




**RISK ASSESSMENT – COVID-19 - COLLEGE RE-OPENING – PHASE 4**  
**REFERENCE 20202021001**

<b>Risk assessment - topic/area covered</b>	
Location(s):	BHASVIC – All Buildings and floors
Department/staff:	All teaching/ support staff (including evening classes), evening & weekend lets and contractors
Tasks/activities:	Working on site after reopening for academic year 2020-2021
Other information:	This Risk Assessment is to be used together with each Department Risk Assessment and any activity that require an specific Risk Assessment

<b>Risk assessment sign off</b>					
Prepared by:	Carlos Bedoya	Signature:	CBM	Date:	24-08-20
Reviewed by:	SMT	Signature:		Date:	24-08-20
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

<b>Document issue record</b>				
Amendment number	Issue date	Date amended	Person amending	Remarks
<b>Update 001</b>	<b>08-06-20</b>		<b>Carlos Bedoya</b>	
<b>Update 002</b>	<b>24-08-20</b>		<b>Carlos Bedoya</b>	

<b>Distribution schedule</b>				
Registered number	Issue number	Date	Name	Designation

## RISK ASSESSMENT TOOLS

This risk assessment template includes the national **COVID-19** alert tool which can be used as a guide to the likelihood of infection (**L**) based on the **r** number. This rating will be adjusted either up or down based on infection rates and gives guidance on the likelihood of infection **without control measures** which can then be applied to the risk assessment. In most cases it is reasonable to consider that the introduction of control measures will reduce the likelihood of infection (**L**) to one stage below the National Alert Tool.

The risk assessment has been written to mitigate the risk from **COVID-19** and should be used alongside any other existing risk assessments already in place within the College. Managers/HODs/Teachers should use the department risk assessment template for their own settings and use that as a tool to determine the control measures that can be put in place within their areas to allow the service to function safely.

Links to the government and other guidance are at the end of the document. Please continue to check that you are using the most up to date versions of this guidance.

To calculate Risk Rating (*R*): assess the likelihood (*L*) of an accident occurring against the most likely impact (*I*) the accident might have, taking into account the control measures already in place.  **$L \times I = R$**

### Risk Matrix

National Covid-19 Alert Tool	Likelihood (L)	X	Impact (I)
1	Almost Impossible	1	Insignificant (minor injury, no time off)
2	Unlikely	2	Minor (non-permanent injury, up to 7 days off)
3 Current Level	Possible	3	Moderate (injury causing more than 7 days off)
4	Likely	4	Major (death or serious injury)
5	Almost Certain	5	Catastrophic (multiple deaths)

Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x impact (I) = Risk rating (R).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	

### Risk Ratings

Low= 1-3	Moderate= 4-7	Significant= 8-14	High= 15-25
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Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial R for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised R - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the impact (I) ratings.</li> </ol>
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**Note.** Ideally, you should look to reduce the risks so that the task can be classified as "low risk".









## Personal protective equipment (PPE) assessment

### Government Guidelines

- Schools and other education or childcare settings should not require staff, children and learners to wear face coverings.
- PPE is only needed in a very small number of cases (if already normally used with child/if child is symptomatic)
- PPE will be required for Cleaners and First Aiders

*SMT Note: There is room for personal discretion here for those who want to wear face coverings on site.*

In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:

Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	High-visibility vest	RPE	Fall arrest
	Yes	Yes	Yes	Yes		Yes	Yes	Yes

Additional requirements (list here):

Due to the current situation, cleaning staff to use disposable protective gloves and if less than 2mt proximity to others, they need to wear PPE face masks. First aiders should wear appropriate PPE including face masks. Other PPE to be supplied and specified in Departmental Risk assessments

