" is sent out as a reminder to staff as additional support.</p>	1	2	2

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						<p>In the event staff will not be wearing PPE close contact should be limited, hand hygiene should still be a priority and social distancing should be practised where safe</p> <ul style="list-style-type: none"> Families have also been made aware of the use of PPE so they can offer support at home Social stories have been implemented for students 			
<p>26.</p> <p>BAME</p>	<p>Employees Learners Visitors Contractors</p>	<ul style="list-style-type: none"> Government/NHS guidance. Displayed guidance. Social distancing measures. Risk Assessment PPE Facilities Hygiene Team Welfare Facilities 	2	2	4	<p>The College recognises the additional risk to vulnerable groups including BAME learners. Tutors will give additional consideration to high risk groups of learners including BAME learners, and encourage that they follow government guidelines. Tutors should take particular care to ensure that BAME learners and those from other vulnerable groups are prevented from coming into contact with any staff or learners on site who develop Covid-19 symptoms</p> <p>BAME Staff and learners who are clinically extremely vulnerable are advised to follow government guidance.</p>	1	2	2
<p>27.</p> <p>Offsite visits including employers and other stakeholders, learner Placements.</p>	<p>Assessors Business Development Reps Other staff with external-facing roles Employers Stakeholders</p>	<ul style="list-style-type: none"> Risk assessments Induction Home working arrangements Existing Covid-19 guidance for staff Instructions on social distancing 	2	3	6	<p>Staff should work from home where possible when not completing visits to employers.</p> <p>Assessors, Business Development Reps and other staff in external roles will be equipped with hand sanitizers and wipes and should use these frequently when offsite as well as washing hands regularly – including before entering and on exiting premises.</p>	2	2	4

				<p>Staff undertaking offsite visits should sanitise any equipment to be used, such as for teaching and assessment, before and after each use.</p> <p>Staff should maintain social distancing of at least 1 metre plus where possible when off-site. All staff undertaking external visits will be supplied with suitable, clinical-grade face masks and are required to wear these when on employer premises. In addition to the College guidance, staff must observe specific instructions or protocols provided by individual employers or stakeholders relating to their premises.</p> <p>All offsite visits should be pre-arranged with the employer/stakeholder and any specific protocols about visits to multiple stakeholders must be observed (for example, where an employer stipulates that staff should wait a minimum duration to visit them after visiting other employer premises).</p> <p>Where possible, assessment evidence, information or signatures should be obtained via electronic means (including e-signatures, online meetings, video recordings, telephone discussions, photographs, and electronic documentation). Physical visits to external sites for these purposes should be kept to a minimum.</p> <p>Any paper documentation should be prepared and used in one setting with one learner or employer contact and filed or disposed of as appropriate. Paper documentation should not be re-used with different learners and/or in different settings.</p> <p>All onsite assessments (theory & practical) are covered under the department Risk Assessment.</p>		
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<p>28.</p> <p>Performing Arts and sport</p>	<p>Staff (tutors and LSAs) and learners</p>	<ul style="list-style-type: none"> • Risk assessments • Government guidance. • Displayed guidance. • Social distancing measures. 	<p>2</p>	<p>4</p>	<p>8</p>	<p>Time spent on site by learners and staff will be limited with learners to arrive already changed. Changing rooms will be used to store bags etc. and should only be used for changing in exceptional circumstances.</p> <p>Maximum room capacity has been reviewed and confirmed in line with 1 metre plus social distancing. Hand sanitizers and wipes will be provided and tutors should arrange for surfaces and equipment to be wiped down after each use.</p> <p>Performances and rehearsals adjusted to avoid physical contact between learners and learners/staff. Consideration of performances with audiences will be individually risk-assessed in line with latest government guidance.</p> <p>Lessons/rehearsals etc. which involve singing to be socially distanced with at least 1 metre distance between individuals, and with learners facing away from each other.</p> <p>Instruments should be played outdoors where possible. If playing indoors, numbers should be limited to small groups and good ventilation should be maintained where possible. Wind/brass instruments should be positioned so as not to blow in the direction of another individual.</p> <p>Personal equipment such as chargers and phones should not be shared. Individuals must take</p>	<p>2</p>	<p>2</p>	<p>4</p>

