


**RISK ASSESSMENT – COVID-19 - REFERENCE 20202021002**

<b>Risk assessment - topic/area covered</b>	
Location(s):	BHASVIC – All Buildings and floors plus remote working
Department/staff:	All teaching/ support staff (including evening classes), evening & weekend lets and contractors
Tasks/activities:	All COLLEGE activities during COVID-19 PANDEMIC – Winter term, January 2021 Omicron Variance
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:	20-11-20
Reviewed by:	SMT	Signature:		Date:	23-11-20
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
Update 001	08-06-20		Carlos Bedoya	
Update 002	24-08-20		Carlos Bedoya	
Update 003	23-09-20		Carlos Bedoya	
Update 004	20-11-20		Carlos Bedoya	
Update 005	04-02-21		Carlos Bedoya	
Update 006	14-05-21		Carlos Bedoya	
Update 007	31-08-21		Carlos Bedoya	
Update 008	09-12-21		Carlos Bedoya	
Update 009	04-01-22		Carlos Bedoya	Face – covering (YES)

Government's <a href="#"><u>LOCAL COVID-19 ALERT LEVEL</u></a> for Brighton & Hove	Most restrictions have been lifted and the public are being asked to take precautionary measures such as face coverings, attention to symptoms, etc.
Lockdown in Place [YES/ NO]	<b>NO</b>

## 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	Possible	3	Moderate (injury causing more than 7 days off)
4 Current Level	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

Risk Ratings			
Low= 1-3	Moderate= 4-7	Significant= 8-14	High= 15-25
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>		
<b>Note.</b> 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

- 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

*Note 'face coverings' are not considered in the same category as PPE compliant face masks.*

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):	In line with government advice we are mandating face coverings for Staff, Students and Visitors, we request that you wear a face covering when you onsite - this includes all activity and in lessons, communal areas, when socialising in groups outdoors, in corridors and when moving around the college – and that includes maintaining distancing as well as wearing face coverings. First aiders should wear appropriate PPE including face masks. Other PPE to be supplied and specified in Departmental Risk assessments
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**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.

COVID-19 Q&A	
<p>College staff, students, parents, carers or any visitors (including suppliers/providers) are not to come in to College if they are displaying any symptoms of coronavirus (however mild), have tested positive or been told to self-isolate or required to quarantine.</p> <p><b>SYMPTOMATIC STAFF</b> to notify HR as early as possible if they are presenting symptoms and to follow guidance.</p> <p><b>STUDENTS</b> instructed to let staff know (immediately) if they start feeling unwell with any of the main Covid-19 symptoms (however mild).</p> <p>Close contacts who are exempt from isolation are advised to limit contact with anyone who is clinically extremely vulnerable for the ten days from exposure and wear a face covering in line with latest guidance.</p> <p><b>OMICRON VARIANT</b> All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</p> <p>If you have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible. This still applies even if you have received one or more doses of COVID-19 vaccine.</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>For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above, even if your symptoms are mild, stay at home and arrange to have a test.</p> <p><b>Self-testing:</b> Students and Staff should self-test twice weekly using LFDs.</p>	<p><b>If you are symptomatic...</b> If you have symptoms of COVID-19 however mild, you should arrange to have a PCR test to see if you have COVID-19. Do not go to a GP surgery, pharmacy or hospital.</p> <p><b>Household</b> If you are fully vaccinated or aged under 18 years and 6 months you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19, unless you have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19.</p> <p><b>If you have received one or more doses of COVID-19 vaccine</b> If you have symptoms of COVID-19 or have received a positive test result, you should still self-isolate even if you have received one or more doses of COVID-19 vaccine. This will reduce the risk of spreading infection and help to protect other people.</p> <p><b>If you test negative...</b> You do not need to self-isolate if your test is negative, as long as:</p> <ul style="list-style-type: none"> <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>- If you develop symptoms of COVID-19, stay at home and self-isolate immediately. If you have a positive test result but do not have symptoms, stay at home and self-isolate as soon as you receive the results</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>- If you've tested positive or have symptoms, you can stop self-isolating after 7 days instead of 10 days if you get 2 negative lateral flow test results on day 6 and 7.</li> </ul>