**Note.** PPE must only be considered, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.

**IMPORTANT INFORMATION SPECIFIC TO THIS RISK ASSESSMENT**

<b>COVID-19 General advice</b>	
<p>If you have any of the symptoms below you must stay at home and arrange to have a test to see if you have COVID-19.</p> <p><b>The symptoms are:</b></p> <ul style="list-style-type: none"> <li>- A high temperature</li> <li>- New continuous cough</li> <li>- A loss of, or change in, normal sense of taste or smell (anosmia), however mild.</li> </ul> <p><b>If you are symptomatic...</b></p> <ul style="list-style-type: none"> <li>- If you have symptoms of COVID-19 however mild, you must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19. Do not go to a GP surgery, pharmacy or hospital.</li> </ul> <p><b>Household</b></p> <p>If you live with others, all other household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.</p>	<p><b>If you test negative...</b></p> <p>You do not need to self-isolate if your test is negative, as long as:</p> <ul style="list-style-type: none"> <li>- everyone you live with who has symptoms tests negative</li> <li>- everyone in your support bubble who has symptoms tests negative</li> <li>- you were not told to self-isolate for 14 days by NHS Test and Trace – if you were, see what to do if you've been told you've been in contact with someone who has coronavirus</li> <li>- you feel well – if you feel unwell, stay at home until you're feeling better</li> <li>- If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.</li> </ul> <p><b>If you are not experiencing symptoms but have tested positive for COVID-19...</b></p> <ul style="list-style-type: none"> <li>- you also must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms.</li> <li>- After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice.</li> </ul> <p><b>Ending self-isolation...</b></p> <ul style="list-style-type: none"> <li>- You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.</li> </ul>

DETAILED ASSESSMENT

Current National COVID-19 Alert Level = 3

RISK ASSESSMENT REF. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
1	Health & Safety arrangements	- Teaching Staff - Support Staff - Contractors	Health & safety arrangement no in line with government COVID-19 guidance	2	5	10	Statutory Health & Safety checks of the premises by HSO and Estates Manager are carried out before full reopening the College to staff and students. <ul style="list-style-type: none"> <li>- Fire safety in place, this includes fire notices, firefighting equipment, training, supervision and instruction and testing (alarm test, PAT testing, fire dills, fire evacuation notices, etc.)</li> <li>- Health and safety statutory training up to date (fire wardens, manual handling, working at high, cleaning and hygiene practices COVID-19, etc.)</li> <li>- Legionella control up to date (Hot and cold water systems).</li> <li>- Ventilation inspection.</li> <li>- Gas safety inspection.</li> <li>- Kitchen equipment maintenance and inspection.</li> <li>- Security including access control and intruder alarm systems.</li> <li>- Provide PEEPs (Personal Emergency Evacuation Plans) to those staff that require one prior returning to College.</li> <li>- Supply PPE (Personal Protective Equipment) according to the activity.</li> <li>- Prepare department and individual staff risk assessments.</li> <li>- DSE (Display screen equipment) assessment to be done by each member of staff when returning to work.</li> <li>- First Aid provision.</li> <li>- Asbestos management.</li> </ul>	1	5	5

Current National COVID-19 Alert Level = 3

Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	I	R		L	I	R
2 College full re-opening for Academic year 2020-2021	<ul style="list-style-type: none"> <li>- All Staff</li> <li>- All Students</li> <li>- All contractors and visitors</li> <li>- Hirers and their activities participants</li> <li>- Members of the public</li> </ul>	Site not prepared for return of more pupils/staff	3	5	15	Ensure that those who have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, or who have someone in their household who does/has, do not attend College setting.	1	5	5
						Encourage staff to feed back any concerns regarding the measures in place via statement at sign-in, meetings and update notices.			
						Ensure good ventilation and in classrooms, offices and common areas, improve this by opening windows			
						Movement around College: <ul style="list-style-type: none"> <li>- Avoid creating busy corridors, entrances and exits</li> <li>- Reduce possible contact between groups</li> <li>- One-way systems in each building</li> <li>- Identify any 'pinch-points'</li> <li>- Staggered timetables for arrival/departure, lunch, breaks, use of staff room, etc.</li> <li>- Use of DoorGuards or Mag-lock devices linked to fire alarm system to keep regularly used doors in an open position (this is permitted by fire regulations during the COVID-19 pandemic)</li> </ul>			
						Signage provided at buildings entrances/exits to indicate changes to access and movement Review induction information for all staff, pupils and essential visitors/contractors who require access to site.			
						Regular review site signage to indicate physical distancing instructions, including floor markings, indicators, one-way routes etc. as minimising contact between individuals and maintaining social distancing wherever possible, remain important			
						Minimise number of resources and furniture etc. to enable cleaning, however, classroom based resources (e.g. books/equipment) can be used as long these items are cleaned regularly (after each use), along with all frequently touched surfaces.			
						Individual & very frequently used equipment – e.g. pencils/pens – not shared (staff/pupils have own items).			

