

Pandemic – Covid 19 - Risk Assessment

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This document is the central Risk Assessment to cover general issues which apply across the whole College. There is an individual Risk Assessment for the Pathways department and for COVID Asymptomatic testing which cover the specific logistical requirements of each function and needs to be read in conjunction with this central Risk assessment. As before, there has been wide consultation and agreement with senior management and the Corporation governing body before this document has been approved.

The Henley College safe opening across the whole campus.

C001 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Risk Achieved H/M/L	What further action needed to reduce any risks
Travel to and from college	Spread of Covid-19 Coronavirus due to close contact while travelling to work. Impact of local restrictions under the national lockdown and local Tier process	Exposure to the virus by anyone who physically comes in contact with staff/students in relation to their journey	High	<ul style="list-style-type: none"> The college will provide specific designated coaches on agreed routes. Government guidance is currently recommending people wear face coverings on public transport and dedicated college coaches If public transport is used, travel outside the busier times if possible. Travel alone if possible (car, bike, and walk). If car sharing, it is recommended that individuals wear a face covering if not a regular occurrence. Avoid making long journeys on public transport, use private vehicles if possible. Wash your hands thoroughly as soon as possible after arriving at the college or home 	Medium	<ul style="list-style-type: none"> Agreement to be reached with coach companies on safe operating procedures and numbers on coaches Guidance on travel to be provided to students and parents before September Use drop off points at both Deanfield and Rotherfield campuses – need to make it clear that no waiting is allowed which could lead to a congregation of people Staff and students to be instructed to wash hands or use sanitizer upon arrival at College
C002 – Activity/Process/Procedure	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Risk Achieved H/M/L	What further action needed to reduce any risks
Need to have contingency arrangements in the event of a local outbreak of infections in College or in any areas from which students travel	Spread of Covid-19 Coronavirus within any of the local communities where staff and students live or travel from each day.	Lack of availability of staff poses issues for teaching. Student attendance rates could affect funding Local health protection teams advice on students/staff self-isolation, partial or full college closure	High	<ul style="list-style-type: none"> Follow Local Health Protection team advice Maintain the ability to stream lessons and provide remote learning Cover work to be prepared so students can continue working remotely Communication with staff and students Registers to include those attending remotely to streamed lessons Re-introduce use of face coverings in affected areas/groups 		<ul style="list-style-type: none"> Training of new teachers in streaming lessons effectively Continued creation and retention of learning materials in Teams/Sharepoint Bank of work to be available to issue to students Produce protocols for informing staff and students of move to remote learning Ability to note remote attendance on Registers Process to move to remote learning agreed Use of face coverings for a defined period and in areas/groups affected for as minimal a time as possible
C003 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
	Spread of Covid-19 Coronavirus due to close contact.	Transmission of virus through: Physical contact with contaminated surfaces	High	On arrival at college <ul style="list-style-type: none"> All staff and students instructed to wash their hands or sanitise upon arrival at college. 	Medium	<ul style="list-style-type: none"> Staff and students to be advised not to offer or share food and not to handle other people's cutlery & cups

		Inadequate physical distancing Inhalation of airborne virus Inadequate personal hygiene		<ul style="list-style-type: none"> Gel Hand Sanitiser to be located in entrance areas or where washing facilities not readily available. Students will be instructed to only go to areas within college that they need to visit – classroom, toilet, reception, meeting area Staff and students advised to avoid congested areas such as canteens as much as possible and to avoid congregating in corridors Staff and students advised to keep left on stairs and corridors <p>Managers to assess all office spaces to ensure:</p> <ul style="list-style-type: none"> Within offices, there should be gaps between occupants. Opposite desks are not to be occupied at the same time, unless there is a screen or desktop blocking the line of sight. Where possible laptop trolleys to be kept outside classrooms in corridor areas to give as much space in classrooms as possible Disinfectant spray and sanitiser supplied in each room for users to wipe down keyboards and work surface prior to use. Each employee is responsible for cleaning his/her own workstation. Students will be asked to wipe down where they have sat in class – chair/desk/computer if used Contract Cleaners will clean on arrival at college the floors, touch points and empty waste bins. If a confirmed case of Covid 19 is reported, the relevant rooms or rooms will be deep cleaned before being used again. Shared kitchen facilities require wipes and sanitizers to be available with appropriate signage encouraging hygiene protocols. 		<ul style="list-style-type: none"> Staff to wipe down common fridges & kettles after use. Make it clear what catering facilities will be open, and what food will be available. Vending machines will not be in operation Sanitizers and disinfectant wipes available in all classrooms and communal areas for staff, students and visitors HR will update the formal policy on what to do if someone is showing symptoms of potential COVID-19 Need to ensure there is First Aid cover on campus Each classroom to be set up to ensure teachers have a 2-metre gap to students. Students will be sat in pairs facing forward, with a U-shape only being used due to space and fixtures constraints Classroom protocols documents being developed by teacher's group for specialist classrooms, extending on the existing version Students will be asked to sit at the same desk and with same person beside them when in a classroom
C004 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Cleaning and possible disinfecting	Exposure to a virus is increased unless appropriate standards of cleaning & disinfection are put in place	Risk to building users of exposure to virus via: <ol style="list-style-type: none"> Physical contact with tainted surfaces. Inhalation of virus Inadequate personal hygiene Inadequate distancing spaces 	High	<ul style="list-style-type: none"> Regular thorough cleaning and disinfection routines employed in all areas which have been occupied within the working week Thorough cleaning and disinfection of any area occupied by person with suspected case of Covid19 Agree with contract cleaning company the required levels and areas of cleaning Monitoring and auditing of cleaning standards by Contract Cleaners and Area Managers. Cleaning contractor to provide a procedure of cleaning, covering daily cleaning, deep cleaning processes and procedure in the event of a suspected Covid-19 infection on site 	Medium	<ul style="list-style-type: none"> Agree with contract cleaning company the required levels and areas of cleaning. Temco staff fully trained Appropriate action procedures taken in cases where known infection cases are found Information posted in key areas, regularly cleaned and refreshed on laminated washable posters where practicable. Regular contact with Cleaning contractor's local manager on effectiveness

