

College Risk Assessment

Assessor	Name	Ian Softley	Role	Head of Estates, Health & Safety	Reference	IS-COVID19 Gen v1.9
Description of Task/Work Area					Destination	
General Operation of the College relating to the Reduction of Risk from COVID19					All College Buildings and Operations	

Area, Element or Risk	Who might be harmed and how?	Initial Risk Rating	CONTROL MEASURES What are you already doing to control the risk?	What further action is necessary to reduce the risk?	Action by whom?	Residual Risk Rating	Action by when?	Date Action Completed?
College Policies, Procedures and Guidance	-	N/A	Specific College guidance document has been issued for the management of risk from COVID19	Guidance issued to staff	Exec Team	N/A	01/06/2020	Updated 16/08/2021
			Review of College H&S and Safeguarding Policies and supporting procedures to ensure they address the current COVID19 Pandemic.	Review of College H&S Policy	Head of Estates, H&S/Exec Team		01/06/2020	Updated 01/11/2020
			Review of the College Emergency Management and Disaster Recovery Plan to implement improvement actions identified from the COVID19 Pandemic.	Revised guidance for Home Working and Lone Working	Head of Estates, H&S		05/06/2020	Updated 15/07/2021
			Guidance is supplied to staff for Teaching and Learning including operational practice dealing with COVID19 restrictions.	Revised guidance for Off-Site Visits including Meetings and Assessment Reviews.	Head of Estates, H&S		03/06/2020	Reviewed 15/07/2021
				Review of Safeguarding Procedures.	Exec Team / Safeguarding Designated Protection Officer		05/06/2020	01/06/2020
				Review of the Emergency and Disaster Recovery Plan	Head of Estates, H&S, Exec Team		28/05/2020	Updated 15/07/2021

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				Impact Assessment to be undertaken against College Risk Assessment	Head of HR / Head of Estates, H&S Head of HR /		01/06/2020	Reviewed 26/02/2021
				Training to be provided for staff	Head of Estates, H&S		01/09/2020	24/08/2020 Reviewed 05/01/2021
				Teaching and Learning guidance to be updated and support provided to staff.	VP-Curriculum		08/06/2020	Reviewed 26/02/2021
Buildings and Facilities	Staff, Students, Visitors and Contractors	High	Statutory and standard health and safety and building compliance inspection and checks continue to be undertaken to ensure the College buildings remain compliant.	Ongoing maintenance of building compliance to ensure buildings remain safe for operation	Head of Estates, H&S		22/05/2020	22/05/2020 Reviewed and remain compliant 16/08/2021
	Staff, Visitors and Contractors	High	Staffrooms and office spaces re-configured to allow office-based staff to work safely.	Assessment of staff room / office capacities undertaken and maximum numbers of work stations denoted.	Head of Estates, H&S, Assistant Principals (AP)		01/06/2020	08/06/2020 Reviewed 15/07/2021
				Where 2m distancing may not be possible or in face to face settings, clear screens have been installed to reduce the	APs / Head of Estates, H&S	Low	01/09/2020	24/07/2020

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				<p>risk of transmission of virus.</p> <p>All rooms to be well ventilated</p>	Head of Estates, H&S / HoD's		31/07/2020	31/07/2020 Reviewed 16/08/2021
Buildings and Facilities (Continued)	Staff, Students, Visitors and Contractors	High	Entrances to be adapted to ensure they prevent bottle necks, improve social distancing and sanitising	<p>2m distance markers on floors in receptions and lead up to turnstiles.</p> <p>Signage installed to remind all persons to maximise social distancing in communal areas.</p> <p>Perspex screens installed at receptions.</p> <p>Sanitising stations as persons approach through turnstiles with sanitiser containing at least the required 60% alcohol</p> <p>Signage to remind persons to wash hands regularly.</p> <p>Keep Left signage on all corridors and stairs.</p>	Head of Estates, H&S	Med	<p>05/06/2020</p> <p>05/06/2020</p> <p>05/06/2020</p> <p>05/06/2020</p> <p>05/06/2020</p> <p>01/09/2020</p>	<p>10/06/2020 Reviewed 15/07/2021</p>