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Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	I	R		L	I	R
3 Cleaning/ Hygiene	<ul style="list-style-type: none"> <li>- All Staff</li> <li>- All Students</li> <li>- All contractors and visitors</li> <li>- Hirers and their activities participants</li> <li>- Members of the public</li> </ul>	Transmission of the virus	4	5	20	Cleaning/hygiene arrangements enhanced in line with government guidance: Guidance on cleaning in non-healthcare settings. Follow the 'Catch it, Bin it, Kill it' principles for the disposal of tissues.	1	5	5
						All students and staff to take an antibacterial wipe to disinfect the area where they will be sitting during class. General waste bins in classrooms/other locations are available to dispose wipes and tissues. All general waste bags from classrooms/offices to be inserted in a black rubbish bin bag (it will comply to double bagging) Availability of soap and hot water in every toilet Availability of sanitising wipes for cleaning of equipment, hand sanitiser and tissues in all classrooms and office spaces			
						Estates manager [Lester Grice] to ensure that appropriate cleaning resources/protective clothing is ordered as required following DfE guidance			
						The College should ensure an adequate supply of essential supplies and PPE are well stocked in situ.			
						Cleaners to be trained on Cleaning COVID-19 guidelines and College protocols. All working station are supplied with disinfection products for their users.			
						Estates team circulating constantly around the College with disinfecting guns (UV light and sanitiser), maintaining standards of disinfection on touching points, and toilets.			

Current National COVID-19 Alert Level = 3

Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	I	R		L	I	R
4 Management of Symptomatic individual at College	<ul style="list-style-type: none"> <li>- All Staff</li> <li>- All Students</li> <li>- All contractors and visitors</li> <li>- Hirers and their activities participants</li> <li>- Members of the public</li> </ul>	Symptomatic Individual	2	5	10	Follow guidance on Poster in <b>appendix 2</b> of this document. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.	1	5	5
						A First Aider shouldn't be called for a Symptomatic case, unless seriously ill or injured or their life is at risk.			
						Wherever possible, the symptomatic person should be collected by a member of their family or household.			
						PPE should be worn by staff caring for the student/staff while they await collection, if direct personal care is needed and a distance of 2 metres cannot be maintained (e.g. student with complex needs).			
						If a student/staff is awaiting collection/transport, they should be moved, if possible, to a room where they can be isolated behind a closed door (preferable First Aid Room). Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.			
						If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.			
						Everyone should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.			
						Clean immediately the affected area with normal household disinfectant after someone with symptoms has left.			
						If the person needs to use other system of transport, the following precautions should be taken:  Use a vehicle with a bulkhead or partition that separates the driver and passenger The driver and passenger should maintain a distance of 2 metres from each other The driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so.			



