




RISK ASSESSMENT – COVID-19 - COLLEGE RE-OPENING
REFERENCE 20202021002

Risk assessment - topic/area covered	
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

Risk assessment sign off					
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.				

Document issue record				
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	

COVID Alert Level and Lockdown Status

Government's LOCAL COVID-19 ALERT LEVEL for Brighton & Hove	N/A - National Lockdown in place
Lockdown in Place [YES/ NO]	YES but STEP 3 (some easing of restrictions from 17/5/21)

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

Low= 1-3	Moderate= 4-7	Significant= 8-14	High= 15-25
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Guidance. When completing a risk assessment, you should:

1. Identify the persons at risk and the significant hazards.
2. Calculate an initial R for the activity.
3. Identify risk control measures that reduce the risks to an acceptable level.
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.

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

- 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):	<p>Due to the current situation, cleaning staff to use disposable protective gloves.</p> <p>The College in accordance with the guidelines and entirely at its discretion, request all staff and students to wear face coverings in College (including class rooms). Exceptions apply. As (unlike schools) we cannot bubble our students. For large communal and outside areas, it will not be mandatory as long social distance can be maintained (2m).</p> <p>First aiders should wear appropriate PPE including face masks. Other PPE to be supplied and specified in Departmental Risk assessments</p>
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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.

IMPORTANT INFORMATION SPECIFIC TO THIS RISK ASSESSMENT

COVID-19 General advice	
<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>The symptoms are:</p> <ul style="list-style-type: none"> - A high temperature - New continuous cough - A loss of, or change in, normal sense of taste or smell (anosmia), however mild. <p>If you are symptomatic...</p> <ul style="list-style-type: none"> - 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. <p>Household</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>If you test negative...</p> <p>You do not need to self-isolate if your test is negative, as long as:</p> <ul style="list-style-type: none"> - everyone you live with who has symptoms tests negative - everyone in your support bubble who has symptoms tests negative - 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 - you feel well – if you feel unwell, stay at home until you're feeling better - If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped. <p>If you are not experiencing symptoms but have tested positive for COVID-19...</p> <ul style="list-style-type: none"> - 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. - After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. <p>Ending self-isolation...</p> <ul style="list-style-type: none"> - 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.

DETAILED ASSESSMENT

Current National COVID-19 Alert Level = 5

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"> - 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.) - Health and safety statutory training up to date (fire wardens, manual handling, working at high, cleaning and hygiene practices COVID-19, etc.) - Legionella control up to date (Hot and cold water systems). - Ventilation inspection. - Gas safety inspection. - Kitchen equipment maintenance and inspection. - Security including access control and intruder alarm systems. - Provide PEEPs (Personal Emergency Evacuation Plans) to those staff that require one prior returning to College. - Supply PPE (Personal Protective Equipment) according to the activity. - Prepare department and individual staff risk assessments. - DSE (Display screen equipment) assessment to be done by each member of staff when returning to work. - First Aid provision. - Asbestos management. 	1	5	5

Current National COVID-19 Alert Level = 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"> - Teaching Staff - Support Staff - Contractors 	<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"> - Promotion and engagement in (non-mandatory) asymptomatic testing for all staff (and secondary pupils) offered. - Pupils who are self-isolating should not attend College. - Liaison with SMT and HR where there are concerns over staffing levels. - 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, support bubble or childcare bubble, who does/has, do not attend College. - See Self isolation and treating coronavirus symptoms - Appropriate (Primary & Early Years settings or Secondary School settings) PHE South East Health Protection Team FLOWCHARTS for managing Confirmed COVID-19 cases - From 8th march move to home testing model for staff (and pupils 22nd march) after pupils have been offered 3 tests on site, 3-5 days apart. Pupils can return to F2F education after first negative test – although voluntary. Non-tested pupils can attend as normal (subject to usual COVID control measures). Staff & pupils supplied with LFD test kits for twice weekly self-swabbing tests at home. 	1	5	5
3	Asymptomatic test in College	<ul style="list-style-type: none"> - Teaching Staff - Support Staff - Contractors 	Transmission of the virus	5	5	25	<ul style="list-style-type: none"> - From 8th March College will facilitate the provision for 3 times test for every student in College, then all students will be moved to the home test model, this tests are voluntary. - Separate risk assessment has been put in place for the asymptomatic test activities in College. 	1	5	5

Current National COVID-19 Alert Level = 5

Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	I	R		L	I	R
4 College full re-opening 8 th March 2021	<ul style="list-style-type: none"> - All Staff - All Students - All contractors and visitors - Members of the public 	Site not prepared for return of more pupils/staff	3	5	15	Risk assessment(s) reviewed and shared with staff and safety representatives prior to full opening	1	5	5
						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.			
						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. Elms building ventilation system complies with COVID safety, therefore it is permitted to have windows closed, but recommended to keep doors open.			
						Movement around College: <ul style="list-style-type: none"> - Avoid creating busy corridors, entrances and exits - Reduce possible contact between groups - One-way systems in each building - Identify any 'pinch-points' - Staggered timetables for arrival/departure, lunch, breaks, use of staff room, etc. - 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). - Fire doors must NOT be wedged open. 			
						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 on-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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Current National COVID-19 Alert Level = 5

Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	I	R		L	I	R
5	Cleaning/ Hygiene	<ul style="list-style-type: none"> - All Staff - All Students - All contractors and visitors - Members of the public 	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.	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.		
							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 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 = 5

Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
6	Management of Symptomatic individual at College	<ul style="list-style-type: none"> - All Staff - All Students - All contractors and visitors - Members of the public 	Symptomatic Individual	4	5	10	Follow guidance on Poster in appendix 2 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.										