## DETAILED ASSESSMENT

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	<ul style="list-style-type: none"> <li>- Teaching Staff</li> <li>- Support Staff</li> <li>- Contractors</li> </ul>	Health & safety arrangement not in line with government COVID-19 guidance	2	5	10	<p>Statutory Health &amp; Safety checks of the premises by HSO and Estates Manager are carried out before full reopening of the College to staff and students.</p> <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 drills, 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

RISK ASSESSMENT REF. 20202021001										
Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
2	Staff attendance	<ul style="list-style-type: none"><li>- Teaching Staff</li><li>- Support Staff</li><li>- Contractors</li></ul>	<p>Transmission of the virus</p> <p>Reduced staffing (due to positive LFD ‘asymptomatic’ or PCR ‘symptomatic’ test result or self-isolation, illness or vulnerability) may result in insufficient supervision ratios/trained first aiders/ qualified staff to work with students with complex needs</p>	2	5	10	<ul style="list-style-type: none"><li>- Anyone who is symptomatic should not attend College until they have a negative test result.</li><li>- Face coverings should be worn on-site, this include during class.</li><li>- Teachers do not have to wear a face covering whilst teaching students if they are at the front of the class.</li><li>- Liaison with SMT and HR where there are concerns over staffing levels.</li><li>- Minimising contact with individuals who are unwell and those who have Covid</li><li>- Those who live with positive cases to take a PCR and wear a face covering at all times and maintain social distancing until PCR negative.</li><li>- See <a href="#">Self isolation and treating coronavirus symptoms</a></li><li>- LFT kits are offered on site to students and staff.</li><li>- Students and staff should test themselves using LFT twice a week at home, 3 -4 days apart.</li><li>- Staff and students with a positive LFD test result must self-isolate in line with the <a href="#">Stay at Home Guidance</a> and get a free <a href="#">PCR test</a> to check if they have COVID-19. Whilst awaiting PCR test result, they must continue to self-isolate.</li><li>- If PCR test is taken within 2 days of the positive LFD test - and is negative - it overrides the LFD test and the person can return to school, as long as they have no COVID-19 symptoms.</li><li>- If your subsequent PCR is positive you must complete your full isolation period in line with <a href="#">Stay at Home Guidance and NHS Test and Trace instruction</a>.</li><li>-</li></ul>	1	5	5

Risk assessment Ref. 20202021001										
Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
3	Ventilation	<ul style="list-style-type: none"> <li>- All Staff</li> <li>- All Students</li> <li>- All contractors and visitors</li> <li>- Members of the public</li> </ul>	Lack of adequate ventilation and/or impact of ventilation on indoor temperatures	3	5	15	Well ventilated/comfortable teaching environment maintained as far as possible.	1	5	5
							Windows/internal doors opened to improve natural ventilation and assist with creating a throughput of air – windows with ‘restrictors’ to prevent full opening for other safety reasons should not be overridden.			
							Where natural ventilation is relied upon, windows opened ahead of the start of the working day, wherever possible and rooms purged between use/lessons if possible.			
							Poorly ventilated areas identified through CO2 monitors and practical steps taken to improve fresh air flow. Seek help from Estates. Extra consideration is needed when holding events/others on site.			
							<b>*These can be indicators of poor ventilation:</b> <ul style="list-style-type: none"> <li>- Areas which smell stuffy or smell unpleasant.</li> <li>- Areas without either natural ventilation – e.g. openable windows and doors - or mechanical ventilation.</li> <li>- Blocked airbricks.</li> <li>- Windows which require attention to properly operate.</li> <li>- Dirty ventilation grids.</li> <li>- Where ventilation facilities are blocked by furniture,curtains/blinds.</li> </ul>			
							CO2 monitors also used to identify poorly ventilated areas. Refer to further information - <a href="#">How to use CO2 monitors</a> .			
							Where there are sustained high CO2 readings (1500ppm+) and where lengthy remedial works to introduce/improve ventilation are required - in teaching areas and staff rooms - consideration will be given to use of/sourcing Air Cleaning Units			
							Mechanical ventilation systems adjusted to increase the ventilation rate wherever possible and only fresh outside air is circulated - ventilation started ahead of the working day and continued after classes have finished (where possible) as cleaners and other (maintenance) staff may work in those rooms.			