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Buildings and Facilities (Continued)	Staff and Students	High	Classrooms to be re-configured to standard capacities whilst maximising safe working practice	Classrooms to return classrooms to standard capacities. Classrooms to be well ventilated	Head of Estates, H&S / AP(MIS) Head of Estates, H&S	Low	08/08/2021 01/06/2020	01/06/2020 Reviewed 15/07/2021
Buildings and Facilities (Continued)	Staff, Students, Visitors and Contractors	High	Maximising Social Distancing through the management of the flow of persons throughout College Buildings	Assessment of all College Buildings to determine appropriate one-way routes and directional flow. Update signage and demarcation for flow routes. Signage denoting reduced lift occupancies Staircases marked to denote 2way flow and keep left instructions.	Head of Estates, H&S / APs Head of Estates, H&S Head of Estates, H&S Head of Estates, H&S	Med	01/06/2020 27/08/2021 12/08/2021 01/09/2020	01/06/2020 Reviewed 15/07/2021 20/08/2020
Buildings and Facilities (Continued)	Staff, Students, Visitors and Contractors	High	Maximise the use of external space to reduce potential for transmission and maintain social distancing.	Assess potentials for outdoor space utilisations such as Quadrangles, Courtyards etc.	Head of Estates	Low	03/06/2020 01/09/2020	01/06/2020 28/08/2020

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				Adapt space including inclement weather protection and heating.	Head of Estates, H&S			
Buildings and Facilities (Continued)	Staff, Students, Visitors and Contractors	High	Suitable facilities to maintain sanitising and hand washing	<p>Sanitising stations installed across all College sites and all sanitiser contains at least the required 60% alcohol</p> <p>Free standing / mobile sanitising stations to be available for positioning at identified points during events / activities.</p> <p>Signage identifying hand-sanitising stations installed.</p> <p>Awareness posters and video screens to be used across College sites encouraging hand washing and sanitising.</p>	Head of Estates, H&S	Low	01/09/2020	10/06/2020 Reviewed 15/07/2021

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Reducing bottlenecks and pinch points	Staff, Students, Visitors and Contractors	High	Maximising social distancing measures through planning and management of narrow areas or high volume of flow through.	Identifying potential pinch points and restricting use or capacities of some areas. Ensuring all areas are well ventilated. Minimising number of staff on site. Staggering student start and finish times.	Head of Estates, H&S Curriculum Planning / VPs / APs	Med	05/06/2020 10/07/2020	10/06/2020 17/08/2020 Reviewed 15/07/2021
Limiting persons on College premises	Staff, Students, Visitors and Contractors	Med	The College continues to consider home working arrangements wherever possible particularly for functional areas. However, this will not be possible for all roles, particularly academic and student support or staff in roles critical for College operation, safe building and facility management, or regulatory compliance, which cannot be performed remotely	Managers will give consideration regarding who is needed to be on-site; and measures put in place to minimise the numbers of staff on site.	HoD's and APs	Low	08/03/2021	Reviewed 16/08/2021
Emergency Procedures	Staff, Students, Visitors and Contractors	High	Evacuation procedures reviewed and confirmed, and signage accurately reflects exit routes. Consideration given to potentially conflicting one-way flow systems.	Emergency evacuation plan to reviewed and revised plan and signage issued.	Head of Estates, H&S	Med	01/06/2020	01/06/2020 Reviewed 16/08/2021

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			<p>In the event of an emergency, the priority is getting out of the building calmly regardless of social distancing.</p> <p>Fire Marshals trained in revised procedures to ensure familiarity. Consideration given to cover arrangements in the case of reduced numbers of staff.</p> <p>Consideration given to PEEPs (Personal Emergency Evacuation Plan) – Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Instructions and training to be given to Fire Marshals and revised cover plan issued.</p> <p>Existing PEEP's to be reviewed and new to consider revised guidance.</p>	<p>Head of Estates, H&S</p> <p>HoD / ALS Staff</p>		<p>01/09/2020</p> <p>01/09/2020</p>	<p>12/06/2020 Reviewed 15/07/2021</p> <p>Reviewed 15/07/2021</p>
First Aid Provision	<p>Staff, Students, Visitors and Contractors</p> <p>First Aiders / Injured Person</p>	High	<p>Review of First Aid provision and consideration given to cover arrangements in the case of reduced numbers of staff.</p> <p>Guidance provided to College Appointed First Aiders in procedures to reduce the risk of the transmission whilst administering First Aid.</p> <p>Where appropriate for the injury, first aiders may provide</p>	<p>First Aid Assessment to be reviewed.</p> <p>Guidance to be issued to all appointed First Aiders</p> <p>Guidance given to First Aiders</p>	<p>Head of Estates, H&S</p> <p>Head of Estates, H&S</p> <p>Head of Estates, H&S</p>	Med	01/09/2020	Reviewed 15/07/2021