				<ul style="list-style-type: none"> Cleaning staff trained in the procedures and policies for working onsite All areas to have a daily operation log for cleaning. Toilet areas across the College will have more frequent inspection and cleaning, throughout the working day as a janitor employed 		
C005 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Visitors, Contractors and Subcontractors	Spread of Covid-19 Coronavirus due to contact with college visitors, contractors and subcontractors	Transmission of virus through: <ol style="list-style-type: none"> Physical contact with tainted surfaces. Inhalation of virus Inadequate personal hygiene Inadequate distancing spaces 	High	<ul style="list-style-type: none"> All visitors, contractors and subcontractors instructed to wash their hands or sanitise upon arrival at college. Gel Hand Sanitiser to be located in several areas or where washing facilities not readily available. A security officer used to enforce onsite protocols This will be by direct intervention and posters/signs at the entrances and around the buildings being used Perspex shields for receptionist at Deanfield. All visitors, contractors and Subcontractors reminded about college procedures and policies whilst at the college. Refurbishment works at Rotherfield to be conducted in holiday period under Covid-19 safe conditions Wherever possible maintenance and project works outside of class times or in an isolated area. 	Medium	<ul style="list-style-type: none"> All contractors are to provide the college with updated Risk Assessments and Safe Work Method Statements that will outline their companies Covid 19 safe work practices. Managers will submit these to the SLT to review to ensure that they are suitable and sufficient. Visitors will be provided with guidance before arriving onsite
C006 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Use of sanitary facilities	Exposure to the virus is increased unless appropriate standards of cleaning & disinfection are in operation	Transmission of virus through: <ol style="list-style-type: none"> Physical contact with tainted surfaces. Inhalation of virus Inadequate personal hygiene Inadequate distancing spaces 	High	<ul style="list-style-type: none"> Thorough cleaning and disinfection routines for all toilet areas Soap and paper towels provided and maintained. Disinfectant spray and sanitiser supplied in each toilet for users to wipe down toilet seat and lid surfaces after use. Showers not to be used until further notice until guidance is approved to do so. All legionella monitoring and flushing routines to be implemented and remedial work undertaken before college re-opens if required. Cleanable information posters in place across the College. 	Medium	<ul style="list-style-type: none"> Alternate cubicles taken out of use if required to do so. Review needed for janitorial service at end of first term – base on infection rates and general guidance about COVID. Instructions to wipe down toilets after use.

				<ul style="list-style-type: none"> Janitor services put in place for this first term at least to provide more frequent cleaning of toilet areas throughout the day 		
C007 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Student attendance	Mixing with others increases risk of virus transmission	Transmission of virus through: <ol style="list-style-type: none"> Physical contact with tainted surfaces. Inhalation of virus Inadequate personal hygiene Inadequate distancing spaces 	High	<p>On arrival at college –</p> <ul style="list-style-type: none"> All staff and students instructed to wash their hands or sanitise upon arrival at college. Gel Hand Sanitiser to be located in several areas or where washing facilities not readily available. Students and staff may wear face coverings in class or elsewhere in college as a personal preference. Following the most recent government guidance the use of face coverings by staff and students in college will only be a short term measure, in a defined area or group within college and for a short a period of time as necessary and based on local Health Protection team advice, with the exception of anyone who is medically exempt. <p>Students and parents briefed before the college opens for students in regard to tutorials, workshops or 1:1 etc. regarding:</p> <ul style="list-style-type: none"> Virus transmission routes Personal responsibilities Routes to get to and from classrooms Arrival and departure from college Students that do not have scheduled lessons need not attend college. <p>Students will need to adhere to behavioural requirements when on site to ensure the safety and well-being of everyone</p>	Medium	<ul style="list-style-type: none"> Adapt current rules for lessons etc. for students to incorporate COVID19 guidance such as social distancing etc. Students to be reminded daily of the importance of following hygiene measures. Students are advised not to offer or share food and not to handle other people's cutlery & cups. Revised student Code of Conduct to take account of Coronavirus has been drafted Student registers need to show attendance by students online who are watching streamed classes and not physically in College The College will still provide a supply of face masks for anyone who wishes to wear a face covering If there is an outbreak in college, the local health Protection advice takes precedence on matters of face coverings, social distancing, moving to remote learning. Guidance will be issued to students, parents and staff before the start of term Medically exempt students should wear their lanyard or badge at all times
C008 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Use of learning environments such as classrooms and workrooms etc.	Mixing with others increases risk of transmission between asymptomatic carriers Failure to clean and disinfect surfaces & equipment / ventilate rooms	Transmission of virus through: <ol style="list-style-type: none"> Physical contact with tainted surfaces. Inhalation of virus Inadequate personal hygiene Inadequate distancing spaces 	High	<p>Size of group in classroom determined in advance of occupation to facilitate the following:</p> <ul style="list-style-type: none"> 2-metre space left between staff and student desks Student desks facing front and no student facing another student. Appropriate signage in place in rooms, corridors and communal spaces All non-essential equipment and materials locked away to prevent unnecessary handling Students provide and use own equipment and materials, as appropriate Shared equipment including desks to be cleaned / disinfected before & after each use by a different person (disinfectant spray and sanitiser supplied in each room) 	Medium	<ul style="list-style-type: none"> Where practicable, larger classrooms to be used for larger class sizes which will include the Cuthbert Suite and D5 meetings room. Room arrangements to be checked daily before college opens. Each classroom to be set up to ensure teachers have a 2-metre gap to students. Students will be sat in pairs facing forward, with a U-shape only being used due to space and fixtures constraints Classroom protocols need to be developed by teacher's group for specialist classrooms Students should sit at the same desk and with same person beside them when in a classroom

