

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
<p><b>Use of offices and staffrooms</b></p>	<p>Spread of COVID-19 coronavirus due to close contact</p>	<p>Transmission of virus through:</p> <p>Physical contact with contaminated surfaces.</p> <p>Inadequate physical Distancing.</p> <p>Inhalation of airborne virus.</p> <p>Inadequate personal hygiene.</p>	<p>High</p>	<p><b>On arrival at college</b> – All staff and students will be required to sanitise their hands. Hand sanitiser stations will be available at all entrances. Hand Sanitiser stations are also located in several common areas or where washing facilities are not readily available.</p> <p><b>Social Distancing – As per Government guidelines:</b></p> <p>For staff who work in one place, workstations should allow them to maintain social distancing wherever possible.</p> <p>Workstations should be assigned to an individual and not shared. If they need to be shared they should be shared by the smallest possible number of people. Clean and sanitise workstations between different occupants including any shared equipment.</p> <p>If it is not possible to ensure working areas comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable) then consideration will be made as to whether that activity needs to continue for the business to operate, and if so take all mitigating actions possible to reduce the risk of transmission.</p> <p>Layouts and processes to be reviewed to allow people to work further apart from each other.</p>	<p>Medium</p>	<p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure social distancing is adhered to in the workplace.</p> <p>C&amp;G COVID-19 – returning to the workplace and staying safe training offered to all staff</p>

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Use of offices and staffrooms cont.				<p>Floor tape or paint to mark areas to help people comply with social distancing (2m, or 1m with risk mitigation where 2m is not viable).</p> <p>Where it is not possible to move workstations further apart, desks to be arranged to allow work to be carried out side by side or facing away from each other rather than face-to-face.</p> <p>Where it is not possible to move workstations further apart, screens to be used to separate people from each other.</p> <p>All staff must cooperate with office rearrangement and planning to ensure social distancing.</p> <p>Line Managers to manage occupancy levels to enable social distancing.</p> <p>Staff should not share phones, headsets or personal mobile phones with others to prevent accidental cross contamination.</p> <p>Disinfectant spray and sanitiser supplied in each room for users to wipe down keyboards and work surface prior to use.</p> <p>Each employee is responsible for cleaning his/her own workstation. Cleaners will clean floors, touch points and empty waste bins.</p> <p>If a confirmed case of COVID-19 is reported the entire office will be deep cleaned and sealed for 48 hours.</p>		

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Use of offices and staffrooms cont.				<p>Where possible, rooms to be well ventilated.</p> <p><b>Food &amp; refreshment preparation:</b></p> <p>Shared kitchen facilities should be restricted to those occupying the office.</p> <p>The staff lounge will remain open for staff to have their lunch but staff must comply with social distancing (2m, or 1m with risk mitigation where 2m is not viable). Regular cleaning will take place and disinfectant spray and sanitiser will be supplied in room to enable tables to be cleaned down between users</p> <p>Hospitality and Catering will be offering a food selection to staff on a daily basis to reduce numbers and mixing within the Refectory.</p> <p>Kitchen areas to be restricted to one person at a time unless social distancing can be maintained.</p> <p>Signage or tape markings to highlight this control.</p> <p>Staff are advised not share to food and not handle other people’s cutlery and cups.</p> <p>After use area to be cleaned down using disinfectant spray provided.</p>		