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Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
5	Social Distancing	<ul style="list-style-type: none"> <li>- Staff</li> <li>- Students</li> <li>- Families</li> <li>- Visitors</li> <li>- Contractors</li> </ul>	Transmission of the virus	3	5	15	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, or who have someone in their household who does/has, do not attend College setting.	2	5	10
							Minimise contact and mixing between individuals and maintain social distancing, wherever possible and large gatherings avoided			
							Limited interactions in shared rooms/social spaces.			
							Staff to maintain distance from pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from students.			
							Avoid close face-to-face contact and minimise time spent within 1 metre of anyone			
							Students should walk in single file (observing 2m rule where possible) when moving about the building and must not hold hands			
							Contractors/other visitors only allowed on site with prior arrangement for and ideally, outside College hours e.g. emergency or statutory compliance works. <b>Records kept of all visitors</b>			
							Ensure toilets do not become crowded by limiting their capacity of who use the toilet facilities at one time - different groups don't need allocated toilets but these should be cleaned regularly and students encouraged to clean hands thoroughly			
							Timetable use of the staffroom and occupancy of offices to minimise numbers of staff using at the same time			
							College to inform students, parents, carers or any visitors, such as suppliers/providers not to enter the College setting if they are displaying any symptoms of coronavirus or have tested positive			
College to request that parents/carers of students closely monitor the student for signs of COVID-19 symptoms in line with PHE, NHS, Government & DfE guidelines										
Ensure symptomatic student/staff follow COVID-19 General guidance on this document.										

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Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	I	R		L	I	R
6 Student Attendance	- Students	COVID-19 infection	3	5	15	Remote learning platform used and appropriate support provided by College	1	3	3
						Appropriate differentiation to cater for all ability levels including children with SENs			
						Students without access to a computer/tablet/phone to inform the College so that learning and resources can be arranged			
						Follow DfE technical guidance for Colleges, regarding the recording of attendance and absence			
7 COVID-19 Guideline updates	- Teaching Staff - Support Staff	Lack of applying most up to date information	2	4	8	Government guidelines are updated regularly, the Principal distributes these appropriately.	1	2	2
						Updates are found on <a href="#">BHASVIC website</a>			
8 Transport to work	- Teaching Staff - Support Staff - Contractors	Transmission of COVID-19	2	3	6	Staff should read the <a href="#">advice on travelling to work safely</a> and determine whether they are able to do so.	1	2	2
						Consider installing additional parking or bike overflow racks/space to help avoid public transport use.			
						When travelling, you should walk or cycle if you can, but where that is not possible drive or use public transport following advice on <a href="#">travelling by public transport poster (appendix 1)</a>			
9 First Aid	- Teaching Staff - Support Staff - Contractors	Symptoms at the College	3	3	9	A First Aider shouldn't be called for a Symptomatic case, unless seriously ill or injured or their life is at risk.	1	3	3
						First Aiders should follow guidance given by the Health and Safety officer regarding COVID-19 Secure procedures on First Aid No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.			
						Orange First Aid stations are now fitted on the entrance of each building in the College.			
						Duplicated PPE for Aiders and Casualty is supplied on the First Aid stations.			
						Any PPE use to be disposed in the yellow bin in the First Aid room for medical waste			

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Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	I	R		L	I	R
10 Fire evacuation	- Teaching Staff - Support Staff - Contractors	Fire	1	5	5	In case of fire or fire alarm activation, everyone to use their nearest available exit route, even if a one way system has been developed for day-to-day attendance.	1	3	3
						If the recommended social distancing in corridors and assembly points is not achievable, staff should manage this to ensure the greatest separation available is utilised.			
						Any doors in the setting that are heavily used may be held open using 'doorguards' or magnetic catches linked to the fire alarm to enable them to close when the alarm activates. Fire resisting doors should not be held open by using wedges or other equipment			
						Staff to be informed of all changes to the fire evacuation procedures (if any changes have taken place) A fire drill is recommended, to practise the old/new routes.			
						PEEPs that may be in place for staff who need assistance in evacuating the building should be reviewed.			
						College closure protocols followed including seeking advice from and informing Public Health England. communication protocols for staff/ parents/ contractors etc.			
11 Visitor to College	- Teaching Staff - Support Staff - Contractors	Transmission of COVID-19	2	4	8	No non-essential visitors to the College	1	2	2
						Hand washing/sanitising on arrival and clear guidance to visitors of need to use/ location of wash station/ hand sanitiser			
						No visitors allowed into college if they are displaying any symptoms of coronavirus			
						Procedure for delivery of food and other supplies so that deliveries are left outside			
						Maintenance/ repair work can take place if safe to do so during operational hours and usual safeguarding and contractor management procedures apply.			
						Contractors visiting premises – let them know arrangements in advance of visit and check that they have robust social distancing procedures in place. Office/ reception staff to log their arrival and departure from site.			