				<ul style="list-style-type: none"> Personal Protective Equipment not to be shared Additional Personal Protective Equipment to be available in those practical rooms and workshops Encourage everyone to regularly wash hands or use hand sanitiser from Hand Sanitiser and wipes located in each classroom Classroom and office doors may be held back in the open position to minimise touching handles but must be closed whenever the room is vacated. Classrooms reviewed dependant on student numbers Air conditioning units in classrooms for ventilation? Need to ensure classrooms and work areas are properly ventilated <p>Location occupation:</p> <ul style="list-style-type: none"> All rooms to be ventilated for 10 minutes before students arrive Surfaces are cleaned & disinfected as necessary Door kept open while students arrive. Late arrivals admitted at discretion of staff member or prohibited from joining the sessions <p>Student who becomes unwell:</p> <ul style="list-style-type: none"> Puts on a facemask, leaves the location immediately and goes straight to the designated isolation location, which will be the sick room. The relevant staff member to inform Reception via the emergency number 4242 for a first aider or their deputy. Follow unwell student protocols until parent arrives to take student home, or alternative transport arranged The sick room or other designated location is ventilated for 10 minutes after the student leaves, is cleaned and the doors then locked. 		<ul style="list-style-type: none"> These areas if used will also follow the guidance as per Public Health England (PHE) and the college procedures. Designate an isolation room as the sick room – able to be cleaned and disinfected easily, with adjacent toilet Pinpoint another space which can be quickly repurposed in the occurrence of multiple students becoming ill / needing to leave the college. Guidance provided for staff/students to follow COVID19 guidance including the process on how to deal with a possible case of Covid19 in regard to first aid. Guidance provided to staff and students including information to discourage congestion in communal areas Procedure for First Aider to follow when dealing with any incident, but especially if someone is suspected of showing symptoms of COVID-19 and needs to be taken to the Isolation room awaiting pick up by parents Check on air conditioning units by external providers Review of all buildings to assess ventilation options in both communal areas and classrooms
C009 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Managing movement around college sites and grounds	Overcrowding and mixing of anyone such as: <ul style="list-style-type: none"> Staff Students Contractors Subcontractors Visitors Etc. 	Transmission of virus through: <ol style="list-style-type: none"> Physical contact with tainted surfaces. Inhalation of virus Inadequate personal hygiene Inadequate distancing spaces 	High	<ul style="list-style-type: none"> Instruction to all staff and students to keep to the left when moving along corridors or up stairways, especially where a one-way system is impracticable Guidance to students to reduce congestion in canteens and corridors as much as possible. Gel Hand Sanitiser to be located in several areas or where washing facilities not readily available. 	Medium	<ul style="list-style-type: none"> Security Officer and/or signage to discourage groups of students gathering in corridors Ensure supply of sanitizers and wipes is maintained in each classroom and across the College Procedure for teachers to keep doors open to allow students to enter a classroom and sit down whilst waiting for the teacher, rather than queue in the corridor