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				<p>Preferably staff to provide meals and drinks in personal cool packs or thermos and avoid the use of common fridges and kettles.</p>		
<p><b>Use of meeting rooms</b></p>	<p>Potential risk or transfer of virus on account of close contact with other persons.</p>	<p>Transmission of virus through:</p> <p>Physical contact with contaminated surfaces.</p> <p>Inadequate physical distancing.</p> <p>Inhalation of airborne virus.</p> <p>Inadequate personal hygiene.</p>	<p>High</p>	<p>Meetings in enclosed spaces such as a meeting room should only be undertaken when absolutely essential.</p> <p>Video conferencing is to be used where possible.</p> <p>If a member of staff has concerns or anxiety about the attendance of a large/team meeting i.e cross college, they should be given the option to attend remotely using Google Meet.</p> <p>Staff using meeting rooms instructed to follow Government advice and maintain a 2m separation distance, or 1m with risk mitigation where 2m is not viable. This is to include the use of masks/visors/screens.</p> <p>Staff instructed that the same 2m distance rule must be applied to any meetings with visitors.</p> <p>Staff to avoid physical contact with visitors, such as handshakes, hugs, etc and to give a polite explanation of this policy if required.</p> <p>Hand sanitiser is provided in all rooms.</p> <p>Staff to clean any materials used for their meeting i.e. projectors remote, safe etc. after use to reduce risk of cross contamination.</p>	<p>Medium</p>	<p>Rooms to be booked out with Timetabling prior to use</p>

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<b>Cleaning and disinfection</b>	Exposure to virus is increased unless appropriate standards of cleaning and disinfection are in operation	Risk to building users of exposure to virus via:  Physical contact with contaminated surfaces.  Inhalation of airborne virus.  Inadequate personal hygiene.  Inadequate distancing.	High	Standard cleaning routines in place for all areas which have not been occupied for 5 calendar days.  Regular thorough cleaning and disinfection routines employed in all areas which have been occupied within the previous 5 days.  Thorough cleaning and disinfection of any area occupied by person with suspected case of COVID-19.  Information posted in key areas, regularly refreshed on laminated washable posters.  Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout.  Staff are required to report anything contaminated or spilt that requires cleaning.	Medium	Monitoring and audit of cleaning standards by Operations Manager  Appropriate action taken in cases where there is failure to adhere to hygiene standards  Refer to Cleaning and Disinfection Procedure
<b>Travel</b>	Spread of COVID-19 coronavirus due to close contact while commuting to work.	Exposure to virus via anyone else who physically comes in contact with you in relation to your journey	High	Staff and students advised not to share vehicles, where suitable distancing cannot be achieved.  If public transport is necessary, if possible, travel outside the busier times. Face coverings must be worn as per Government guidelines. If possible, travel alone (car, bike, walk).  Avoid travel to other campuses for meetings - use video conference calls instead of face to face meetings.	Medium	Wash your hands thoroughly as soon as possible after arriving at college or home.

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Travel cont.				Avoid making long journeys on public transport, use private vehicles if possible.		
<b>Contractors/Visitors Risk of external transmission of virus</b>	Spread of COVID-19 coronavirus due to contact with college contractors and subcontractors	Transmission of virus through:  Physical contact with contaminated surfaces.  Inadequate physical distancing Inhalation of airborne virus.  Inadequate personal hygiene.	High	<p><b>On arrival at college</b> – Contractors/visitors will be required to sanitise their hands. Hand sanitiser stations will be available at all entrances. Hand Sanitiser stations are also located in several common areas or where washing facilities not readily available.</p> <p>Visitors to premises is to be kept to absolute minimum and authorised by line management.</p> <p>Plastic protection screens installed in Reception and other customers facing roles to protect staff.</p> <p>Waiting area removed and visitors required to wait outside.</p> <p><b>Social Distancing</b> - reducing the number of persons in any work area to comply with social distancing (2m, or 1m with risk mitigation where 2m is not viable).</p> <p>The Operations Manager will ensure:</p> <p>All contractors are to provide the college with updated Risk Assessments and Safe Work Method Statements that will outline their companies COVID-19 safe work practices.</p>	Medium	