					<p>responsibility for disinfecting their own personal equipment.</p> <p>Only those sports which are approved within the latest government guidance and/or relevant governing bodies can be undertaken.</p> <p>For sports sessions, individuals must observe social distancing throughout warm ups and taught sessions, and avoid equipment sharing.</p> <p>Individual sports will be risk assessed by the tutor and/or curriculum manager to confirm actions to mitigate against risks where social distancing is not possible in competitive matches and training.</p> <p>Learners should take home their kit and wash it themselves. Where equipment or kit is shared in exceptional circumstances, learners must wash and sanitise hands.</p> <p>Injuries during play should be treated and anyone involved should observe rigorous cleaning and personal hygiene. Face coverings are advised when administering treatment. After contact with an injured person, those involved should clean hands thoroughly with soap and water and/or hand sanitiser at the earliest opportunity and avoid touching mouth, eyes and nose.</p> <p>Those not directly participating must also observe social distancing guidelines (at least 1 metre) including coaching staff and substitutes.</p>			
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						<p>Match officials are also required to observe social distancing guidance.</p> <p>Water bottles must not be shared in any circumstances. Participants are advised to bring their own in a labelled or highly distinguishable container.</p> <p>Consideration of spectators at any event will be individually risk-assessed in line with latest government guidance.</p>			
<p>29.</p> <p>COVID -19 Testing Facilities</p>	<p>Employees Learners</p>	<ul style="list-style-type: none"> • Government/NHS guidance. • Displayed guidance. • Social distancing measures. • Risk Assessment • PPE • Facilities Hygiene Team • Welfare Facilities 	3	3	9	<p>Please refer to "COVID-19 testing facility Risk Assessment".</p>	2	3	6

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OVERALL ACTION PLAN

Hazards Identified	Additional Control Measures (Further Actions Required)	Action By: (Name)	Completed By: (Date, name & sign)	Risk level after any additional control measures applied
<p>Front of House Areas (Reception, Help Desks, shops/sales counters)</p>	<p>Close the provision/facility.</p> <p>Where the above is not reasonably practicable, implement remote screens (video chat/call).</p> <p>Where the above is not reasonably practicable, implement spray screens (of a suitable size).</p> <p>Where the above is not reasonably practicable, floor markings or barriers must be used (with signs). Only at locations where footfall is anticipated to be low and easily manageable.</p> <p>Where there remains a risk of social distancing being breached, without adequate controls in place, points under the hazard 'Breaching Social Distancing must be followed.</p>	<p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT SHE</p>		<p>1x4=4</p>
<p>General (Transmission of the Virus)</p>	<p>Control numbers to only those that need to be on site.</p> <p>Attendance to site is by invitation only – registers completed. Any unauthorised attendance must be reported.</p> <p>Stagger time tables to ensure limited persons on site at one time and arrival/leave times.</p> <p>Create safety bubbles of groups of staff and learners.</p>	<p>SMT</p> <p>Tutors, HOCS</p> <p>Tutors, HOCs</p> <p>Facilities, HOCs Tutors Facilities, HOCs Tutors</p>		<p>1x4=4</p>

	<p>Clinically extremely vulnerable persons and other vulnerable groups are advised to follow government guidance.</p> <p>Any symptoms experienced personally or in the household – Self isolate for 7/14 days as applicable. Strict social distancing is to be applied (at least 1 metre) – Where this is not practicable and needs to be breached, the activity will be risk assessed, taking into account industry/sector guidance and further mitigation applied.</p>	SMT		
Access to site	<p>Access the College by the usual doors at the front of the buildings.</p> <p>You must bring your College ID card with you or you will not gain entry.</p> <p>All staff and learners are asked to attend college on their own.</p> <p>All staff and students will exit the buildings via the goods delivery areas at the rear of the building, these exits will be clearly signposted.</p>	<p>HOCs, Facilities, CMT</p> <p>Facilities, HOCs</p> <p>SMT, CMT, HOCs</p>		1x3=3
Offices and standard classroom (IT equipment/work surface)	<p>Close/remove IT equipment from open access areas.</p> <p>A strict working/learning from home for all staff and learner who can undertake their normal job role/study from home and are not required for supervision purposes will be applied Where staff and learners are on a site at PCs, managers/teaching staff must ensure workstations (in offices and classrooms) are set up to be socially distanced (2 metres), as well as 1 metre plus space to enter and leave.</p> <p>Managers/teaching staff are to identify where staff and learners are working in offices and IT suites on site...the Facilities Team will advise on maximum numbers for each room/space used, with input CMT and line managers.</p>	<p>IT Facilities</p> <p>SMT, All Managers</p>		1x4=4