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	First Aiders / Injured Person		guidance and support for injured parties to self-administer basic first aid for their own minor injuries without the need to be in close proximity					
	First Aiders / Injured Person		Guidance issued on appropriate resuscitation technique. Dynamic assessment of the risk to be made by the First Aider regarding the level of PPE required for administration of First Aid.	Appropriate PPE provided and maintained with First Aid kits to ensure availability in an emergency. Training provided to First Aiders	Head of Estates, H&S First Aiders Head of Estates, H&S			
Cleaning and waste disposal	Staff, Students, Visitors and Contractors	High	Enhanced cleaning regime is in place. Additional sanitising cleaning products provided for areas with shared equipment and or facilities.	Deep clean of College Buildings to be completed prior opening. Enhanced cleaning schedule implemented including sanitising frequent touch points. Supply of sanitising wipes in all staff rooms, IT Suites / LRC / Workshop etc. where shared workstations or tools are used.	Head of Estates, H&S / Bulloughs (Contractor) Head of Estates, H&S / Bulloughs (Contractor) Head of Estates, H&S (Supply) HoD's to instruct staff in use	Low	05/06/2020 08/06/2020 01/09/2020 01/09/2020	05/06/2020 Reviewed 15/07/2021 15/06/2020 Reviewed 15/07/2021 24/07/2020 Reviewed 15/07/2021

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				required to comply with the guidance they have been issued with.				
Symptom Monitoring and Testing	Staff, Students, Visitors and Contractors	High	<p>The College will require all staff and students to comply with the Government Test and Trace system.</p> <p>Any person who has symptoms of the virus or falls within the guidance for self-isolation will not be permitted in College premises and will be instructed to self-isolate.</p> <p>Anyone with symptoms must self-isolate and request a Covid-PCR test through the NHS online testing system.</p> <p>Where the person receives a positive test, the College expects them to engage with the Test and Trace process and provide details of their contacts and movements as required.</p> <p>Those who are symptomatic or have someone in their household who has tested positive or are notified through</p>	<p>Staff to be provided with guidance for the Track and Trace programme.</p> <p>Staff to be instructed in the awareness of symptoms and the appropriate action to take.</p>	Head of HR / HoD's / HoS's	Med	01/09/2020	08/06/2020 Reviewed 15/07/2021

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		<p>the Test and Trace programme that they may be at risk must follow the guidance for testing and self-isolation.</p> <p>Managers and Course tutors are requested to be alert to individuals who may be presenting symptoms and to act where there is reasonable suspicion.</p> <p>Contractors are instructed to ensure the same procedures for any persons engaged on College Sites.</p> <p>Where the College is notified that any member of staff or student (or other person) has tested positive for COVID19 the College will seek advice and comply with all guidance issued. The College may be required to undertake PCR and LFT testing which may negate the requirement to self-isolate.</p> <p>Guidance on the requirements for self-isolation and testing to be reviewed pending government announcements.</p>	<p>Contractors RAMS to be reviewed to ensure compliance.</p> <p>All instructions, guidance and advice to be reviewed and collated into an action plan to ensure as far as is practicable the safety of staff and students and operation of the College buildings.</p> <p>College to monitor government guidance and announcements scheduled prior to 16th August 2021</p>	<p>Head of Estates, H&S</p> <p>Exec Team / Head of Estates, H&S</p> <p>Exec Team / Head of Estates, H&S / Head of HR</p>	<p>23/03/2020</p> <p>Within 24 hours of notification</p> <p>16/08/2021</p>	<p>20/03/2020 Reviewed 15/07/2021</p> <p>Guidance Reviewed 15/07/2021</p>
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Staff, Students, Visitors and Contractors	High	<p>The following process will be followed if a person becomes ill displaying symptoms of COVID19 whilst on College premises:</p> <ul style="list-style-type: none"> • First Aiders will wear fluid resistant face covering, disposable apron and gloves and a face shield / eye covering. • The ill person will be provided with and instructed to wear a fluid resistant face covering. • If they are able to do safely, they should be instructed to go home and seek medical advice • If the person is seriously ill or is incapacitated, call 999, the area will be isolated to reduce the risk of transmission. • If the person is awaiting transport and they are able to walk unaided, they should be moved to a designated room and isolated. No other persons will be permitted access other 	Training to be provided for First Aiders	Head of Estates, H&S	Med	10/08/2020	01/06/2020 Reviewed 16/08/2021
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			<p>than the attending First Aider.</p> <ul style="list-style-type: none"> Once the person has left the building, all PPE shall be double bagged and disposed of as biological hazardous waste. The Estates Dept. will organise the disinfection of the room(s). The room shall not be used for any other purpose until cleaning and sanitisation has been completed. <p>In the event of a suspected COVID19 case, the College will follow up to ascertain if the test was positive and take all appropriate action. The College will check with the person to ensure they are complying with the Track and Trace programme.</p>	<p>Follow up to determine if positive for COVID19 and if so confirm that they are complying with the Government Track and Trace Programme.</p>	<p>Head of HR / Head of Estates, H&S</p>			
COVID19 Testing (Lateral Flow Device)	Staff, Students and designated Contractors	High	<p>In line with Government requirements, the College to establish and implement a Lateral Flow Device testing programme.</p> <p>The primary purpose of the testing programme is to identify</p>	<p>All students aged 16-18 years old attending College Sites or engaged in off-site activities on behalf of the College will be tested twice within the first week of their start at</p>	<p>Head of HR / Head of Estates, H&S</p>	Med	11/01/2021	11/01/2021 Reviewed 16/08/2021