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<b>Contractors/Visitors</b> <b>Risk of external transmission of virus cont.</b>				<p>The Operations Manager will submit them to the Health and Safety Officer to review to ensure that they are suitable and sufficient.</p> <p><b>Redesigning processes</b> as required to ensure social distancing is in place.</p> <p>Wherever possible maintenance and project works outside of class times or in an isolated area.</p>		
<b>Use of sanitary facilities</b>	Exposure to virus is increased unless appropriate standards of cleaning and disinfection are in operation	Exposure to virus via:  Physical contact with contaminated surfaces  Inhalation of airborne virus  Inadequate physical distancing  Inadequate personal hygiene standards	High	Thorough cleaning and disinfection routines in place for all toilet areas throughout day including door.  Soap and paper towels provided and maintained.  Laminated cleanable information posters in place, moved around regularly.  Alternate sinks and urinals taken out of use.  Notices advising toilet lids to be lowered before flushing.  Restricted usage to avoid overcrowding.  Signage in place advising maximum occupancy at any one time.	Medium	
<b>Student attendance</b>	Mixing with others increases risk of virus transmission.	Transmission of virus through:	High	<b>On arrival at college</b> – All staff and students will be asked to sanitise their hands. Hand sanitiser stations will be available at all entrances. Hand sanitiser stations are also	Medium	<b>Student handbook to include H&amp;S and COVID-19 guidance</b>

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<b>Student attendance cont.</b>		Physical contact with contaminated surfaces.  Inadequate physical distancing.  Inhalation of airborne virus.  Inadequate personal hygiene.		located in several common areas or where washing facilities are not readily available.  Students and parents briefed before joining courses regarding: <ul style="list-style-type: none"> <li>• Physical distancing</li> <li>• Virus transmission routes</li> <li>• Personal responsibilities</li> </ul> Arrival and departure from college managed by staff/queue distancing.  Students to be kept within their department bubble where possible. The exception to this will be where they are required to attend English/Maths lessons. However, as soon as the student has finished their lesson they will be expected to return to their department.  Students that do not have scheduled lessons must not attend college.		
<b>Use of classrooms and workrooms</b>	Mixing with others increases risk of transmission between asymptomatic carriers.  Failure to clean and disinfect surfaces and equipment/ventilate rooms.	Transmission of virus through:  Physical contact with contaminated surfaces.  Inadequate physical distancing.	High	Size of group in classroom determined in advance of occupation to facilitate the following:  <b>Layout</b> reconfigured to ensure: Sufficient space left between staff and student desks.  Staff to comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable). This to include the use of face masks, visors and or marked exclusion zones.	Medium	Designated isolation room on site – able to be cleaned and disinfected easily, with nearby toilet facilities ( <b>ROOM TO BE CONFIRMED</b> ). Identify other spaces which can be quickly repurposed in the event of multiple



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<p><b>Use of classrooms and workrooms cont.</b></p>		<p>Inhalation of airborne virus.</p> <p>Inadequate personal hygiene.</p>		<p>Desks to face forwards in rows to prevent students facing each other.</p> <p>Seating plan to be produced and adhered to for each lesson.</p> <p>The college may require students in a group to have their temperature tested prior to starting the planned activity.</p> <p>All non-essential equipment and materials locked away to prevent unnecessary handling.</p> <p>Students provide and use own equipment and materials, as appropriate.</p> <p>Shared equipment including desks to be cleaned/disinfected before and after each use by a different person (disinfectant spray and sanitiser supplied in each room).</p> <p>Personal Protective Equipment not to be shared.</p> <p>Encourage everyone to regularly wash hands and use hand sanitiser on entry and exit from classroom.</p> <p>Doors may be held back in the open position to minimise touching handles but must be closed whenever the room is vacated.</p> <p>Where possible rooms to be kept well ventilated and surfaces cleaned and disinfected as necessary.</p>		<p>students becoming ill/needing to leave the college.</p> <p>Refer to Procedure for dealing with a case of COVID-19 in First Aid</p>