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Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
3	Ventilation	<ul style="list-style-type: none"> <li>- All Staff</li> <li>- All Students</li> <li>- All contractors and visitors</li> <li>- Members of the public</li> </ul>	Lack of adequate ventilation and/or impact of ventilation on indoor temperatures	3	5	15	Where full fresh air setting is not possible, system operated as normal – as long as within a single room – and supplemented by outdoor air supply. For example: Pavilion , workshop, College House Basement.	1	5	5
							Fans – use of fans discouraged, as can spread contaminated air from one person onto another – and only used after considering other ventilation and heat reducing measures.			
							Sited (e.g. under/in an open window) so drawing and pushing fresh air around a room (up in to an unoccupied space) and not directed/blowing air from one person to another.			
							Opening internal doors to assist with creating a throughput of air and use of Doorguards or Mag-lock devices linked to the fire alarm system.			
							Fire doors NOT wedged open.			
							External opening doors used (as long as they are not fire doors and where safe to do so).			
							Rooms cleaned regularly to reduce recirculation of any virus deposited on surfaces – see CLEANING ARRANGEMENTS at 4 (below).			



Risk assessment Ref. 20202021001											
Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
				L	I	R		L	I	R	
4	Cleaning/ Hygiene	<ul style="list-style-type: none"> <li>- All Staff</li> <li>- All Students</li> <li>- All contractors and visitors</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.				
							General waste bins in classrooms/other locations are available to dispose wipes and tissues used.				
							Availability of soap and hot water in every toilet.				
							Availability of hand sanitiser 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.				
							All Departments to include in their Risk Assessments all essential items to comply with COVID guidelines according to their activities, this items will be authorised by the Health and Safety Officer.				
							Estates team circulating at prescribed times around the College with disinfecting guns (UV light and sanitiser), maintaining standards of disinfection on touching points, and toilets.				

Risk assessment Ref. 20202021001										
Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
5	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>- Members of the public</li></ul>	Symptomatic Individual	4	5	10	College tell staff, students, parents, carers or any visitors (including suppliers/providers) <i>not</i> to come in to College if they are displaying any symptoms of coronavirus, have tested positive or been told to self-isolate or required to quarantine. See NHS site for latest guidance.	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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Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
6	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 7 days isolate, while those who have someone in their household who does/has, take a PCR test. The college will authorise absence for those choosing to isolate if a household member is positive and will support remote learning where possible. <i>If you are fully vaccinated or aged under 18 years and 6 months you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19.</i>	2	5	10
							Individuals are advised to limit interactions in shared rooms/social spaces.			
							Staff to maintain distance from pupils if they choose to, staying at the front of the class, and away from their colleagues if so.			
							Avoid close face-to-face contact and minimise time spent within 1 metre of anyone where possible / chosen to			
							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 for a minimum of 21 days.</b> Arrangements of COVID protocols checked/agreed in advance.			
							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			
							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 now known as United Kingdom Health Security Agency (UKHSA), NHS, Government & DfE guidelines			
							Ensure symptomatic student/staff follow COVID-19 General guidance on this document.			