				<ul style="list-style-type: none"> Deanfield and Rotherfield buildings will operate a "Keep Left" system throughout Ensure supply of sanitizers and wipes is maintained in each classroom and across the College Movement flows checked throughout term and minor adjustments made in D1 Staff and students may wear a face covering wherever they wish without reaction 		<ul style="list-style-type: none"> Students to be given guidance about gathering in groups in communal areas – applies to outdoor spaces as well Guidance to staff, students and parents that wearing a face mask is a personal choice which will be respected but follow recommendation to do so where there is congestion
C0010 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Use of lifts	Overcrowding and mixing of anyone who might be exposure by touching contaminated surfaces	Transmission of virus through: <ol style="list-style-type: none"> Physical contact with tainted surfaces. Inhalation of virus Inadequate personal hygiene Inadequate distancing spaces 	High	<ul style="list-style-type: none"> Not to be used in any building unless to transport kit or equipment. Only one person in the lift at any time for this purpose No person is permitted or allowed in the lift for any other purpose. Stairs to be managed as laid down by using the left side of them at all times 	Medium	<ul style="list-style-type: none"> Clean lift controls if transporting kit or equipment. Signage on lift doors to instruct how it is only used for transporting kit or equipment (Manual Handling). Only students allowed to use the lift in D1 will be those from Pathways – covered in Pathways Risk Assessment
C011 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Break or lunch times or other reasons to have interruptions during working sessions etc.	Overcrowding and mixing of anyone who might be exposure by touching contaminated surfaces	Transmission of virus through: <ol style="list-style-type: none"> Physical contact with tainted surfaces. Inhalation of virus Inadequate personal hygiene Inadequate distancing spaces 	High	<ul style="list-style-type: none"> Staff and students given recommendation to wear a face covering in crowded spaces such as canteens. Need to wipe down surfaces after use and dispose of rubbish properly No vending machines to be available as these are a possible source of contamination 	Medium	<ul style="list-style-type: none"> No vending machines to be available as these are a possible source of contamination Guidance will be provided to staff and students to wipe down tables after use. Need to ensure wipes are available Need to set up both canteens for student but consider number of tables and chairs –this will include the soft furnishings. Excess chairs to be stored in different location Catering company will provide their Risk assessment documentation
C012 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Specialist teaching area used for– <ul style="list-style-type: none"> Sports Gym Dance & Drama Studios Music rooms Engineering Science Labs Photography studio 	Anyone who might be exposure to close bodily contact or by touching contaminated surfaces	Transmission of virus through: <ol style="list-style-type: none"> Physical contact with tainted surfaces. Inhalation of virus Inadequate personal hygiene Inadequate distancing spaces 	High	<ul style="list-style-type: none"> Drafting of specialized risk assessments required for each area Protocols for cleaning surfaces and work areas after each class Sports faculty management drafting relevant risk assessments based on sports governing bodies guidance 	Medium	<ul style="list-style-type: none"> Performing Arts to draft risk assessments for classes and studios Sports staff to draft risk assessments for sports Teaching staff to draft risk assessments for laboratories and workshops
C013 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Emergency evacuation and health & safety training	Spread of Covid-19 Coronavirus due to close contact or by touching contaminated surfaces	Large gatherings increase transmission of virus through inadequate physical distancing or	High	<ul style="list-style-type: none"> Fire Drill to be conducted in the first term, with a review of overall Fire procedures prepared for September. 	Medium	<ul style="list-style-type: none"> Procedures to be tested on one campus at a time during the first term

		torching possible contaminated surfaces		<ul style="list-style-type: none"> H&S training to continue as and when required Fire Alarm tests to continue as normal. All staff to act as fire wardens and ensure evacuees maintain social distancing while leaving building and gathering in the Fire Assembly Point Only evacuate effected building(s) to limit numbers in Fire Assembly Point to controllable size. Evacuation procedures override COVID 19 protocols to consider people movement during an evacuation and gathering at Assembly Points <p>Personal Emergency Evacuation Plan</p> <ul style="list-style-type: none"> Managers to identify staff and students requiring a PEEP and notify the Premises & Estates Manager 		<ul style="list-style-type: none"> Updated Evacuation procedures to be published to all staff and students Fire warden training to include COVID protocols on crowd control/assembly areas
C014 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Staff on-site/ off-site / between sites	Exposure to virus of People: <ul style="list-style-type: none"> Extremely clinically vulnerable Clinically vulnerable Vulnerable(non-clinical) to covid19 including those shielding 	Exposure to Covid19 increases the risk of severe illness to staff who: <ul style="list-style-type: none"> Are over 70 years old, Are pregnant Have specific medical conditions which increase vulnerability to infection 	High	Clinically extremely vulnerable staff: <ul style="list-style-type: none"> HR identifies and deals with each case on individually Individual risk assessments for such staff as required or requested Clinically extremely vulnerable students: <ul style="list-style-type: none"> Student Services identifies those students who have particular risk factors 	Medium	<ul style="list-style-type: none"> HR reviews list on those staff known to be clinically extremely vulnerable to ensure that additional measures are in place HR to discuss individual cases if staff member is concerned about working onsite – being supportive and making relevant adjustments to allow the staff member to continue working in a safe environment - this would also take account of those staff with child care issues which would affect availability JMCC to conduct risk assessments if required by such individuals. College to re-issue guidance to staff and students that no one with symptoms or a positive test result attends college There will need to be adequate First Aid cover
C015 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Catering Contractor and canteens	Anyone who might be exposure to close bodily contact or by touching contaminated surfaces	Transmission of virus through: <ol style="list-style-type: none"> Physical contact with tainted surfaces. Inhalation of virus Inadequate personal hygiene Inadequate distancing spaces 	High	<ul style="list-style-type: none"> Canteen facilities will be operational providing a certain range of products Catering company will do their risk assessment Catering staff will be trained and provided with PPE as required Perspex screens required at payment points Vending machines will not be available 	Medium	<ul style="list-style-type: none"> Perspex sheeting required at payment points Catering company will provide their Risk assessment documentation Students will be informed of availability and serving protocols Vending machines will be taken out of commission

