

Covid-19 Coronavirus Risk Assessment and Action Plan

RISK ASSESSMENT FOR:	COVID-19 CORONAVIRUS PANDEMIC ACADEMIC YEAR 2020/2021	
Establishment: Nelson & Colne College Group	Assessment by: Karen Mulligan Health & Safety Manager	Date: 18.08.2020
Approval by: Principal	Approved 19.08.2020	
Approval by: Board of Governors	Approved 19.08.2020	
1 st Review Date due	Review weekly. First review: 11.11.2020	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
1.	Spread of Covid-19 Coronavirus	Staff Students Visitors	<p><u>Face Coverings</u></p> <p>Face coverings to be worn by all staff, students and visitors within all internal college settings at all times, unless exemptions apply.</p> <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. See hand washing guidance available. www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hand Drying of hands with disposable paper towels provided https://www.nhs.uk/conditions/emollients/ Gel sanitisers to be located on circulation routes, outside welfare facilities, stairwells, inside staffrooms and classrooms any area where washing facilities not readily available. 	<p>Face coverings/face shields to be provided to all staff upon return to College setting. Face coverings to be available at all Building entry points for students at commencement of academic year.</p> <p>Staff /students to be directed on requirement to sanitise face shields before and after use. Face coverings/face shields must not be shared between users.</p> <p>Tutorials provided to students on the safe use of face coverings.</p> <p>All staff to receive a copy of Use of Building Risk Assessment together with associated relevant Risk Assessments and Protocols</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance. www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID 19) reminding everyone of the public health advice. https://www.gov.uk/government/organisations/public-health-england</p> <p>Posters, leaflets and other materials are displayed throughout College to promote and reinforce the importance of washing hands Frequently.</p>	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
			<p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u> Social Distancing – Reducing the capacity of students on site to comply with social distancing recommendations by Public Health England.</p> <p>Virtual meetings to be used instead of face to face meetings.</p> <p>Ensure sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in smoking area.</p> <p><u>Student Bubbles</u> Building bubbles established prior to the commencement of the academic year students to reduce the spread of the virus across the Estate.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Guidance will be provided on how to remove gloves carefully to reduce</p>	<p>Separate cleaning guidance available.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Signage is in place throughout the College Estate(s), together with floor markers.</p> <p>All adults to social distance at 2m unless additional mitigation factors are in place.</p> <p>Classrooms reconfigured to accommodate 2 metre social distancing for teaching staff.</p> <p>Staffroom capacity reduced to ensure no face to face working. Maximum capacity signage displayed on each staffroom door.</p> <p>Protective screens have been installed in the student services area (Reception) on both sites as well as floor markings to those areas.</p> <p>Students will be informed of their allocated bubble and access points to the Estate(s) prior to commencement of Academic Year.</p> <p>Messages reinforced through induction, tutorial and signage.</p> <p>Staff to be reminded that wearing of gloves is not a substitute of good hand washing. PPE Guidance and Risk Assessment available for reference.</p>	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
			<p>contamination and how to dispose of them safely.</p> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough, high temperature, loss of smell or taste in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation. Covid-19 Response Chart prepared by College Nurse and available for all staff.</p> <p>Regular communication of mental health information and open door (virtual) policy for those who need additional support. Risk Assessments will be undertaken by HR where required, on an individual basis, in line with College practice.</p>	
2.	<p>Hygiene/Cleanlines Lack of hygiene and routine cleaning raises potential for the spread of the virus across the Estate</p>	<p>Staff Students Visitors</p>	<ul style="list-style-type: none"> • Posters/Digital displays utilised to raise awareness of regular hand hygiene and 'catch it, bin it, kill it' • Covid-19 induction to staff and students raising awareness of personal hygiene • Handshaking/Hugging prohibited at all times • Introduction of increased cleaning regime on touch points • Hand sanitiser stations positioned throughout the Estate 	<p>Daily checks by Estates Team of hand sanitiser stations and cleaning station materials to prevent stock running low Weekly audit of cleaning materials stock levels to maintain consistent stock levels at all times Regular contact with suppliers by Estates Admin to determine stock levels and capacity Understanding of timetabling arrangements for use of classrooms/break out areas to ensure regular cleaning intervals after use – cleaning regime put into place giving regard to timetabled activities.</p>	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
