

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose	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>Use of offices and staffrooms</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>On arrival at college – All staff, students and 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 are not readily available. All staff, students and visitors are required (unless exemptions apply) to wear face coverings in corridors and common areas</p> <p>Lateral flow home testing kits and saliva tests available for all staff and students to undertake tests at home, twice a week, until further notice. A small testing facility is still available on site if required.</p> <p>Where possible, 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>Maintain existing layouts that have been modified to allow people to work further apart from each other.</p> <p>Where it is not possible to move workstations further apart, desks should 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>Medium</p>	<p>C&G COVID-19 – returning to the workplace and staying safe training offered to all staff</p> <p>Be considerate of everyone’s personal space</p> <p>General rules of personal space: Never touch anyone you don't know. Stand at least 4 feet away from a person unless you know them well. When someone leans away from you, you are probably in that person's space that makes them uncomfortable</p>

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Use of offices and staffrooms cont.				<p>Where it is not possible to move workstations further apart, screens to be used to separate people from each other.</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 office to be thoroughly cleaned</p> <p>Rooms to be well ventilated, the more fresh air you let in, the less likely a person is to inhale infectious particles</p> <p>C&G COVID-19 – returning to the workplace and staying safe training offered to all staff</p> <p>Food & refreshment preparation:</p> <p>Shared kitchen facilities should be restricted to those occupying the office.</p> <p>The staff lounge is open for staff to have their lunch. Regular cleaning will take place and disinfectant spray and sanitiser will be supplied</p>		

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Use of offices and staffrooms cont.				<p>in room to enable tables to be cleaned down between users</p> <p>Kitchen areas to be restricted to one person at a time.</p> <p>Staff are advised not to share food and not handle other people's cutlery and cups.</p> <p>After use area to be cleaned down using disinfectant spray provided.</p> <p>If possible staff should provide meals and drinks in personal cool packs or thermos and avoid the use of common fridges and kettles.</p>		
Use of meeting rooms	Potential risk or transfer of virus on account of close contact with other persons.	<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>	High	<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>	Medium	<p>All rooms must be booked through Timetabling prior to use</p> <p>Be considerate of everyone's personal space</p>

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Cleaning and disinfection	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	Regular thorough cleaning and disinfection routines employed in all areas Increased cleaning regime to all touch points Thorough cleaning 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. Monitoring and audit of cleaning standards by Operations Manager. Appropriate action taken in cases where there is failure to adhere to hygiene standards	Medium	
Travel	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	It is recommended that face coverings are worn in enclosed and crowded spaces where an individual may come into contact with people they do not normally meet. This includes public transport and dedicated transport to college. Wash your hands thoroughly as soon as possible after arriving at college or home	Medium	.

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Contractors/Visitors Risk of external transmission of virus	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	On arrival at college – 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. All Contractors and Visitors are required (unless exemptions apply) to wear face coverings Plastic protection screens installed in Reception and other customers facing roles to protect staff. The Operations Manager will ensure: All contractors are to provide the Operations Manager with updated Risk Assessments and Safe Work Method Statements that will outline their companies COVID-19 safe work practices. Wherever possible maintenance and project works outside of class times or in an isolated area.	Medium	Be considerate of everyone’s personal space General rules of personal space: Never touch anyone you don't know. Stand at least 4 feet away from a person unless you know them well. When someone leans away from you, you are probably in that person's space that makes them uncomfortable
Use of sanitary facilities	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	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.	Medium	

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Use of sanitary facilities cont.		Inadequate physical distancing Inadequate personal hygiene standards		Notices advising toilet lids to be lowered before flushing. Restricted usage to avoid overcrowding. Signage in place advising maximum occupancy at any one time.		
Student attendance	Mixing with others increases risk of virus transmission.	Transmission of virus through: Physical contact with contaminated surfaces. Inadequate physical distancing. Inhalation of airborne virus. Inadequate personal hygiene.	High	On arrival at college: On site testing facility available for the first 3 weeks of term. After completion of the initial on-site or saliva testing, all students and staff are expected to take a lateral flow test at home or provide a saliva sample twice a week until the end of September. A small testing facility will be available on site if required All staff, students and visitors will be asked 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. All staff, students and visitors are required (unless exemptions apply) to wear face coverings in corridors and common areas Students and parents briefed before joining courses regarding: <ul style="list-style-type: none"> • Physical distancing • Virus transmission routes • Personal responsibilities 	Medium	Student handbook 2021 to include H&S and COVID-19 guidance Emphasis and reiterate COVID guidelines to new student intake Be considerate of everyone's personal space