C016-Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Dealing with a suspected or proven case of Covid19	Exposure to Covid19 virus	Anyone in contact with symptomatic person including first aiders	High	Symptoms of Covid-19: <ul style="list-style-type: none"> If anyone becomes unwell with any COVID-19 symptoms, they will be assisted by a college first aider. Advised to follow the stay at home guidance. If the patient is not able to travel home by themselves, they are to be relocated in the designated isolation room with nearby toilet facilities. If confirmed that a member of staff, student or visitor has developed Covid-19 and were recently on site (including where they have visited other work places or premises), the college will inform all students and staff on site that day Staff and students will follow NHS guidance if approached by Track & Trace and will take advice on any actions or precautions that should be taken Appropriate PPE provided to staff dealing with suspected case. Contact tracing of staff and students or others on site this will be done by the NHS. Full cleaning and disinfection routine applied to the sick rooms or any other isolation room(s) including toilets). 	Medium	<ul style="list-style-type: none"> HR to update the written policy to specify protocols when a suspected case happens Whilst the case is only suspect, consideration of what happens to the remainder of the class and teacher in the room – will need to follow government guidelines If the individual is proven to have COVID-19, the college will need to promptly inform all staff and parents If there is a number of cases within a two-week period, this will be considered an outbreak and the Oxford PHE Local Health Protection team will provide advice on dealing with the outbreak, including whether to move to remote lessons The relevant room/area/ building will be deep-cleaned before it can be used again Those in close contact with the individual, including the teacher and first aider, may receive a call from the NHS Track and Trace Service instructing them to self-isolate for 10 days and they will need to confirm this outcome with the college
C017-Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Provision of first aid	Potential exposure to Covid19 virus	College staff and the first aiders	High	<ul style="list-style-type: none"> PPE supplied plus ordered as required Cleaning products supplied and ordered as required. Sick room used as the isolating room Staff and students informed of the process if they are possibly ill with Covid19 Ventilated room and cleaned plus locked after use. HR informed of ill person and the staff who have treated them. Guidance to First Aider on how to deal with a suspected COVID-19 case. PPE equipment available for first aiders in set locations 	Medium	<ul style="list-style-type: none"> Guidance to First Aider on how to deal with a suspected COVID-19 case. Ensure PPE equipment available for first aiders in set locations Ensure Isolation rooms clearly marked Isolation rooms need additional cleaning after use

C018 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	H/M/L	What precautions taken to reduce any risks?	Achieved H/M/L	What further action needed to reduce any risks
Waste, bins and collections	Anyone who might be exposure by touching contaminated surfaces or rubbish.	Transmission of virus through: <ol style="list-style-type: none"> Physical contact with tainted surfaces. Inhalation of virus Inadequate personal hygiene Inadequate distancing spaces 	High	<ul style="list-style-type: none"> Contract cleaning employees are fully trained. Cleaning staff use appropriate PPE Gel Hand Sanitiser to be located in several areas or where washing facilities not readily available. Double bag all waste and take to trash containers which are emptied twice a week. Contractor knows college standards and how to implement them. Contractors provide a Scheme of Works before coming onsite showing COVID-19 response Waste contractors (Grundon) agreement to include additional clinical waste collections during the initial on-site testing period in September 	Medium	<ul style="list-style-type: none"> Inform contractor of college standards and ask them how they will implement them. Contractor to provide a Scheme of Works before coming onsite showing COVID-19 response Revised agreement with waste collection contractor
C019 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk H/M/L	What precautions taken to reduce any risks?	Risk Achieved H/M/L	What further action needed to reduce any risks
Deliveries and collection	Anyone who might be exposed by touching contaminated deliveries and collections	Transmission of virus through: <ol style="list-style-type: none"> Physical contact with tainted surfaces. Inhalation of virus Inadequate personal hygiene Inadequate distancing spaces 	High	<ul style="list-style-type: none"> Gel Hand Sanitiser to be located in several areas or where washing facilities not readily available. If practicable clean down with a wipe. Leave item if practicable for 72 hours. Have a designated location where deliveries and collections can be stored for the required time Ensure wipes and sanitizers available if packages need to be handled or opened within the 72-hour period 	Medium	
C020 -Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk Level H/M/L	What precautions taken to reduce any risks?	Risk Level Achieved H/M/L	What further action needed to reduce any risks
Pathways	Potential exposure to Covid19 virus	College staff and the first aiders		<ul style="list-style-type: none"> See Pathways own risk assessments – Reviewer Amanda Rowe 	Medium	
C021-Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk Level H/M/L	What precautions taken to reduce any risks?	Risk Level Achieved H/M/L	What further action needed to reduce any risks
R1 Hall testing site	Potential exposure to Covid19 virus	College testing staff, staff & Students	High	See Covid Testing RA done by James McCaffrey/Eric Burrow	Medium	

C022-Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose & to whom?	Risk Level H/M/L	What precautions taken to reduce any risks?	Risk Level Achieved H/M/L	What further action needed to reduce any risks
D5 Student Union Room	Potential exposure to Covid19 virus	College testing staff, staff & Students	High	See Covid Testing RA done by James McCaffrey/Eric Burrow	Medium	
Reviewers	Print & Signed	Date	Signed Off by	Print & Signed	Date	
Head of HR			Chair or Deputy Governor			
Premises & Estates Manager			Principal or Deputy			

KEY:

Activity/ Process/ Operation: Describe the component part.

Hazard: List the things you anticipate might cause harm or the things associated with your activity that have the potential to cause harm. Consider the likely harm.

Risk: Assess the risk as either H (High), M (Medium) or L (Low). When concluding your assessment consider all of the circumstances.

Precautions: Consider what you could do to minimise / negate the risk.

In Place: Will the precautionary measures are in place?

Review Date: When would it be reasonable to review your assessment? Remember it might be whilst you are undertaking the activity, process/ or operation

Reviewer: Name of the person responsible for completing the risk assessment.

General Rules

- Everyone has to abide by standards of hygiene whilst in college areas/ departments so to prevention transmission of this virus, this can be dealt at source through barrier products such as gloves and facemasks if required and where physical distancing is not feasible.
- How to limit the unnecessary congestion in common areas such as canteens, foyers and corridors etc.
- HR and managers to see if additional training, information and communications are needed for staff and students to ensure the hygiene standards are maintained
- Consider any specific risks to individuals with health conditions in regard to health and safety issues, whether temporary or permanent; disabilities, including impairments such as sensory and mobility, plus new or expectant mothers.