Current National COVID-19 Alert Level = 5

Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
7	Social Distancing	<ul style="list-style-type: none"> - Staff - Students - Families - Visitors - Contractors 	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
							COVID Marshals around the College being in charge or giving regular reminders to students/staff about social distancing and use of face covers.			
							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. Records kept of all visitors for a minimum of 21 days. 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			
							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.			

Current National COVID-19 Alert Level = 5

Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
8	Face covering	- Teaching Staff - Support Staff - Students - Contractors	COVID-19 infection by aerosol	4	5	25	The College in accordance with the guidelines and entirely at its discretion, request all staff and students to wear face coverings in College (including class rooms). As (unlike schools) we cannot bubble our students. For large communal and outside areas, it will not be mandatory as long social distance can be maintained (2m) There are some students who may be exempt due to a particular health or disability reason (eg. asthma, ASC) In the same way, face covering is also requested to be worn by all staff and contractors onsite. Medical exceptions apply.	2	5	10
9	Student Attendance	- Students	COVID-19 infection	3	5	15	Remote learning platform used and appropriate support provided by College Appropriate differentiation to cater for all ability levels including pupils 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	1	3	3
10	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. Updates are found on BHASVIC website	1	2	2
11	Transport to work	- Teaching Staff - Support Staff - Contractors	Transmission of COVID-19	2	3	6	Staff should read the advice on travelling to work safely and determine whether they are able to do so. 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 travelling by public transport poster (appendix 1)	1	2	2
12	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	1	3	3

						<p>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.</p>			
						<p>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.</p>			
						<p>Duplicated PPE for First Aiders and Casualty is supplied on the First Aid stations.</p>			
						<p>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.</p>			

Current National COVID-19 Alert Level = 5

Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	I	R		L	I	R
13 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.			
14 Visitor to College	- Teaching Staff - Support Staff - Contractors	Transmission of COVID-19	5	4	20	No non-essential visitors to the College	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			
						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.			

Current National COVID-19 Alert Level = 4

Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
15	College daily opening and closure	- Teaching Staff - Support Staff - Contractors	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
16	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	4	5	20	<p>Prepare induction information for all staff, visitors/contractors who require access to site.</p> <p>Staff do's and don'ts guidance document updated and distributed to all staff prior to the reopening of College.</p> <p>Complete Individual Risk Assessment for those staff that fall into the NHS high risk from Coronavirus, 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>The College in accordance with the guidelines and entirely at its discretion, request all staff and students to wear face coverings in College (including class rooms). Exceptions apply. As (unlike schools) we cannot bubble our students. For large communal and outside areas it will not be mandatory as long social distance can be maintained (2m)</p> <p>Use of doorstops 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.</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. Thorough cleaning of multi-touched surfaces continuously during the day.</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. Door signs to highlight max room capacity for self-policing.</p>	1	5	5

							Staff to avoid physical contact with other staff unless for First Aid.			
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Current National COVID-19 Alert Level = 5

Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
17	Students returning	- Staff - Students	Transmission of COVID-19	5	5	25	Clinically extremely vulnerable student/staff advised to shield. 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.	3	5	15
							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			
							Prepare induction information for all students returning to site and for those who are new to the College site. Students do's and don'ts guidance document to be distributed to all students prior to the commencing of phase 4.			
							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.			
							College to operate at 2/3rds capacity to aid social distancing			
							Staff to notify college as early as possible if they or any member of their household are presenting symptoms and to follow NHS/111 isolation/medical advice			
							Ensure there are adequate first aiders in-line with HSE guidance Refer to the College First Aid needs assessment			
							The College in accordance with the guidelines and entirely at its discretion, request all staff and students to wear face coverings in College (including class rooms). For large communal and outside areas it will not be mandatory as long social distance can be maintained (2m)			
							(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.			

Current National COVID-19 Alert Level = 5

Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
18	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
19	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. Departments continuously 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

Current National COVID-19 Alert Level = 5

Risk assessment Ref. 20202021001

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
20	Track & Trace	<ul style="list-style-type: none"> - Teaching Staff - Support Staff - Contractors - Households 	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: In hours (Monday – Friday 9am to 5pm) 0344 225 3861 Out of hours' 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>SMT has put in place an internal track and trace system and team, to identify close contacts of a positive case. A number of staff are able to complete this process.</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 – touch or face to face contact with an infected individual, within 1 metre for more than 1 minute, within 1 to 2 metres for more than 15 minutes or 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](#)
- [Asymptomatic testing in schools and colleges](#)
- [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/bQCP7waTRWU>

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

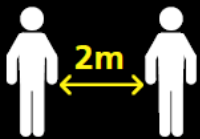


If you require assistance you should continue to request this as you normally would



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

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

GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance

TESTING: Visit nhs.uk/ask-for-a-coronavirus-test