	<p>period of time as possible, reduce the frequency of visits to as low as possible and observe strict social distancing measures.</p> <p>Start and finish times will be timetabled to be as staggered as possible to reduce contact.</p> <p>Install sanitiser units at each entry point and work area.</p> <p>Remove soft seating.</p> <p>Ventilation is to be maintained.</p> <p>Install appropriate signs:</p> <ul style="list-style-type: none"> • Basics of COVID-19 (transmission, symptoms, shielding, self-isolation...etc) • 1 metre plus social distancing • Handwashing • Facilities H&S <p>Returning staff and learners should be provided with guidance on new arrangement.</p>	<p>CMT, SMT, Facilities</p> <p>Facilities</p> <p>Facilities</p> <p>Facilities</p> <p>All Staff</p>		
<p>Workshops</p>	<p>Where hand tools and equipment are used, every effort must be made to ensure each learner and staff have their own for the duration of the lesson. Ideally for the duration of their practical sessions.</p> <p>Where this can't be achieved, these must be identified with learners and a robust cleaning process must be put in place to mitigate any risk. (Cleaning between use)</p> <p>PPE (non-COVID-19) must not be shared, each learner and staff must be issued or provide their own PPE for the duration of their practical course. Replaced at a frequency advised by the manufacturer (faulty or expired...etc).</p>	<p>CMT, Facilities</p> <p>Facilities</p> <p>CMT, SMT, Facilities</p>		<p>1x4=4</p>

	<p>Cleaning of PPE must be an absolute last resort, and only done so through risk assessment and extremely robust procedures, that are in line with manufacturer’s guidance and further approval from H&S and SMT.</p> <p>Increased cleaning regimes must be implemented by the curriculum staff, for the general environment. These will include:</p> <ul style="list-style-type: none"> • Cleaning general/regular touch points frequently throughout the day. (including at the end of the day) • Cleaning touch points on machinery/equipment that are used by multiple persons. <p>Curriculum staff and managers are to identify all machinery and equipment that are used by multiple persons. Touch points are to be highlighted in some way to point out they need cleaning.</p> <p>Cleaning products must be easily/readily available in all places of work or study, where they are in use.</p> <p>The Facilities Team will advise on maximum numbers for each room/space used.</p> <p>Attendance to sites will be by invitation only, register to be taken to ensure those learners on site are who are expected.</p> <p>Will be grouped/timetabled to create small working groups (safety bubbles) to lower the risk of transmissions.</p> <p>Whilst on site, staff and learners must not stray from their immediate place of work/study, unless there is an emergency or access to toilets is needed, or (for those on site all day) they are using refectory facilities. Due to the nature of the persons role, the following groups; SMT/CMT/Facilities/Managers/Learner Services/H&S, refectory and Central Services are excluded from this. These groups will keep visits to a short period of time as possible, reduce the frequency of visits to as low as possible and observe strict social distancing measures.</p> <p>All users</p>	<p>Facilities</p> <p>All Staff</p> <p>CMT, Facilities</p> <p>Facilities</p> <p>All Staff</p>		
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	<p>Start and finish times will be timetabled to be as staggered as possible to reduce contact.</p> <p>Install sanitiser units at each entry point and work area. Workstations/areas should be set up to be socially distanced (1 Metre plus). Isolate machinery and mark floors to achieve this. Remove soft seating. Ventilation is to be maintained.</p> <p>Install appropriate signs: Basics of COVID-19 (transmission, symptoms, shielding, self-isolation...etc) 1 metre plus social distancing Handwashing</p> <p>Returning staff and learners should be provided with guidance on new arrangement</p>			
<p>Infected Person Onsite</p>	<p>On arrival to site, learners will be asked the following questions:</p> <ul style="list-style-type: none"> • Have you experienced any of the COVID-19 symptoms in the last 24hrs? • Has anyone in your household experienced any of the COVID-19 symptoms in the last 24hrs? <p>If they answer ‘Yes’ to either question, the person will be advised to return home and self-isolate for 7 or 14 days as applicable. SMT, H&S Curriculum Managers.</p> <p>Any known or perceived contaminated surfaces will be cleaned/disposed of in line with government guidance.</p> <p>Returning staff and learners should be provided with guidance on new arrangement.</p>	<p>SMT, CMT, Facilities & SHE</p> <p>Facilities</p> <p>All Staff</p>		<p>1x3=3</p>
<p>Vulnerable Groups</p>	<p>Staff and learners who are clinically extremely vulnerable are advised to follow government guidance.</p>	<p>All Staff</p>		<p>1x4=4</p>