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Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
				L	I	R		L	I	R	
7	Face covering	<div>- Teaching Staff</div> <div>- Support Staff</div> <div>- Students</div> <div>- Contractors</div>	COVID-19 infection by aerosol	4	5	25	For Staff, Students and Visitors, we request that you wear a face covering when onsite - this includes all activity and in lessons, communal areas, when socialising in groups outdoors, in corridors and when moving around the college. Face covering can be removed when eating or drinking.	2	5	10	
							Teachers do not have to wear a face covering whilst teaching students if they are at the front of the class. We recommend that teachers wear one if moving around groups and getting close to students				
							Staff should wear masks in workrooms unless risk assessments deem it safe to work without them on.				
							Face coverings should be worn by College students, staff and adult visitors when travelling on public transport and dedicated transport to and from College.				
							Information concerning the process for safe wearing, removal and disposal of face coverings communicated clearly to all those required to wear one.				
							Reasonable adjustments made for disabled staff and students and those students who may become distressed if asked to remove a face covering against their wishes. See <a href="#">guidance</a> .				
							Transparent face coverings considered/worn to assist communication with someone who relies on, lip reading, clear sound or facial expression.				
							Avoid overcrowding as far as possible in all areas where staff and students congregate.				
							Consider using approaches such as one-way systems and avoiding whole College events indoors, where necessary.				
8	Student Attendance	<div>- Students</div>	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 students 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			
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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
9	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, SMT and H&S officer monitor these appropriately. Updates are found on <a href="#">BHASVIC website</a> FAQ section	1	2	2
10	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. New parking area and new bicycle shelter has been allocated behind the Sport Centre. 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</a>	1	2	2
11	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. New first aid room is located in Room 24a Main Building 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, unless close contact is required. Orange First Aid stations are now fitted on the entrance of each building in the College. This contains normal first aid kits and a COVID-19 PPE kit. Duplicated PPE for First Aiders and Casualty is supplied on the First Aid stations. Any PPE used to be disposed in the yellow bin in the First Aid room for medical waste. Disposal of this bin bag according with College cleaning COVID procedures. Anyone using the first aid kits must inform the Health & Safety Officer about this, as the first aid kits needs to be replace by a full kit.	1	3	3

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Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual				
				L	I	R		L	I	R		
12	Fire evacuation	- Teaching Staff - Support Staff - Contractors	Fire	3	5	15	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	5	5		
							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.					
13	Visitor to College	- Teaching Staff - Support Staff - Contractors	Transmission of COVID-19	5	4	20	Visitors to the College to adhere by college Covid protocols.	1	5	5		
							Visitor contact details to be kept for 21 days and then destroyed.					
							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 where possible					
							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 Office/ reception staff to log their arrival and departure from site.					

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				L	I	R		L	I	R	
14	College daily opening and closure	<ul style="list-style-type: none"> <li>- Teaching Staff</li> <li>- Support Staff</li> <li>- Contractors</li> </ul>	COVID infection outbreak or staff shortages etc.	4	5	20	Emergency key holder procedures in place so that the College can be opened/closed should premises staff be unable to attend work	1	5	5	
15	Working on site protocols during Autumn term 2021	<ul style="list-style-type: none"> <li>- Teaching Staff</li> <li>- Support Staff</li> <li>- Contractors</li> <li>- Households</li> </ul>	- Precautionary measures/ protocols are not being followed leads to possible spread of COVID-10	4	5	20	Prepare induction information for all staff, visitors/contractors who require access to site. Individual's to update Risk Assessment where staff fall into the NHS high risk from Coronavirus, and share it with HR.	1	5	5	
							All staff to ensure that appropriate PPE is worn where necessary at all times on site, eg cleaning staff				
							Use of DoorGuards devices linked to fire alarm system to keep regularly used doors in an open position, or suitable alternatives. When using suitable alternatives, on alarm sound manual alternatives should be removed immediately.				
							Contractors/other visitors to be arranged in advance				
							Thorough cleaning of the rooms in use at the end of the day. Thorough cleaning of multi-touched surfaces continuously during the day.				
							Staff to avoid physical contact with other staff unless for First Aid.				

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Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
16	Clinically Extremely Vulnerable (CEV) and Priority groups for vaccination (PGFV)	- CEV/CV	Exposure to Covid-19	5	5	25	College and CEV staff/pupils advised to follow medical advice and latest government <a href="#">People previously considered CEV Guidance</a> .	3	5	15
							CEV & PGFV staff attend work subject to agreed Individual Risk Assessment (RA) in place/reviewed - see also (HSE) guidance on <a href="#">protecting vulnerable workers</a> , including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a> .			
							CEV people continue to consider additional precautions they can continue to take.			
							College support/encourage vaccine take up and enable all staff who are eligible for a vaccination to attend booked vaccine appointments, where possible.			
							All CEV young people attend College unless they are under paediatric or other specialist care and have been advised by their GP or clinician not to attend – see also <a href="#">Supporting pupils with medical conditions</a> .			
							<b>*Pregnant</b> women are advised to follow latest <a href="#">Government guidance for pregnant employees</a> and <a href="#">guidance</a> from the Royal College of Gynaecologists and take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace. (An individual RA should be in place).			
							The latest <a href="#">Government guidance for pregnant employees</a> makes specific reference / recommendations for pregnant women at any gestation who are:  (1) vaccinated or (2) unvaccinated/not fully vaccinated  Some people with characteristics who may be at comparatively increased risk from COVID-19 can attend school, subject to Individual RA. Further information is available <a href="#">here</a> .			