3.	Track and Trace	Staff Students Visitors	<ul style="list-style-type: none"> • Student 'building bubbles' to be determined prior to commencement of teaching and learning. • Registers to be taken at commencement of each and every class • Implementation of Covid-19 related absence tracker by HR to monitor data, in particular peaks of covid related absence which may provide an early indication of suspected outbreak. 	Reminder to all staff of the requirement to contact HR in line with the absence policy on the first day of absence – to be shared via staff expectations and staff induction video 21.08.2020	
4.	Travel/Commuting Heightened risk of virus spread due to confined space and high number of passengers	Staff Students Visitors	<ul style="list-style-type: none"> • Students travelling on College minibus or TransDev allocated College Transport should, where reasonably practicable, distance themselves from others at all times. • Hands must be sanitised on entry and departure • Face coverings must be worn at all times. • Disposable Facemasks will be made available on buses for those students who attend without relevant face covering. • Thorough clean down of buses after each use. 	Information provided to students through Covid-19 induction video, deadline for completion 20.08.20 to be available on Moodle for all students.	
5.	Access and Egress Risk of virus spread in corridors	Staff Students Visitors	<ul style="list-style-type: none"> • Staff and students must sanitise hands on entry and throughout the day • Face coverings to be worn on entry to buildings • Bins provided at entry for safe disposal of disposable face masks worn by those using public transport • Prohibition of non-essential visitors • Corridor doors to be opened to prevent queuing in corridors and minimum touch points. • Remove or disable key pad entry systems to staffrooms/offices. 	Information and Instruction to be provided to staff on introduction of new systems by way of staff induction video 21.08.2020. .	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
6.	Customer Facing Staff Heightened exposure risk to due face to face contact	Staff Students Visitors	<ul style="list-style-type: none"> Regularly clean common contact surfaces in reception and recreational areas. Protective Screens to be installed Work stations to be positioned to ensure staff sit 'side by side' or 'back to back' maintaining social distancing guidelines Line Markings to identify social distancing installed on floors Signage identifying measures placed across work areas. Full face visors available for those staff members who may work in close contact eg. First Aiders, LSAs, main enrolment team where a protective screen is unavailable. 	<p>Staff to be made aware of expectations through instruction and training.</p> <p>Induction video</p> <p>Staff to raise any concerns or queries with immediate line manager for appropriate action to be taken. Advice may be sought from Health & Safety Manager / Facilities Manager where required.</p>	
7.	Use of Lifts Heightened exposure risk due to confined space	Staff Students Visitors	<ul style="list-style-type: none"> Lifts isolated throughout the day Use of lifts restricted to persons of impaired mobility and the transportation of good available through Estates One person per lift at any one time where reasonably practicable. Regular sanitisation of lift call buttons 	<p>Communication with staff on restrictions through induction video 21.08.2020</p>	
8.	Circulation Routes Risk of virus spread	Staff Students Visitors	<ul style="list-style-type: none"> No waiting or informal temporary work areas in corridors Marked out pedestrian routes taking account of social distancing where reasonably practicable Wherever possible, doors will remain open to reduce the risk of congestion and contamination by frequent touch points. Cleaning in corridors, stairs etc. should include close attention to frequently handled features such as stair rails, door handles, push plates Staff and students to stay to the left of the corridors when walking. 	<p>Communication to staff on circulation routes through induction video 21.08.2020</p> <p>Signage in place to highlight keep left message.</p> <p>Sanitizing stations in place</p> <p>Continuous checks throughout the day</p> <p>Regular cleaning regime</p>	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
9.	Handrails on Stairs Risk of spread of virus	Staff Students Visitors	<ul style="list-style-type: none"> Sanitiser stations installed at each stair landing. Signage in place to advice to sanitize hands prior to ascending/descending the stairwells. Regular cleaning regime 		
10.	Face to Face Working Heightened exposure risk to due face to face contact	Staff Students Visitors	<ul style="list-style-type: none"> Eliminate face to face working wherever possible If face to face working cannot be avoid then exposure should be limited to 15 minutes and face masks should be worn Full face visors to be worn at all times. 	Continuous reminders to staff and continuous checks on staff by line managers to ensure rules are adhered to. Visors to be disinfected after use. Continuous monitoring of stock levels by Estates Team.	