Actions that need to be accomplishment for Covid 19 risk assessment

Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C001 Travel to and from college	Agreement to be reached with coach companies on safe operating	Discussions with coach companies		14/07/2021		HR/Student Services
	Guidance on travel to be provided to students and parents before September.	Guidance for staff and students returning to College		W/C 16/08/2021		HR/JMCC
	Use drop off points at both Deanfield and Rotherfield campuses – need to make it clear that no waiting is allowed which could lead to a congregation of people	Instructed by email, verbally and signage		W/C 16/08/2021		HR
	Staff and students to be instructed to wash hands or use sanitizer upon arrival at College	Instructed by email, verbally and signage		W/C 16/08/2021		HR
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C002 Need to have contingency arrangements in the event of a local outbreak of infections in College or in any areas from which students travel	Training of NEW teachers in streaming lessons effectively	Teacher training modules		01/09/2021		Assistant Principals
	Continued creation and retention of learning materials in Teams/Sharepoint	Drafting of lesson plans, handouts and reference materials, some materials purchased from external providers		In place	Ongoing	Curriculum managers/staff
	Bank of work to be available to issue to students	Independent study materials created		In place	Ongoing	Curriculum managers/staff
	Produce protocols for informing staff and students of move to remote learning	Email, Teams and telephone call processes to be used		Ongoing and review W/C 09/08/2021		Curriculum management
	Ability to note remote attendance on Registers	Creation of online registers		Creation in Rems system August 2021		MIS
	Process to move to remote learning agreed	Guidance for staff and students returning to College		W/C 16/08/2021		HR/SLT
	Use of face coverings for a defined period and in areas/groups affected for as minimal a time as possible	Instructed by email		As required		HR/SLT
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C003 Use of the Deanfield site to include foyers, offices, classrooms, corridors and staffrooms etc.	Staff are advised not to offer or share food and not to handle other people's cutlery & cups.	Instruction by email, verbally and possible signage		Guidance for staff and students returning to College		HR/JMCC
	Staff to wipe down common fridges & kettles after use.	Instructed by email, verbally and possible signage		Guidance for staff and students returning to College		HR/JMCC
	Make it clear what catering facilities will be open, and what food will be available. Vending machines will not be in operation	Instructed by email and verbally		W/C 16/08/2021		JMCC/Chartwell
	Sanitizers and disinfectant wipes available in all classrooms and communal areas for staff, students and visitors. Additional face masks and head visors for staff	Order supplies for this to happen		Additional supplies on order, then ongoing	Continual ordering in place	JMCC
	HR will update the formal policy on what to do if someone is showing symptoms of potential COVID-19	Instructed by email & verbally		W/C 16/08/2021		HR
	Need to ensure there is First Aid cover on campus.			Ongoing		JMCC
	Each classroom to be set up to ensure teachers have a 2-metre gap to students. Students will be sat in pairs facing forward, with a U-shape only being used due to space and fixtures constraints	Estates team and checked by teacher daily		In place	Ongoing	Estates/Curriculum management

	Classroom protocols documents being developed by teacher's group for specialist classrooms, extending on the existing version	Teacher Working party to draft protocols		W/C 16/08/2021		Teachers/Curriculum management
	Students will be asked to sit at the same desk and with same person beside them when in a classroom	Checked by teacher in class		Guidance for staff and students returning to College		Teachers/Curriculum management
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C004 Cleaning and possible disinfecting	Agree with contract cleaning company the required levels and areas of cleaning.	JMCC to contact TEMCO		In place	Ongoing	JMCC/TEMCO
	Temco staff fully trained	By TEMCO		In place	Ongoing	TEMCO
	Appropriate action procedures taken in cases where known infection cases are found	Contact relevant staff and contactors about the standards plus lines of communications		In place	Ongoing	Estates/TEMCO
	Appropriate action procedures taken in cases where there is failure adhered to for hygiene standards.	HR to have a management policy and procedure		Ongoing		
	Information posted in key areas, regularly cleaned and refreshed on laminated washable posters where practicable	Printing of signs etc.		In place	Ongoing	JMCC
	Regular contact with Cleaning contractor's local manager on effectiveness	Regular discussions with TEMCO manager		In place	Ongoing	JMCC/TEMCO
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C005 Visitors, Contractors And Subcontractors	All contractors are to provide the college with updated Risk Assessments and Safe Work Method Statements that will outline their companies Covid 19 safe work practices. Managers will submit these to the SLT to review to ensure that they are suitable and sufficient.	Estates will ensure in place		Ongoing	In place	JMCC/Contractors
	Perspex shields for receptionist at Deanfield	Perspex shields to be installed to give receptionist a physical barrier.		In place	June 2020	Estates
	Visitors will be provided with guidance before arriving onsite	Guidance for visitors and contractors		Updated for September 2021		HR/JMCC
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C006 Use of sanitary facilities	Alternate cubicles taken out of use.	Printing of signs etc.		26/07/2021		HR/Estates
	Review needed for janitorial service at end of first term – base on infection rates and general guidance about COVID.	Review government guidance in September		September 2021		HR/JMCC
	Instructions to wipe down toilets after use.	Printing of signs etc.		In place	Ongoing	JMCC
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C007 Student attendance	Adapt current rules for lessons etc. for students to incorporate COVID19 guidance such as social distancing etc.	Deputy Principal/ HoF		In place	Ongoing	Teachers/Curriculum management
	Students to be reminded daily of the importance of following hygiene measures.	Renewed guidance to students		16/08/2021		HR
	Students are advised not to offer or share food and not to handle other people's cutlery & cups.	All staff will ensure		In place	Ongoing	HR
	Revised student Code of Conduct to take account of Coronavirus to be drafted	Drafted by Student Services		In place	Ongoing	KCAU
	Student registers need to show attendance by students online who are watching streamed classes and not physically in College	Teachers will complete		In place	Ongoing	