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<p>Use of classrooms and workrooms</p>	<p>Mixing with others increases risk of transmission between asymptomatic carriers.</p> <p>Failure to clean and disinfect surfaces and equipment/ventilate rooms.</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>Students are required to wear masks in classrooms unless exempt. Staff are recommended to wear masks if social distancing cannot be achieved.</p> <p>Size of group in classroom determined in advance of occupation to facilitate the following:</p> <p>Layout reconfigured to ensure:</p> <p>Work spaces allow desks to face forwards in rows to prevent students facing each other unless alternative configuration required to suit curriculum need, this to be agreed prior to change by the Deputy Principal</p> <p>Seating plan to be produced and adhered to for each lesson.</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>Medium</p>	

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<p>Use of classrooms and workrooms cont.</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>Rooms to be kept well ventilated and surfaces cleaned and disinfected as necessary. Carbon dioxide monitors in use to monitor CO2 concentration, temperature and humidity to allow action to be taken immediately, ie open doors, windows, etc.</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>Designated isolation space on site – able to be cleaned and disinfected easily.</p> <p>Other spaces have been identified which can be quickly repurposed in the event of multiple students becoming ill/needing to leave the college.</p>		<p>If levels do not improve by opening windows, class to be moved and ventilation improvements explored, ie purchase of air-cleaning units.</p> <p>Refer to Procedure for dealing with a case of COVID-19 in First Aid.</p>
<p>Managing movement around college</p>	<p>Overcrowding and mixing of students</p>	<p>Transmission of virus through: Inadequate physical distancing.</p>	<p>High</p>	<p>Staff, students, visitors and contractors to wear face coverings in all communal areas; Corridors, Toilets, Refectory serving area, Lower Concourse, Learning Hub, Launch Space, ILT, unless exemptions apply.</p>	<p>Medium</p>	<p>Be considerate of everyone's personal space</p>

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		Physical contact with contaminated surfaces Inhalation of airborne virus. Inadequate personal hygiene.		Avoid stopping and chatting down corridors, stairs and keep left when moving around the college		General rules of personal space: Never touch anyone you don't know. Stand at least 4 feet/1.2m away from a person unless you know them well. When someone leans away from you, you are probably in that person's space that makes them uncomfortable
Use of lifts	Overcrowding and mixing of students. Exposure by touching contaminated surfaces.	Transmission of virus through: Inadequate physical distancing. Physical contact with contaminated surfaces Inhalation of airborne virus. Inadequate personal hygiene.	High	Lifts used by one person at a time (some lifts already restricted to key holders). Users of lift use hand sanitiser on exit from lift. Cleaner cleans lift controls beginning middle and end of day	Medium	
Breaks	Overcrowding and mixing of students. Exposure by touching contaminated surfaces.	Transmission of virus through: Physical contact with potentially contaminated surfaces.	High	Additional benches positioned outside. Students encouraged to eat outside and take breaks in outside areas with good ventilation. Staff/students to be encouraged to bring food from home.	Medium	Be considerate of everyone's personal space General rules of personal space:

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Breaks Cont.		Inhalation of airborne virus.		<p>Refectory</p> <p>Where possible order food using the BCoT food App to prevent long unnecessary queuing</p> <p>Contactless payment methods in place.</p> <p>Drinks containers to be dispensed not self-service.</p> <p>Perspex screens installed to provide further protection at tills.</p> <p>Disposable gloves to be provided for staff taking money.</p> <p>Takeaway service available.</p> <p>Sanitiser located by vending machines, machines regularly wiped down to disinfect them.</p> <p>Staff, students, visitors and contractors to wear face coverings in the Refectory and Café serving area, unless exemptions apply.</p>		Never touch anyone you don't know. Stand at least 4 feet/ 1.2m away from a person unless you know them well. When someone leans away from you, you are probably in that person's space that makes them uncomfortable
Specialist teaching area – Sports/Gym	Overcrowding and mixing of students/ staff. Exposure by touching contaminated surfaces.	Transmission of virus through: Physical contact with potentially contaminated equipment.	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.	Medium	