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			<p>asymptomatic COVID19 cases thus reducing the spread of infection.</p> <p>The testing programme is not to be utilised for those who are identified as close contacts of positive cases. All persons identified as close contacts or notified through the NHS Test and Trace system must self-isolate as instructed.</p>	<p>College following which they are required to conduct the same routine testing at home.</p> <p>All other students and College staff shall be required to carry out the same routine testing at home (Twice per week).</p> <p>The College will retain an on-site testing facility for those persons who have yet to complete the 2 initial tests or for vulnerable learners or staff who may require guidance or assistance.</p> <p>The College have assessed the testing station capacity requirement in line with Government guidance.</p> <p>Testing stations have been established in the School for the Arts (For all Wigan sites) and Leigh College (For Leigh sites).</p>	<p>Head of HR / Head of Estates, H&S</p> <p>Head of HR / Head of Estates, H&S</p> <p>AP's / Head of HR / Head of Estates, H&S</p> <p>Head of Estates, H&S</p>	<p>04/01/2021</p> <p>11/01/2021</p> <p>11/01/2021</p> <p>11/01/2021</p>	<p>05/01/2021 Reviewed 16/08/2021</p> <p>08/01/2021 Reviewed 16/08/2021</p> <p>08/01/2021 Reviewed 16/08/2021</p> <p>08/01/2021 Reviewed 16/08/2021</p>
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				<p>Testing programme implemented in accordance with the Government requirements.</p> <p>PPE, cleaning, sanitising and safety procedures to be implemented in accordance with the Government Guidance for the implementation of a lateral flow device testing programme. (Separate detailed risk assessment compiled for the testing programme).</p>				
Social Distancing	Staff, Students, Visitors and Contractors	High	<p>Arrangements for maximising social distancing including:</p> <ul style="list-style-type: none"> • Demarcation and distance markings. • Signage to raise awareness. • Staff rotas to aid working at home opportunities. • Minimise staff face-to-face contact and promote the use of technology as an 	<p>Markings and signage installed across College sites including directional flow and social distancing marking and awareness.</p> <p>Staff rotas and home working schedules to be compiled</p>	<p>Head of Estates, H&S</p> <p>HoD's</p>	Med	<p>01/09/2020</p> <p>10/07/2020</p>	<p>12/06/2020 Reviewed 16/08/2021</p> <p>10/06/2020 Reviewed 16/08/2021</p>

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			<p>alternative means of communication.</p> <ul style="list-style-type: none"> • Ensure all rooms well ventilated on site • Use of video/conference calls even if you are in the same buildings. • One-way flow / segregated transit across College sites. • Reduced lift occupancies. 	<p>Staff given guidance in the use of video conferencing</p> <p>All rooms in use well ventilated with guidance on opening windows and doors where possible</p>	<p>Head of HR/ AP(MIS)</p> <p>Head of Estates/ HoDs</p>		<p>01/09/2020</p> <p>01/09/2020</p>	<p>01/09/2020 Reviewed 16/08/2021</p> <p>24/08/2020 Reviewed 16/08/2021</p>
Commuting	Staff and Students	High	<p>Encourage to maximise social distancing when commuting to and from College:</p> <ul style="list-style-type: none"> • Wear face coverings if using public transport. • Encourage cycling or walking to College where possible. <p>Always wash or sanitise hands upon arrival to College.</p>	<p>Training provided for staff and awareness campaigns to be used.</p> <p>Signage installed reminding of handwashing and sanitising. Student tutorials to maintain awareness.</p>	<p>HR / HoS</p> <p>Head of Estates, H&S</p> <p>HoS</p>	<p>Med</p>	<p>01/09/2020</p> <p>12/08/2021</p> <p>02/08/2021</p>	<p>24/08/2020 Reviewed 15/07/2021</p> <p>15/07/2021</p>
Work Related Travel	Staff and Students	High	<p>All work related travel should follow the following guidance:</p> <ul style="list-style-type: none"> • Minimise person-to-person contact during travel and deliveries to other sites. 	<p>Instruction to be given to all staff.</p>	<p>Head of HR/ HoD's</p>	<p>Low</p>	<p>01/09/2020</p>	<p>08/06/2020 Reviewed 14/05/2021</p>