11.	Shared Desk Heightened risk of virus spread due to multiple users	Staff Students Visitors	<ul style="list-style-type: none"> Where reasonably practicable, use of shared desks should be avoided. In cases of shared desks, appropriate cleaning materials available in staff rooms for shared touch point equipment to be disinfected before/after use. 	Information provided to staff through staff expectations guidance and induction video. Line Managers should continue to reinforce the message through regular communication.	
12.	Desk positions Risk of virus spread from touchpoints	Staff Students Visitors	<ul style="list-style-type: none"> Regular cleaning of desks and equipment All unnecessary equipment and materials removed from desks to ensure effectiveness of regular cleaning regime 	Information provided to staff through staff expectations guidance. Line Managers should continue to reinforce the message through regular communication Cleaning materials provided for any ad-hoc cleaning requirements	
13.	Use of Photocopiers Risk of virus spread from touch points	Staff Students Visitors	<ul style="list-style-type: none"> Access to photocopiers restricted to 1 person at any one time Area defined to ensure social distancing Sanitisation after use including but not limited to photocopier hood, paper trays, keypad 	Communication to all members of staff on restrictions Cleaning materials provided and signage in place	
14.	Meetings (group/1:1) Heightened risk of virus spread	Staff Students Visitors	<ul style="list-style-type: none"> Where reasonably practicable meetings should take place by way of virtual platform. In the event that meetings are to take place in person, individuals must ensure social distance measures take place at all times. 	Information provided to staff through staff expectations guidance. Line Managers should continue to reinforce the message through regular communication Cleaning materials provided for any ad-hoc cleaning requirements Staff to inform Estates timely of any face:face meetings to ensure room layout/capacity is suitable and sufficient	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
15.	Ventilation Systems Risk of virus spread through re-circulation of air	Staff Students Visitors	<ul style="list-style-type: none"> Where reasonably practicable to do so, Ventilation Systems, Air Conditioning systems to be turned off to avoid the spread of virus 	<p>Air Handling Units and air conditioning will be switched off and isolated from use. Regular review of guidance on ventilation systems with a view to reinstating.</p> <p>In areas where ventilation is imperative to teaching and learning/operating of equipment permission must be obtained by the Facilities Manager/Health & Safety Manager prior to use.</p> <p>Ventilation to classrooms/work areas is provided by way of open window. Estates Team will open windows each morning and close at the end of the day, and clean down after use.</p> <p>Roller shutters and external doors in workshops will be opened by Technician staff prior to classes and closed at the end of the day, and cleaned down after use.</p>	
16.	Welfare Facilities Exposure to virus in toilets	Staff Students Visitors	<ul style="list-style-type: none"> Reduced number of cubicles/urinals available for use, to reduce close contact in some facilities Maximum capacity displayed on toilet doors Signage identifying measures in place. Hand sanitiser station located in the vicinity of toilet entrance Soap dispenser supplied maintained and checked as working at all times Hand dryers isolated. Paper towels provided Existing coronavirus handwashing posters retained. Break times staggered to reduce heavy use of facilities at any one time Enhanced cleaning according to a reasonably practical agreed schedule 	<p>Toilets will be monitored ad hoc by Estates Staff.</p> <p>Use feedback system/monitoring as means of identifying and rooting out inappropriate behaviour in relation to hygiene and social distancing</p>	