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Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
12	College daily opening and closure	- Teaching Staff - Support Staff - Contractors	COVID infection outbreak or staff shortages etc.	2	3	6	Emergency key holder procedures in place so that the College can be opened/closed should premises staff be unable to attend work	1	3	3
13	Working on site protocols during phase 4 of reopening of the College	- Teaching Staff - Support Staff - Contractors - Households	- Precautionary measures/ protocols are not being followed leads to possible spread of COVID-10	2	4	8	<p>Prepare induction information for all staff, visitors/contractors who require access to site.</p> <p>Staff do's and don'ts guidance document to be distributed to all staff prior to the commencing of phase 1.</p> <p>Complete Individual Risk Assessment for those staff that fall into the categories specified in the do's and don'ts guidance document and share it with HR.</p> <p>Staff to confirm they have read and understood the guidance documents via disclaimer at sign in.</p> <p>All staff to ensure that appropriate PPE is worn where necessary at all times on site, eg cleaning staff</p> <p>Use of doorstops devices linked to fire alarm system to keep regularly used doors in an open position, or suitable alternatives</p> <p>Contractors/other visitors only allowed on site for emergency or statutory compliance works – visits to be arranged in advance with the Estates manager</p> <p>Thorough cleaning of the rooms in use at the end of the day.</p> <p>Thorough cleaning of multi-touched surfaces.</p> <p>Limiting the number of staff who use the toilet facilities at one time – follow instructions on toilet doors.</p> <p>Minimise numbers of staff using the staff room at the same time.</p> <p>Door signs to highlight max room capacity for self-policing.</p> <p>Staff to avoid physical contact with other staff unless for First Aid.</p>	1	3	3

## Current National COVID-19 Alert Level = 3

Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
14	Students returning	- Staff - Students	Transmission of COVID-19	3	5	15	<p>Clinically vulnerable (and clinically extremely vulnerable) staff should follow medical advice.</p> <p>Managers to complete Individual RA in conjunction with staff member and remain flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in College where it is possible to maintain social distancing Where they have to spend time within 2 metres of other people,</p> <p>If a member of staff lives with someone who is clinically vulnerable or clinically extremely vulnerable, including those who are pregnant, they can come to College (if not symptomatic), if concerns and control measures discussed/agreed. This can be achieved by an Individual RA</p> <p>Prepare induction information for all students returning to site and for those who are new to the College site.</p> <p>Students do's and don'ts guidance document to be distributed to all students prior to the commencing of phase 4.</p> <p>Students no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to College.</p> <p>Where a student is unable to attend College because they are complying with clinical and/or public health advice, College will immediately/continue to offer access to remote education</p> <p>Staff to notify SMT as early as possible if they or any member of their household are presenting symptoms and to follow NHS/111 isolation/medical advice</p> <p>Ensure there are adequate first aiders in-line with HSE guidance Refer to the College First Aid needs assessment</p> <p>Reception to check first aid cover each day</p> <p>(Where possible) the number of (visiting) supply teachers, temporary staff or peripatetic teachers used minimised, given longer assignments and particular care to maintain distance from other staff and students and robust hygiene arrangements.</p>	1	3	3