	<p>Staff and learners who are clinically vulnerable are expected to attend College as required by their job role. Anyone with concerns should raise this with their manager/tutor who should arrange a specific risk assessment.</p> <p>Staff who live with someone who is clinically vulnerable are expected to attend College, as required by their job role.</p> <p>Returning staff and learners should be provided with guidance on new arrangement.</p>	<p>All Staff, SMT, SHE</p> <p>All Staff, SHE</p> <p>All Staff</p> <p>All Staff</p>		
<p>Transport</p>	<p>Every effort must be made to complete offsite meetings via telephone or video chat (Teams, Zoom, Whatsapp...etc)</p> <p>Where the above is not reasonably practicable, the risk assessment (offsite meeting, training or assessing), should be followed.</p> <p>Staff and learners are advised against car share (to and from work) unless living together in the same household. All who attend site</p> <p>Minimise car/van share for work related transport, which may include attending meetings, training, and visits to sites...etc. Where car/van share for work is the only reasonable mode of transport, points under the hazard 'Breaching Social Distancing must be followed</p> <p>Those who use public transport are advised to use other means (walking, cycling, car...etc) during times of COVID-19. If this is not practicable, users are advised to exercise extreme caution, practice social distancing and good hygiene measures.</p>	<p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p>		<p>1x4=4</p>

	<p>ERC mini buses must be sanitized between different users. All vehicles will be fogged at the end of each week. Staff and learners using the College minibuses will be required to wear face coverings.</p> <p>Returning staff and learners should be provided with guidance on new arrangement.</p>	All Staff		
Welfare – Toilets, kitchens.	<p>In each toilet block, cubicles, urinals and basins will be closed/isolated to:</p> <ul style="list-style-type: none"> • Create more space for social distancing. • Limit the amount of people in the toilets. <p>Install sanitiser units at each entry point. Cleaning products must be easily/readily available for those who wish to use. General cleaning of toilet blocks will be increased as per government guidance. Focus will be given to cleaning high contact points.</p> <p>Install appropriate signs as to how to use the space and hand washing. Hand dryers are to be isolated and towels provided.</p> <p>Returning staff and learners should be provided with guidance on new arrangement.</p>	<p>Facilities</p> <p>Facilities</p> <p>Facilities</p> <p>Facilities</p> <p>All Staff</p>		1x3=3
Fire Evacuation	<p>If the onsite monitoring of the fire panel by a competent person cannot be maintained, then the site should not be operational.</p> <p>Social distancing (2m apart) should be maintained whilst evacuating and whilst awaiting instruction at assembly points. Unless there is clear and present danger</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p>	<p>Facilities</p> <p>Learners/Staff</p> <p>SMT</p> <p>SMT</p>		1x4=4

	<p>SMT must ensure there are adequate numbers of staff trained as fire wardens.</p> <p>In the interest of personal safety and due to the lack of trained operatives, those who access the site and would have difficulty evacuating the building on their own, should remain at ground level.</p> <p>Mandatory health and safety training modules can be accessed via SharePoint and should be completed by colleagues.</p> <p>There must be suitable SMT/CMT presence during main operational hours.</p> <p>The Health and Safety Team should be contacted to arrange a PEEP for any users (staff or learners) who may struggle to evacuate the building in an evacuation.</p> <p>One way system should be relaxed during fire alarm actuation.</p> <p>Returning staff and learners should be provided with guidance on new arrangement.</p>	<p>All Staff</p> <p>Learners/Staff</p> <p>All Staff</p> <p>CMT</p> <p>All Staff</p> <p>All Staff</p>		
<p>First Aid</p> <p>Existing or Developing Medical Conditions, or Medical Emergency</p>	<p>First aiders must familiarise themselves with the guidance in the COVID-19 Policy and Procedure and the Providing First Aid Assistance Procedure.</p> <p>Social distancing (1 Metre plus) must be maintained, where possible, to support a person to administer first aid to themselves.</p> <p>Where this is not possible, the first aider must make a dynamic assessment of the risks and support as necessary following the guidance detailed in the COVID-19 Policy and Procedure and the Providing First Aid Assistance Procedure.</p> <p>Given the nature of some incidents and the speed at which support may be needed, the dynamic assessment does not need to be recorded.</p> <p>Install sanitiser units at each entry point and work area. Facilities Returning staff and learners should be provided with guidance on new arrangement.</p>	<p>First Aider</p> <p>First Aider</p> <p>First Aider</p> <p>First Aider</p>		<p>1x4=4</p>