17.	Emergency Evacuation Exposure to virus from congestion and touch points along exit routes	Staff Students Visitors	<ul style="list-style-type: none"> In the event of emergency evacuation person(s) should exit the building following metre social distance guidance paying particular attention to their surroundings Tutors will act as Fire Marshalls for their respective groups Staff and students to ensure they remain within their designated bubbles whilst at muster points Emergency procedure protocols will be shared with those staff on site. 	<p>Communication with all persons entering the estate</p> <p>Emergency evacuation procedures – the only updated measure is to maintain social distance measures</p>	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
			<ul style="list-style-type: none"> External monitoring by custodian Fire alarms tested weekly throughout the Pandemic in line with College practice 		
18.	Water Machines Exposure to virus from touch points	Staff Students Visitors	<ul style="list-style-type: none"> Wherever possible the use of water machines should be avoided with all persons attending with pre-made drinks. Should water machines have to be used, then sanitisation should take place immediately before and after use Disposable cups removed – staff and students to provide their own water bottles 	Instruction to all users Signage in place Cleaning materials available in the vicinity Regular monitoring	
19.	Staff rooms Exposure to virus from touchpoints and working in close proximity to others	Staff Students Visitors	<ul style="list-style-type: none"> Staff rooms have been reviewed to identify maximum capacity within rooms – highlighted on staffroom doors Staff must maintain 1m social distance at all times Staff should only work face:face or back:back. Face:face seating in staffrooms is strictly prohibited. Clear desk policy to allow for regular cleaning Windows to be opened frequently to allow additional ventilation Staff should avoid the sharing of equipment. Where sharing of equipment cannot reasonably be avoided, staff should disinfect materials before/after use. 	Information provided to staff through staff expectations guidance. Line Managers should continue to reinforce the message through regular communication Cleaning materials provided for any ad-hoc cleaning requirements	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
20.	First Aid Response Heightened risk of virus spread due to close proximity when carrying out First Aid		<ul style="list-style-type: none"> Regular monitoring of staffing levels to ensure First Aid cover is available. Training provided by Trained First Responder and cascaded by those who have attended First Aid Training where appropriate. Infra-Red thermometers provided to check temperatures from a distance First Aid staff to only use their own designated First Aid kit and consumables PPE available to all First Aid staff including gloves, sleeves, aprons, masks, face visors First Aid staff to be aware of the risks and follow guidance issued https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ 	<p>Training to First Aiders on relevant guidance and procedures by Trained First Responder including use of PPE and its removal.</p> <p>Procedure for if staff/student becomes unwell produced by College Nurse and communicated with staff.</p> <p>Staff must ensure that they are aware of procedures in place.</p>	
21.	Fire and Emergency – fire safety arrangements and fire evacuations – risk of acquiring or transmitting infection	Staff Students Visitors	<ul style="list-style-type: none"> Only open buildings where essential for the restoration of business, and where fire and emergency arrangements may be safely undertaken Arrange training to address deficiencies Maintenance regime clearly tests fire doors, electronic releases, emergency lighting etc. to ensure no congestion during evacuations Make reasonable adjustments to fire doors and equipment in order to reduce handling and touching of surfaces whilst maintaining the overriding requirement to obey fire regulations and protect life. 	Communication with all staff on measures in place.	