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		Inhalation of airborne virus.		Sports undertaken outside wherever feasible. Areas to be kept well ventilated at all times. Encourage everyone to regularly wash hands or use hand sanitiser from hand sanitiser stations that are located in a number of common areas.		
Specialist teaching areas: Construction Art Motor Vehicle Engineering Animal Management Science Hairdressing and Beauty Therapy Hospitality and Catering	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. Encourage everyone to regularly wash hands or use hand sanitiser from hand sanitiser stations that are located in a number of common areas. All shared equipment and surfaces disinfected before and after each use (disinfectant spray and sanitiser supplied in each room). Each department has produced a risk assessment providing details of any additional control measures required to reduce the risk of COVID-19. Classroom layouts reconfigured to ensure: <ul style="list-style-type: none"> • Sufficient space left between staff and student desks. • Work spaces allow desks to face forwards in rows to prevent students facing each 	Medium	

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				<p>other unless alternative configuration required to suit curriculum need, this to be agreed prior to change by the Deputy Principal</p> <p>All non-essential equipment and materials to be made inaccessible to prevent unnecessary handling. Personal Protective Equipment not to be shared.</p>		
<p>Staff on-site/off-site/between sites</p> <p>Staff on-site/off-site/between sites cont.</p>	<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>	<p>High</p>	<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. Virtual meetings held wherever feasible.</p>	<p>High</p>	
<p>Emergency evacuation</p>	<p>Spread of COVID-19 coronavirus due to close contact.</p>	<p>Large gatherings increase transmission of virus through inadequate physical distancing</p>	<p>High</p>	<p>The Operations Manager/H&S Officer will be responsible for the following:</p> <p>Fire Drills/ Fire Alarm tests.</p> <p>Fire alarm (bell) test to continue as normal on a Tuesday morning</p>	<p>High</p>	

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Emergency evacuation cont.				<p>Fire Alarm – real event / practice Staff and students to evacuate in their working groups and to maintain social distancing whilst gathering at the designated Fire Assembly Point.</p> <p>Only evacuate effected buildings to limit numbers at the Fire Assembly Point to controllable size.</p> <p>PEEP Managers to identify staff and students requiring a PEEP and notify the Health and Safety Officer.</p>		
Dealing with a suspected or proven case of COVID-19	Exposure to COVID-19 virus	All staff in contact with symptomatic person including first aiders.	High	<p>Symptoms of COVID-19 – if anyone becomes unwell with a new continuous cough or a high temperature <i>in the workplace</i>, they will be assisted by the college nurse, or in her absence a college first aider, and advised to follow the stay at home guidance.</p> <p>If the patient is not able to travel home by themselves, they are to be relocated in the designated isolation space until they can be collected Always maintain social distancing.</p> <p>If it is confirmed that a member of staff or a student has developed COVID-19 and were recently on site NHS will carry out contact tracing</p>	High	Refer to Procedure for dealing with a case of COVID-19 in First Aid Policy

Risk Assessment COVID-19 – Safe Return January 2022

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				Appropriate PPE provided to staff dealing with suspected case. Full cleaning and disinfection routine applied to isolation space.		
Provision of first aid	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	
Returning to work/college Returning to work/college cont.	Mental and physical welfare of staff and students adjusting to change in working conditions due to COVID-19	Staff/Students	High	Promotion of mental health and wellbeing support to staff and students. Counselling services in place for students and staff to access. Line Managers to monitor the wellbeing of their staff. Communication to remind staff/students about all available options to access mental health and wellbeing support	High	
Name of Assessor	Signature of Assessor				Date	