<p>Breaching Social Distancing (SD) (Other than fleeting contact)</p>	<p>Any scenario or work activity that requires the breach of SD (other than passing/fleeting contact), must be fully risk assessed by the department who requires to breach SD, full mitigation must be considered to lower the risk to as low as is reasonably practicable.</p> <p>This risk assessment must be completed in writing (not dynamic) and submitted to H&S and SMT before the activity goes ahead.</p> <p>Returning staff and learners should be provided with guidance on new arrangement</p>	<p>All Managers</p> <p>All Managers</p> <p>All Managers</p>		<p>1x4=4</p>
<p>Air Conditioning</p>	<p>Facilities are to independently risk assess and provide assurance that the air conditioning does not pose a risk or evidence mitigation where it does.</p>	<p>Facilities</p>		<p>1x3=3</p>
<p>Slips, Trips and Falls</p>	<p>If the appropriate daily cleaning of the building by the Facilities team cannot be maintained, then the site should not be operational. This should take into account the increased cleaning regime advised by PHE.</p> <p>Any makeshift workstations created must have appropriate controls in place to prevent trailing cables becoming a trip hazard.</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>Mandatory health and safety training modules can be accessed via SharePoint and should be completed by colleagues.</p> <p>If first aid provision cannot be suitably maintained then the site must not be operational.</p> <p>There must be suitable SMT/CMT presence during main operational hours.</p>	<p>SMT Facilities</p> <p>All Staff</p> <p>All Staff</p> <p>CMT</p> <p>CMT</p> <p>All Staff</p>		<p>1x3=3</p>
<p>Electricity (Electric shock, burns, fire from using faulty electrical equipment)</p>	<p>Electrical equipment to be switched off if being left unattended for long periods of time.</p> <p>Visual, pre-use checks are to be made of equipment.</p> <p>Users of the equipment must report any instances where there is no evidence of PAT testing on a portable appliance.</p>	<p>Learners/Staff</p> <p>Learners/Staff</p> <p>Learners/Staff</p>		<p>1x4=4</p>

	<p>Any defective or damaged equipment must be taken out of use immediately and reported to IT/Facilities (as appropriate).</p> <p>Users must ensure electrical equipment is operated in accordance with the manufacturers’ instructions (where available) or from IT staff if not available.</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>If first aid provision cannot be suitably maintained then the site must not be operational.</p> <p>There must be suitable SMT/CMT presence during main operational hours.</p>	<p>Learners/Staff</p> <p>Learners/Staff</p> <p>Facilities</p> <p>Facilities</p> <p>All Staff</p> <p>SMT</p> <p>SMT</p>		
<p>Access by unauthorised persons (suspicious activity, violence, aggression)</p>	<p>If facilities provision cannot be maintained then the site should not be operational.</p> <p>All learners must register their intention to attend site to keep track of numbers and ensure supervision is adequate. Facilities and DM must be informed of anticipated numbers.</p> <p>Revolving door to be locked down outside of normal operating hours.</p> <p>Card access doors leading to final exit must not be left open and maglock system over-ridden.</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p>	<p>SMT</p> <p>Facilities</p> <p>Learners/Staff</p> <p>Facilities Team</p> <p>Facilities Team</p> <p>Facilities Team</p> <p>CMT</p>		<p>1x3=3</p>

	There must be suitable SMT/CMT presence during main operational hours.			
Theft (by authorised or unauthorised persons)	<p>If sufficient facilities provision cannot be maintained then the site should not be operational.</p> <p>Revolving door to be locked down outside of normal operating hours.</p> <p>Card access doors leading to final exit must not be left open and maglock system over-ridden.</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>Learners must be restricted to only studying in open access areas, libraries or areas that have CCTV coverage.</p> <p>There must be suitable SMT/CMT presence during main operational hours.</p>	<p>SMT Facilities</p> <p>Facilities Team</p> <p>Facilities Team</p> <p>Facilities Team</p> <p>CMT</p> <p>SMT</p>		2x1=1
DSE	<p>Users of DSE equipment must maintain social distancing (at least 1m apart) measures. This must be pre-set by staff.</p> <p>Keyboards, mouse etc should be cleaned prior to use/change in user.</p> <p>Ensure learners are given guidance with regards to DSE usage, (correct seated position, breaks etc) and reporting faults with DSE equipment (IT).</p> <p>Antibacterial wipes and hand sanitiser must be readily available for user to clean equipment.</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>Learners must be restricted to only studying in open access areas, libraries or areas that have CCTV coverage.</p>	<p>Learners/Staff</p> <p>Learners/Staff</p> <p>All Staff</p> <p>Facilities</p> <p>CMT</p> <p>CMT</p> <p>SMT</p>		1x3=3