22.	Smoking Areas Risk of transmission due to lack of social distancing / sharing of materials	Staff Students Visitors	<ul style="list-style-type: none"> Social distance measures to be maintained at all times Smoking materials should not be shared 	<p>Communication with all users</p> <p>Regular monitoring by members of staff utilising the smoking area</p> <p>Issues to be reported immediately to the Estates Team</p>	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
23.	Car Park Risk of transmission through congregation	Staff Students Visitors	<ul style="list-style-type: none"> Social distance measures to be maintained at all times Meet and greet system in place across College Estates 		
24.	High Risk Practical Activities Risk of transmission during practical activities	Staff Students Visitors	<ul style="list-style-type: none"> Risk Assessments will be reviewed in full for all staff activities giving regard to social distancing measures required, heightened cleaning regime and activity being undertaken in a classroom environment 	Issues should be raised immediately with the relevant Head of Division	
25.	Deliveries Risk of transmission when deliveries received.	Staff Students Visitors	<ul style="list-style-type: none"> Restrictions on non-business deliveries being made to College Estate(s) Holding areas to be established prior to return of staff. All deliveries placed in holding area for a period of 24 hours to reduce the risk of contamination. Cleaning procedures in place for all deliveries Increase Order quantity to reduce frequency of deliveries being made Purchase Orders to advise of delivery restrictions in place 	Full instruction provided to staff responsible for collecting and opening deliveries Cleaning guidelines provided	
26.	Visitors Risk of transmission through visitors on site	Staff Students Visitors	<ul style="list-style-type: none"> Host Responsibilities determined prior to visitors on site Site guidance on social distancing measures provided on arrival Limited number of visitors on site at any one time booked in advance. Facilities/Health and Safety Manager advised in advance of any activity to enable plans to be reviewed and approved. Schedules determined to limit number of visitors Scheduled maintenance/buildings work to be undertaken out of core operating hours or away from staff and students 	Covid-19 addendum to be provided to visitors alongside visitor information. To be available in readiness for commencement of the academic year. Information provided to staff through staff expectations guidance. Line Managers should continue to reinforce the message through regular communication	
27.	Mental Health	Staff Students	<ul style="list-style-type: none"> Regular communication of mental health information and open door 	Students are familiar with their teaching member of staff to reduce anxiety.	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
	Staff and Students may suffer anxiety with regards to returning to College or be experiencing mental health issues as a result of the lockdown		<p>(virtual) policy for those who need additional support. Risk Assessments will be undertaken by HR where required, on an individual basis, in line with College practice.</p> <ul style="list-style-type: none"> • DSL(s) on site 		
28.	<p>Lack of Awareness</p> <p>Students may attend college with symptoms of virus</p>	<p>Staff Students Visitors</p>	<ul style="list-style-type: none"> • Student expectations including social distancing measures in place, behaviour policies amended to include social distancing measures and communicated to all students prior to return. • Covid-19 induction video to be released to all students 	<p>Covid-19 induction video to be released at regular intervals throughout the academic year</p> <p>Continuous reminders to students on safety measures in place</p>	
29.	<p>Classrooms Computer Rooms</p> <p>Risk of virus exposure from equipment and shared resources.</p>	<p>Staff Students Visitors</p>	<ul style="list-style-type: none"> • 2m social distance marker in place for teaching staff • Student 'building bubbles' agreed prior to commencement of term • Signage on doors to highlight maximum classroom number • Hands Sanitised on entering classroom • Classroom to be 'filled up' starting at far corner and working back towards the door. • Desks to be repositioned side by side facing front of classroom • Staff/students prohibited from making changes to classroom layout • Windows to be opened frequently to allow for additional ventilation • Sharing of equipment/materials prohibited • Equipment provided by College to be sanitised prior to first use and sanitised at the end of every lesson • Classroom lights to be left on upon exit • Touchscreens, keyboard, mouse, computer, whiteboard to be sanitised after each class. 	<p>Teaching staff to be aware of measures in place by way of induction video and classroom protocols and adhere to rules at all times</p> <p>Remote education with some face-to-face contact</p> <p>Any observations will be impact on room capacity and measures must be agreed with Facilities Manager/ H&S Manager prior to taking place.</p> <p>Cleaning materials will be provided for any ad-hoc cleaning requirements</p>	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