	The College will still provide a supply of face masks for anyone who wishes to wear a face covering	Reception Desks		In place	Ongoing	JMCC/Reception
	If there is an outbreak in college, the local health Protection advice takes precedence on matters of face coverings, social distancing, moving to remote learning. Guidance will be issued to students, parents and staff before the start of term	Guidance to staff and students		16/08/2021		HR/JMCC
	Medically exempt students should wear their lanyard or badge at all times	All staff will ensure		In place	Ongoing	SLT
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C008 Use of learning environments such as classrooms and workrooms etc.	Where practicable, larger classrooms to be used for larger class sizes which will include the Cuthbert Suite and D5 meetings room.	To be review if required		Ongoing, as required		
	Room arrangements to be checked daily before college opens	By teaching staff		Ongoing		
	Each classroom to be set up to ensure teachers have a 2-metre gap to students. Students will be sat in pairs facing forward, with a U-shape only being used due to space and fixtures constraints	Estates with Curriculum management review		As required		Teachers/Estates
	Classroom protocols need to be developed by teacher's group for specialist classrooms	Teaching working party		In place	Ongoing	Teachers/Curriculum management
	Students should sit at the same desk and with same person beside them when in a classroom	By teaching staff and in protocols		In place	Ongoing	Teachers/Curriculum management
	These areas if used will also follow the guidance as per Public Health England (PHE) and the college procedures.	By Guidance by PHE		As required		
	Designate an isolation room as the sick room – able to be cleaned and disinfected easily, with adjacent toilet.	Review and controls set in place		In place	Ongoing	Estates/EBUR/AROW
	Pinpoint another space which can be quickly repurposed in the occurrence of multiple students becoming ill / needing to leave the college.	To be reviewed		In place	Ongoing	JMCC/HR
	Guidance provided for staff/students to follow COVID19 guidance including the process on how to deal with a possible case of Covid19 in regard to first aid.	HR/JMCC to review and put in place		Review w/c 16/08/2021		HR
	Guidance provided to staff and students including information to discourage social gathering in communal areas	HR to put in place		Review w/c 16/08/2021		HR
	Procedure for First Aider to follow when dealing with any incident, but especially if someone is suspected of showing symptoms of COVID-19 and needs to be taken to the Isolation room awaiting pick up by parents	HR/JMCC to review and put in place		Commenced 05/06/2020	General Guidance completed 11/06/2020 – processes completed 23/06/2020	JMCC/HR
	Check on air conditioning units by external providers	Inspection by external contractor		Review August 2021		External
	Review of all buildings to assess ventilation options in both communal areas and classrooms	Physical review of buildings		23/10/2020	Review completed 29/10/2020 Guidance issued	HR/Estates
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C009 Managing	Security Officer and/or signage to discourage groups of students gathering in corridors	Instruction to Security Officer and student guidance		Review w/c 16/08/2021		HR/Estates

movement around college sites and grounds	Ensure supply of sanitizers and wipes is maintained in each classroom and across the College	Order supplies for this to happen		In place	Ongoing	JMCC
	Procedure for teachers to keep doors open to allow students to enter a classroom and sit down whilst waiting for the teacher, rather than queue in the corridor	Teachers working group to draft – review existing procedures		w/c 16/08/2021		Teachers/Curriculum management
	Students to be given guidance about gathering in groups in communal areas to maintain social distancing – applies to outdoor spaces as well and will require signage across the College	Updated guidance to be drafted and sent to students		w/c 16/08/2021		HR
	Guidance to staff, students and parents that wearing a face mask is a personal choice which will be respected but follow recommendation to do so where there is congestion	Updated guidance to be drafted and sent to staff, students and parents		w/c 16/08/2021		HR
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C0010 Use of lifts	Clean lift controls if transporting kit or equipment	Print of signs and inform all college users.		In place	Ongoing	Estates
	Signage on lift doors to instruct how it is only used for transporting kit or equipment (Manual Handling).	Print of signs and inform all college users.		In place	Ongoing	JMCC
	Only students allowed to use the lift in D1 will be those from Pathways – covered in Pathways Risk Assessment	Signage on lift		In place	Ongoing	JMCC
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C011 Break or lunch times or other reasons to have interruptions during working sessions etc.	No vending machines to be available as these are a possible source of contamination	Talk to Chartwell or tape off		w/c 16/08/2021		JMCC/Chartwell
	Guidance will be provided to staff and students to wipe down tables after use. Need to ensure wipes are available	Update guidance for staff and students – whoever uses a table cleans when they finish		w/c 16/08/2021		HR
	Need to set up both canteens for student but consider number of tables and chairs – do we utilise the soft furnishings?	Estates/Curriculum management		W/C 16/08/2021		Hr/Estates
	Excess chairs to be stored in different location	Estates		In place	Ongoing	Estates
	Catering company will provide their Risk assessment documentation	Chartwell to update		w/c 23/08/2021		JMCC/Chartwell
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C012 Specialist teaching area used for– <ul style="list-style-type: none"> Sports Hall Gym Labs Dance/ Drama Studios Music rooms Engineering 	Performing Arts to draft risk assessments for classes and studios	Creative Media CL and teaching staff to review existing assessments		w/c 23/08/2021		AP/CL/creative team
	Sports staff to draft risk assessments for sports	Sports teachers/coaches to review existing assessments		w/c 23/08/2021		AP/CL/Sports coaches
	Teaching staff to draft risk assessments for laboratories and workshops	CL's and teaching staff to review existing assessments		w/c 23/08/2021		AP/CL/Teaching staff
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C013	Evacuation procedures to be tested on one campus at a time during the first term	JMCC/EBUR		First term of 2021-22		Estates