	There must be suitable SMT/CMT presence during main operational hours.			
Existing or Developing Medical Conditions, or Medical Emergency	<p>If first aid provision cannot be suitably maintained then the site must not be operational.</p> <p>If a first aid situation arises, appropriate first aid must be provided regardless of social distancing measures.</p> <p>Appropriate PPE must be used for the delivery of first aid.</p> <p>Social distancing measures (at least 1m apart) must be maintained by all users of the building (aside from first aid measures).</p> <p>Learners and staff recognised as vulnerable to Coronavirus within Government/NHS guidelines, are strongly advised to follow those guidelines.</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>Learners must be restricted to only studying in open access areas, libraries or areas that have CCTV coverage.</p> <p>In the interest of personal safety and due to the lack of trained operatives, those who access the site and would have difficulty evacuating the building on their own, should remain at ground level.</p> <p>There must be suitable SMT/CMT presence during main operational hours.</p>	<p>SMT</p> <p>First Aider</p> <p>First Aider</p> <p>Learners/Staff</p> <p>Learners/Staff</p> <p>CMT</p> <p>CMT</p> <p>Learners/Staff</p> <p>SMT/CMT</p>		1x3=3
Spread of Virus	If the appropriate daily cleaning of the building by the Facilities team cannot be maintained, then the site should not be operational. This should take into account the increased cleaning regime advised by PHE.	<p>SMT/CMT Facilities</p> <p>SMT Facilities</p>		1x4=4

	<p>The provision of hot water and soap for washing of hands must be maintained. If this cannot be maintained then the site must not be operational.</p> <p>Hand sanitiser must be available at entry points and other prime locations.</p> <p>Social distancing measures (at least 1m apart) must be maintained by all users of the building.</p> <p>Keyboards, mouse etc should be cleaned prior to use/change in user.</p> <p>Antibacterial wipes and hand sanitiser must be readily available for user to clean equipment.</p> <p>Learners and staff recognised as vulnerable to Coronavirus within Government/NHS guidelines, are strongly advised to follow those guidelines.</p> <p>Learners who are authorised to use the building should be provided with written guidance on behavioural expectations, procedures, contacts, social distancing measures etc.</p> <p>There must be suitable SMT presence during main operational hours.</p>	<p>Facilities</p> <p>Learners/Staff</p> <p>Learners/Staff</p> <p>Facilities</p> <p>Learners/Staff</p> <p>CMT</p> <p>SMT/CMT</p>		
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RISK ASSESSMENT – COVID 19

Risk Assessment Guide

Score	Likelihood (probability)
1	Extremely remote Unlikely to occur
2	Remote May occur in time
3	Reasonably probable Will probably occur in time
4	Highly Probable Likely to occur within a very short period of time
Score	Severity (worst case outcome)
1	Negligible Hazard will not result in serious injury or illness beyond minor first aid case, remote possibility of damage
2	Marginal Hazard can cause injury, illness or equipment damage, but the results will not be serious
3	Critical Hazard can result in severe injury, serious illness or critical damage to property and equipment
4	Catastrophic Imminent danger exists, hazard capable of causing death and illness on a wide scale

1	2	3	4
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Likelihood

1	1	2	3	4
2	2	4	6	8
3	3	6	9	12
4	4	8	12	16

Severity

Priority Matrix		
Very Low	1	No action – Monitor.
Low	2 - 3	No additional controls are required. Consideration may be given to a more cost-effective solution or improvements that impose no additional cost burden. Monitoring is required to ensure that the existing controls are maintained.
Medium	4 - 8	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	9 - 12	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Very High	16	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

Key: Persons/Groups who could be affected	
E	Employee
L	Learner
YP	Young person (16 -18 yrs old) – not a learner/student
CH	Child (under 16 yrs old)
VA	Vulnerable Adult
CON	Contractors
VIS	Visitor
PUB	Public
PF	Pregnant female
SC	Special consideration e.g. wheelchair users, learning difficulties, visually impaired etc.

Risk Assessment Reviews:

- Risk Assessments must be reviewed annually or more frequently if there are any significant changes in circumstances relating to the assessment.
- Reviews must be recorded on page 1 of the Risk Assessment pro forma.
- After three recorded reviews the Risk Assessment record must be conducted again.