			<ul style="list-style-type: none"> • Hands Sanitised on exiting classroom • Where reasonably practicable, doors to be remain open at all times during class time • No unauthorised access to classrooms – supervised at all times otherwise classroom locked for infection control (unknown touching of surfaces – non-observance of social distancing and safeguarding reasons • Information posters on social distancing in all classrooms • Classroom cleaned after each lesson or according to reasonably practical agreed schedule 		
30.	<p>Science Labs / Workshops</p> <p>Risk of virus exposure from equipment and shared resources</p>	<p>Staff Students Visitors</p>	<ul style="list-style-type: none"> • Teaching staff to ensure they remain 2m social distance from students at all times. • Signage on doors to highlight maximum classroom number • Hands Sanitised on entering work area • Signage on equipment/work area to highlight maximum use i.e. motor vehicle ramp, building bay. • Classroom to be 'filled up' starting at far corner and working back towards the door. • Windows and doors to be opened frequently to allow for additional ventilation • Touchscreens, keyboard, mouse, computer, whiteboard to be sanitised after each class. • Students to be provided with their own PPE, where appropriate, which must be cleaned thoroughly after use. • During activities where staff and student may work in close confinement facemasks and visors to be provided. 	<p>Teaching staff to be aware of measures in place and adhere to rules at all times.</p> <p>Workshop Covid-19 Protocols shared with relevant HoDs.</p> <p>Risk assessments for individual areas have been reviewed to include control measures appropriate to the spread of Covid-19.</p> <p>Any observations will be impact on room capacity and measures must be agreed with Facilities Manager/ H&S Manager prior to taking place.</p>	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
			<ul style="list-style-type: none"> • Staff/students prohibited from making changes to layout • Technicians to set up all equipment for use in the class prior to lesson start • Sharing of equipment/materials prohibited. Each student to be provided with equipment at start of each session. • Equipment provided by College to be sanitised prior to first use and sanitised at the end of every lesson • Classroom lights to be left on upon exit • Hands Sanitised on exiting work area • No unauthorised access to classrooms – supervised at all times otherwise classroom locked for infection control (unknown touching of surfaces – non-observance of social distancing and safeguarding reasons • Information posters on social distancing in all classrooms • Classroom cleaned after each lesson or according to reasonably practical agreed schedule 		
31.	Use of Refectory/Cafes Risk of virus exposure from equipment and shared resources	Staff Students Visitors	<ul style="list-style-type: none"> • Individual RA in place for use of Refectory • Restricted menu in place • Grab and Go lunchtime provision. Students/staff will return to their allocated building/staffroom after collecting lunch • Reduced staffing in kitchens to enable social distance measures • Regular cleaning of materials • Hand washing to take place at regular intervals • Contactless payment in place wherever possible • Staggered break times to reduce congestion 	Staff to be aware and understand contents of use of buildings Risk Assessment and Refectory Risk Assessment	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
			<ul style="list-style-type: none"> Protective screens for front facing staff Seating arrangement to prevent face to face contact Users should remain in their designated 'bubbles' at all times. 		
32.	Break Times Heightened risk of virus exposure during break times should students congregate	Staff Students Visitors	<ul style="list-style-type: none"> During this period, any break will take place in student designated 'building bubbles' Social spaces determined in advance 	Teaching staff are aware of College expectations. HoDs and SLT on site for additional support if required. Amendments have been made to the behaviour policy	
33.	Staffing Levels Reduced levels may impact on ability to undertake teaching	Staff Students Visitors	<ul style="list-style-type: none"> Staffing levels may be reduced due to isolation or illness 	Continuous monitoring of staffing lessons by Heads of Division/Line Managers	
34.	Extra-Curricular Activities	Staff Students Visitors	<ul style="list-style-type: none"> Booking required for all activities to limit numbers in attendance. No Booking No Attendance Policy Removal of social element – friends and students will not be permitted to gather and watch to prevent congestion Students must remain in their allocated bubbles Pre-determined maximum capacity of participants per session Staff members familiar with contents of Risk Assessment for Buildings and Activities All participants will be requested to wash/sanitise their hands on arrival and on exit Participants will be provided with their own equipment All equipment will be cleaned down after use 	Coaches and instructors to continually follow the Government guidance and that of the Sporting Governing Bodies to ensure activities are continually adapted and meet requirements at all times.	