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<b>Use of classrooms and workrooms cont.</b>				<p>Late arrivals admitted at discretion of staff member or prohibited from joining class.</p> <p>One-way circulation in place in classrooms indicated by signage, where feasible, to limit crossing paths.</p> <p>Students are directed to leave room in small groups at end of lesson to ensure physical distancing.</p> <p>Any student who becomes unwell puts on a facemask, leaves the classroom immediately and goes to the designated isolation room while staff member alerts a first aider via the emergency number 6226.</p> <p>Room is ventilated for 10 minutes after students leave and door then locked.</p>		
<b>Managing movement around college</b>	Overcrowding and mixing of students	<p>Transmission of virus through:</p> <p>Inadequate physical distancing.</p> <p>Physical contact with contaminated surfaces Inhalation of airborne virus.</p> <p>Inadequate personal hygiene.</p>	High	<p>Face covering to be worn in all communal areas; Corridors, Toilets, Refectory, Lower Concourse, Learning Hub, Launch Space, ILT, unless exemptions apply (identified by appropriate lanyard).</p> <p>Signage applied to floors and walls.</p> <p>Movement along corridors and stairs is kept to the left-hand side.</p> <p>One-way circulation systems in place in designated corridors and stairs, clearly indicated by appropriate signage.</p>	Medium	<p>Maglocks installed on doors to enable them to be kept open, reducing need for contact with doors/door handles.</p> <p>Staff monitor traffic flows and adjust layouts accordingly.</p>

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<b>Managing movement around college cont.</b>				<p>Queue markings placed inside and outside buildings as appropriate to control the 'traffic' flow.</p> <p>Signage and floor markings aid physical distancing in all indoor areas and outdoor areas where there are pinch points including entrances and exits.</p>		
<b>Use of lifts</b>	<p>Overcrowding and mixing of students.</p> <p>Exposure by touching contaminated surfaces.</p>	<p>Transmission of virus through:</p> <p>Inadequate physical distancing.</p> <p>Physical contact with contaminated surfaces Inhalation of airborne virus.</p> <p>Inadequate personal hygiene.</p>	High	<p>Lifts used by one person at a time (some lifts already restricted to key holders).</p> <p>Users of lift use hand sanitiser on exit from lift.</p>	Medium	Cleaner cleans lift controls beginning middle and end of day
<b>Breaks</b>	<p>Overcrowding and mixing of students.</p> <p>Exposure by touching contaminated surfaces.</p>	<p>Transmission of virus through:</p> <p>Physical contact with potentially contaminated surfaces.</p> <p>Inhalation of airborne virus.</p>	High	<p>Stagger breaks through timetabling.</p> <p>Adjust benches outside by physical marking, regularly disinfect as appropriate.</p> <p><b>Refectory Food Counter/Tills:</b></p> <p>Face covering must be worn.</p> <p>Staff/students to be encouraged to bring food</p>	Medium	

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Breaks cont.				<p>from home.</p> <p>Students/staff encouraged to use outdoor area to eat lunch.</p> <p>Social distancing also adhered to outside and in the designated smoking area.</p> <p>Contactless payment methods in place.</p> <p>Classes timetabled to stagger use of Refectory.</p> <p>Drinks containers to be dispensed not self-service.</p> <p>Perspex screens to be installed to provide further protection at tills.</p> <p>Disposable gloves to be provided for staff taking money.</p> <p>Floor signage to be implemented (arrows and two metre distance waiting points etc).</p> <p>Signage reinforcing social distances to be put in place (keep 2m distance etc.).</p> <p>Takeaway service to be implemented within Refectories.</p> <p>Seating areas to be closed off.</p>		<p>Staff/students are advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons.</p> <p>Although there is no evidence of transmission this is a precaution</p>