Risk assessment Ref. 20202021001										
Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
17	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.  Staff have access to BHASVIC information and well-being support (HR, Intranet, SWELL; Staff updates, meetings)  Staff meetings taking place either remotely or blended 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
18	Department Risk Assessments	- Staff - Students	No following government guidance and transmission of virus	3	5	20	Departments to update their Department Risk Assessments, if activities are not covered in the full college risk assessment. Departments review and update it according to government guidelines and updates on this General Risk Assessment  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

Risk assessment Ref. 20202021001										
Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
19	Local Outbreak	- Teaching Staff - Support Staff - Contractors - Households	Local Outbreak - Exposure to Covid-19	4	5	20	- Consideration on a case-by-case basis as to whether planned international educational visits should go ahead. Refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling.	3	2	6
	- Full and thorough risk assessments undertaken in relation to all educational visits - day trips, residential, adventurous, domestic and international – by Health & Safety Officer.									
	- Public health - now known as United Kingdom Health Security Agency (UKHSA) advice, such as hygiene and ventilation requirements included as part of that risk assessment.									
	- Provider COVID arrangements verified (in addition to usual checks) as part of planning process.									
	<b>Note:</b> several confirmed cases within 10 days, may be considered an outbreak						- <a href="#">General guidance</a> about educational visits available and supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel</a> (OEAP)			
							- New bookings (domestic or international) checked for adequate financial protection, given likely gap in Covid-19 related cancellation insurance cover.			
							- All students and staff travelling to England must adhere to government travel advice in <a href="#">travel to England from another country during coronavirus (COVID-19)</a> .			
							- College to speak to either the visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers’ Association (BIBA) or Association of British Insurers (ABI). Any College holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.			
							Undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel</a>			

							<a href="#">(OEAP).</a>			
							<ul style="list-style-type: none"> <li>- Government broader international travel policy checked and monitored for any international trips (as subject to sudden change).</li> <li>- Contingency plans in place for any sudden change to travel regulations/quarantine requirements or individual becoming unwell/Covid-symptomatic, which may temporarily prevent their return to the UK.</li> <li>- Communications protocol in place to update College, parents/carers etc. of any unexpected changes to visit arrangements.</li> </ul>			

## Risk assessment Ref. 20202021001

Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
20	Staff working from home (in the event of outbreak or isolation).	<ul style="list-style-type: none"><li>- Teaching Staff</li><li>- Support Staff</li><li>- Contractors</li><li>- Households</li></ul>	Staff DSE related ill-health or injury & isolation/Student/Visitor test positive for COVID-19	4	5	20	<ul style="list-style-type: none"><li>• Staff to follow Display screen equipment advice via <a href="#">Smartlog platform</a>, using their login details.</li><li>• Staff complete DSE eLearning and update DSE Self-Assessments for working at home, where required.</li><li>• Staff provided with DSE equipment if needed.</li><li>• Regular wellbeing checks with staff working from home.</li><li>• Staff encouraged to take regular DSE breaks.</li></ul>	3	2	6

**Links to key government guidance**

- [Coronavirus Covid-19](#)
- [Asymptomatic testing in schools and colleges](#)
- [Further Education Covid-19 Operational Guidance](#)
- [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](#)
- [Coronavirus Covid-19 Maintaining Further Education Provision](#)
- [Early years foundation stage: coronavirus disapplication](#)
- [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: cleaning in non-healthcare settings](#)
- [Coronavirus \(Covid-19\): safer travel guidance for passengers](#)
- Handwashing advice is at <https://youtu.be/bQCP7waTRWU>