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Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
15	Staff wellbeing	- Teaching Staff - Support Staff	Staff are worried and feel stressed because of the pandemic and fear of the risk of infection	2	4	8	Staff can raise concerns through various channels (line manager, H&S officer) and are reminded of this through meetings, guidance and staff updates. Implement additional measures as appropriate.  Use of classrooms and offices to maintain distancing.  Staff have access to BHASVIC information and well-being support (HR, Intranet, SWELL; Staff updates, meetings)  Staff meetings taking place remotely via video or audio link.  CPD and training accessed via eLearning when possible.  Open door policy to talk to managers about anxiety or concerns.  Take time to identify staff personal experiences during pandemic to identify individual worries or concerns. Think together about what challenges might be ahead and what support individuals might need. Increase frequency of supervision for vulnerable staff. Seek support or guidance for overwhelmed staff.	1	4	4
16	Department Risk Assessments	- Staff - Students	No following government guidance and transmission of virus	3	5	20	All departments to update their Department Risk Assessments before starting classes  Follow government guidance for specific sectors according to the activities of each department, e.g. Sport department take into considerations all guidance related to sports, arts department to use take into consideration all guidance related to performing arts, etc.	1	4	4

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Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
17	Track & Trace	<ul style="list-style-type: none"> <li>- Teaching Staff</li> <li>- Support Staff</li> <li>- Contractors</li> <li>- Households</li> </ul>	Staff/Student/Visitor test positive for COVID-19	4	5	20	<p>Engage with the NHS Test and Trace process</p> <p>Contain any outbreak by following local health protection team advice Identified classes/location/individuals where the person has been in contact within the College. This can be achieved by maintaining an updated record of student/staff attendance.</p> <p>To contact Public Health England (PHE), South East Health Protection Team: <b>In hours</b> (Monday – Friday 9am to 5pm) 0344 225 3861 <b>Out of hours'</b> number between 5pm to 9pm and 8am – 9am - Surrey/Sussex                      0844 967 0069</p> <p>Steps to follow: All students and staff that have been in direct contact, or within 2 metres for more than 15 minutes with the person that tested positive, must stay at home for 14 days. College to take advice from PHE if other student/staff in that group are symptomatic</p> <p>Based on the advice from the health protection team, College must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</p>	3	2	6

**Links to key government guidance**

- [Coronavirus Covid-19](#)
- [What FE colleges and providers will need to do from the start of the 2020 autumn term](#)
- [Stay at home: guidance for households with possible coronavirus \(Covid-19\) infection](#)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Implementing protective measures in childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Early years foundation stage: coronavirus disapplications](#)
- [Covid-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
- [Covid-19: guidance on supporting children and young people's mental health and wellbeing](#)
- [Covid-19: cleaning in non-healthcare settings](#)
- [Coronavirus \(Covid-19\): safer travel guidance for passengers](#)
- Handwashing advice is at <https://youtu.be/bOCP7waTRWU>



## APPENDIX 1



HM Government



## 1. Plan your journey



Plan ahead and use a direct route



Plan your journey in advance and avoid busy times and routes



You must wear a face covering on public transport unless you are exempt

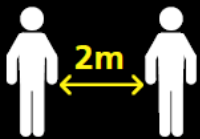


If you require assistance you should continue to request this as you normally would



Wash or sanitise your hands before beginning your journey

## 2. On your journey



Maintain 2 metre distance where possible



You must wear a face covering on public transport unless you are exempt



Use contactless payment where possible



Be patient and follow instructions from transport staff



Avoid facing other passengers if you can

## 3. Completing your journey

When finishing your journey, you should:



Follow guidance at your destination



Walk and cycle from public transport to your destination, where possible



Wash or sanitise your hands as soon as possible

**STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES**

For further information visit [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

APPENDIX 2

PHE South East Health Protection Team:

Guidance for Childcare and Educational Settings in the Management of COVID-19

Version 2.0 Date 5/08/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Thames Valley Health Protection Team on 03442253861 (08449670083 out of hours). If the matter is not urgent you can also email [TVPHE@phe.gov.uk](mailto:TVPHE@phe.gov.uk)

GUIDANCE: Visit [gov.uk/coronavirus](http://gov.uk/coronavirus) for detailed schools guidance and other guidance

TESTING: Visit [nhs.uk/ask-for-a-coronavirus-test](http://nhs.uk/ask-for-a-coronavirus-test)