Emergency evacuation and health & safety training	Updated Evacuation procedures to be published to all staff and students	Estates		August 2021		JMCC
	Fire warden training to include COVID protocols on crowd control/assembly areas	JMCC to update		August 2021		JMCC
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C014 Staff on-site/ off-site / between sites	HR reviews list on those staff known to be clinically extremely vulnerable to ensure that additional measures are in place	HR updates list of extremely clinically vulnerable staff to include new staff		August 2021		EBUR/HR
	HR to discuss individual cases if staff member is concerned about working onsite – being supportive and making relevant adjustments to allow the staff member to continue working in a safe environment - this would also take account of those staff with child care issues which would affect availability	HR in discussion with individual staff		August 2021		EBUR/HR
	JMCC to conduct risk assessments if required by such individuals.	JMCC with individual staff		August 2021 onwards		JMCC
	College to re-issue guidance to staff and students that no one with symptoms or a positive test result attends college	Guidance notes for staff and students/parents		w/c 23/08/2021		HR
	There will need to be adequate First Aid cover	JMCC		Ongoing		JMCC/Curriculum Management/HR
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C015 Catering Contractor and canteens	Perspex sheeting required at payment points	Estates		In place	Ongoing	Estates
	Catering company will provide their Risk assessment documentation	Chartwell to update		August 2021		Chartwell/JMCC
	Students will be informed of availability and serving protocols	Updated guidance to be issued to students		W/C 23/08/2021		HR/JMCC/Chartwell
	Vending machines will be taken out of commission	Conversation with Chartwell		w/c/23/08/2021		JMCC/Chartwell
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C016 Dealing with a suspected or proven case of Covid19	HR to update the written policy to specify protocols when a suspected case happens	HR to review existing policy and issue to staff and students		w/c 23/08/2021 for SLT approval w/c 30/08/2021 t issue to staff and students		SLT/HR
	Whilst the case is only suspect, consideration of what happens to the remainder of the class and teacher in the room – will need to follow government guidelines	HR to review		w/c 23/08/2021 for SLT approval w/c 30/08/2021 t issue to staff and students		SLT/HR
	If the individual is proven to have COVID-19, the college will need to promptly inform all staff and parents	HR & AP to communicate this out to the college community		In place	Ongoing	HR/AP's
	If there is a number of cases within a two-week period, this will be considered an outbreak and the Oxford PHE Local Health Protection team will provide advice on dealing with the outbreak, including whether to move to remote lessons	HR will have discussions with Public Health England and follow advice		Revised procedures w/c 23/08/2021 for SLT approval Issue w/c/30/08/2021		SLT/HR
	The relevant room/area/ building will be deep-cleaned before it can be used again	Reporting to HR ASAP so JMCC can contact the cleaning contractor TEMCO		In place	Ongoing as required	JMCC
	Those in close contact with the individual, including the teacher and first aider, may receive a call from the NHS Track and Trace Service instructing them to self-isolate for 10 days and they will need to confirm this outcome with the college	Done by NHS track & Trace but if individuals are contacted they tell HR immediately.		Revised guidance w/c 23/08/2021 for SLT approval Issue w/c 30/08/2021		SLT/HR
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C017 Provision of first aid	Guidance to First Aider on how to deal with a suspected COVID-19 case.	HR/JMCC to update guidance. First aid refresher training to be confirmed		August 2021		JMCC/HR
	Ensure PPE equipment available for first aiders in set locations	JMCC to order supplies as required		In place	Ongoing	JMCC
	Ensure Isolation rooms clearly marked	JMCC to set		In place	Ongoing	JMCC

	Isolation rooms need additional cleaning after use	Protocol for first aider to be reviewed by JMCC/HR		August 2021		JMCC//HR
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C018 Waste, bins and collections	Inform contractor of college standards and ask them how they will implement them.	JMCC to contact TEMCO		In place	Ongoing	JMCC/TEMCO
	Contractor to provide a Scheme of Works before coming onsite showing COVID-19 response	Contractors to contact JMCC/HR		In place	Ongoing	JMCC/TEMCO
	Revised agreement with waste collection contractor			In place	Ongoing	JMCC/Grundon
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C019 Deliveries and collection	Have a designated location where deliveries and collections can be stored for the required time	Estates		In place	Ongoing	JMCC
	Ensure wipes and sanitizers available if packages need to be handled or opened within the 72-hour period	Materials to be ordered		In place	Ongoing	JMCC
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C020 Pathways	See Pathways own RA done by Amanda Rowe	N/A		N/A	N/A	N/A
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C021 Covid Testing in R1 Hall	See Covid Testing RA done by James McCaffrey	N/A		N/A	N/A	N/A
Number	What further action is needed	How	Achieved H/M/L	Date of request	Date Done	By who
C022 Covid Testing in D5 Student Union Room	See Covid Testing RA done by James McCaffrey	N/A		N/A	N/A	N/A