35.	Use of LRC and Study Areas Risk of virus exposure from	Staff Students Visitors	<ul style="list-style-type: none"> Individual Risk Assessment in place for use and activities Maximum capacity determined in advance 	Staff to be aware and understand contents of use of buildings Risk Assessment and LRC Risk Assessment	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
	equipment and shared resources		<ul style="list-style-type: none"> • Staff Rota in place • Book stock enquiries generated via e mail • Windows open to aid ventilation • Revised timetable to limit number of users • Signage highlighting maximum capacity • Where use is at maximum capacity – one in one out system • Users to remain in designated bubbles • Regular cleaning regime of common contact surfaces – cleaning materials provided • Protective screens to be installed for front facing staff • Workstations to be positioned to ensure users sit side by side or back to back • Signage identifying measures to be in place across work area • Hand sanitiser available at entry point 		
36.	Temporary/Supply Staff Lack of awareness of college protocols	Staff Students Visitors	<ul style="list-style-type: none"> • Staff Expectation Protocols to be shared prior to start • Covid-19 sickness Protocols and Track and Trace Protocols to be shared prior to start • Health & Safety Induction to be undertaken at commencement of assignment 	HR to advise H&S Manager of any supply staff members in advance of assignment Line Manager to re-iterate Protocols on first day of assignment	
37.	Community Venues / Work based Assessments Lack of Covid-19 preparedness may result in heightened risk of exposure to staff	Staff Students	<ul style="list-style-type: none"> • Covid-19 Risk Assessments to be obtained from community venues and work placements/providers • Audit of documentation to take place • Where necessary, audit of workplace to take place with additional Covid-19 related questions included on paperwork • Additional support provided to employers in preparing their 	Communication and instruction provided to staff on employer expectations Staff to be aware that should a venue not be practicable for a learning environment on attendance then the classes should not take place until measures are in place.	

	Hazard / Risk	Who is at Risk	Controls Required	Additional Controls and actions required.	
			<p>workplace in readiness for staff attendance.</p> <ul style="list-style-type: none"> Work venue will only be approved once all reasonable steps have been taken to ensure Covid-19 compliant. Staff to be supplied with face masks where applicable. 		
38.	<p>Use of Sports Centre Facilities Heightened risk of exposure due Risk of virus exposure from equipment and activities</p>	<p>Staff Students Visitors</p>	<ul style="list-style-type: none"> Individual Risk Assessments in place. Maximum capacity determined in advance. No public bookings or walk ins. Spectators prohibited to reduce congestion/social gatherings Increased cleaning regime of touch point areas Hand sanitisers in situ Signage in place advising of all measures Regular checks of 3G pitch Gates and dugouts to be cleaned after each team Increased Litter Picks Prohibition of use of Changing Rooms and Gyms 	<p>Training with staff members on measures introduced. Staff to be familiar with all Risk Assessments in place.</p>	
39.	<p>Adult Classes – HE and Lancashire Adult Learning Increased risk to students due to age range of students</p>	<p>Students</p>	<ul style="list-style-type: none"> 2m social distance marker in place for teaching staff Increased social distancing measures in classrooms due to potential age and increased risk to students. Classrooms desks to be configured to allow 1m social distance between students with mitigating arrangements to be in place –all desks facing forwards, face coverings worn at all times unless user exemption. 	<p>Where classrooms are identified as utilised for cross purposes – signage to be populated onto desks prior to commencement of classrooms identifying which desks are not for use.</p>	