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				Take vending machines out of use or regularly disinfect them.		
<b>Specialist teaching area – Sports/Gym</b>	Overcrowding and mixing of students/ staff.  Exposure by touching contaminated surfaces.	Transmission of virus through:  Physical contact with potentially contaminated equipment.  Inhalation of airborne virus.	High	All equipment disinfected before and after each use (disinfectant spray and sanitiser supplied).  Where possible students arrive at college dressed for sports instead of changing on site / using showers. Sports undertaken outside wherever feasible Layouts in gym areas rearranged to ensure physical distancing.  Areas to be kept well ventilated at all times.	Medium	Encourage everyone to regularly wash hands or use hand sanitiser from hand sanitiser stations that are located in a number of common areas.
<b>Specialist teaching areas:</b>  <b>Construction</b>  <b>Art</b>  <b>Motor Vehicle</b>  <b>Engineering</b>  <b>Animal Management</b>  <b>Science</b>  <b>Hairdressing and Beauty Therapy</b>	Overcrowding and mixing of students.  Exposure by touching contaminated surfaces.	Transmission of virus through:  Inadequate physical distancing.  Physical contact with potentially contaminated surfaces.  Inhalation of airborne virus.  Inadequate personal hygiene.	High	Maintain high levels of hygiene.  Students must provide their own materials/equipment as much as possible to avoid sharing.  All shared equipment and surfaces disinfected before and after each use (disinfectant spray and sanitiser supplied in each room).  The college may require students in a group to have their temperature tested prior to starting the planned activity  <b>Classroom layouts reconfigured to ensure:</b>  <ul style="list-style-type: none"> <li>Sufficient space left between staff and student desks.</li> </ul>	Medium	Encourage everyone to regularly wash hands or use hand sanitiser from hand sanitiser stations that are located in a number of common areas.  Each department to produce a risk assessment providing details of any additional control measures required to reduce the risk of COVID-19.

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<b>Hospitality and Catering</b>				<ul style="list-style-type: none"> <li>• Staff to comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable). This to include the use of face masks, visors and or marked exclusion zones.</li> <li>• Desks to face forwards in rows to prevent students facing each other.</li> </ul> <p>All non-essential equipment and materials to be made inaccessible to prevent unnecessary handling.</p> <p>Personal Protective Equipment not to be shared.</p>		
<b>Staff on-site/off-site/between sites</b>	<p>Exposure to virus of people.</p> <p>Extremely clinically vulnerable, clinically vulnerable and vulnerable (non-clinical) to COVID-19, including those shielding.</p>	<p>Exposure to COVID-19 increases the risk of severe illness to staff who:</p> <p>Are over 70 years old.</p> <p>Are pregnant.</p> <p>Have specific medical conditions which increase vulnerability to infection.</p>	High	<p>Staff to inform HR and Line Manager of any vulnerability.</p> <p>HR identifies and deals with each case on an individual basis through risk assessment.</p> <p>Virtual meetings held wherever feasible.</p>	High	



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<b>Dealing with a suspected or proven case of COVID-19 cont.</b>				<p>If the patient is not able to travel home by themselves, they are to be relocated in the designated isolation room with nearby toilet facilities.</p> <p>Always maintain social distancing.</p> <p>If confirmed that a member of staff or public has developed COVID-19 and were recently on site (including where a member of staff has visited other work place premises), the College Nurse/HR will contact PHE to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Appropriate PPE provided to staff dealing with suspected case.</p> <p>Contact tracing of staff and students.</p> <p>Full cleaning and disinfection routine applied to isolation room including toilet.</p>		
<b>Provision of first aid</b>	Potential exposure to COVID-19 virus	College Nurse/First Aiders	High	Follow procedure for dealing with a case of COVID-19 in First Aid Policy.	Medium	
<b>Returning to work/college</b>	Mental and physical welfare of staff and students adjusting to change in working conditions due to COVID-19	Staff/Students	High	<p>Promotion of mental health and wellbeing support to staff and students.</p> <p>Counselling services in place for students and staff to access.</p>	High	Communication required to remind staff/students about all available options



**Risk Assessment COVID-19 – Safe Return September 2020**

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				Line Managers to monitor the wellbeing of their staff.		to access mental health and wellbeing support
<b>Name of Assessor:</b>		<b>Signature of Assessor:</b>			<b>Date:</b>	