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			<ul style="list-style-type: none"> If using public transport, ensure that you wear a face covering. Avoid car sharing or providing lifts to colleagues where possible. Maintaining consistent pairing where two-person deliveries are required. <p>College vehicles cleaned after each use and sanitising cloths used for handles, steering wheels and gear sticks prior to use.</p> <p>A process for the use and handover of College vehicles is in place through the Estates Department who will oversee and ensure vehicles are cleaned prior to pick up by the next user.</p>	<p>Process to be managed and any issues following use recorded and escalated to relevant HoD</p>	<p>Head of Estates, H&S</p>		<p>01/06/2020</p>	<p>01/06/2020 Reviewed 15/07/2021</p>
Meetings with Visitors and Contractors / Suppliers	Staff, Students, Visitors and Contractors	High	<p>Visitors to College sites should minimised where possible:</p> <ul style="list-style-type: none"> Encourage remote meetings (Video or conference calls). Where site visits are required, guidance to be 	<p>Guidance to be given to staff and process monitored.</p>	<p>Head of HR/ HoD's</p> <p>HoD's to manage process</p>	Low	<p>05/01/2021</p>	<p>01/06/2020 Reviewed 15/07/2021</p>

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			<p>explained to visitors on or before arrival.</p> <ul style="list-style-type: none"> Limiting visitor times to a specific time window i.e. avoiding peak times throughout the day and restricting access to essential visitors only. Managing essential services and contractor visits to reduce interaction and overlap. 					
Handling goods and deliveries	Staff	High	<p>Measures have been put in place to ensure the safe handling of deliveries including:</p> <ul style="list-style-type: none"> Where necessary, goods to be wiped down with a disposable sanitising cloth before handling or transportation across College. Staff to wash their hands immediately after handling goods. If this is not immediately possible, they should use a hand sanitiser. All sanitiser used by the College conforms to the 	Instruction to be communicated to staff	Head of HR/ HoDs / Head of Estates, H&S	Low	01/09/2020	01/06/2020 Reviewed 15/07/2021

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Assessor	Name	Ian Softley	Role	Head of Estates, Health & Safety	Reference	IS-COVID19 Gen v1.9		
Description of Task/Work Area					Destination			
General Operation of the College relating to the Reduction of Risk from COVID19					All College Buildings and Operations			

			<p>required 60% alcohol content.</p> <ul style="list-style-type: none"> Deliveries only permitted where essential and planned with the Estates Team. 					
Public Facing Workstations such as Receptions / Fab Futures / LRC's / Refectory payments.	Staff, Students, Visitors and Contractors	High	<p>Some locations are more likely to result in situations where it may not be possible to maximise social distancing such as receptions or consultations. In these instances additional measures shall be put in place:</p> <ul style="list-style-type: none"> Fixed Perspex screens at reception desks. Mobile / temporary screens for consultations at desks if required. Avoid sharing tablet devices (Car registrations to be input by receptionists / site supervisors or screen sanitised after each input. Minimising the time for close, face-to-face interactions. Ensuring areas are well ventilated 	Shielding screens installed.	Head of Estates, H&S	Med	01/06/2020	Reviewed 15/07/2021
				Provision and supply of temporary / mobile screens to be managed through the Estates helpdesk	Head of Estates, H&S		01/06/2020	Reviewed 15/07/2021
				Instruction to be given on sanitising and hygiene at reception and refectories.	HoDs		01/09/2020	Reviewed 15/07/2021
				Improved cashless payment facility and the removal of minimum spend limits to encourage payment by card or devices.	HoD / Finance Director / VP (MIS)		01/09/2020	24/08/2020
			<ul style="list-style-type: none"> Card payment vending machines to reduce cash handling. 					

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Use of Staffrooms, Offices and Staff Facilities	Staff	High	<p>Staff will work to maximise social distancing wherever possible and adhere to sanitising and hygiene standards at all times.</p> <ul style="list-style-type: none"> Managers will plan the use of communal areas such as staff rooms, refectories and staff kitchens to minimise the number of people using the facilities at any one time. Providing hand sanitiser with at least 60% alcohol content at key points throughout the College such as receptions, lifts and stairs and refectory areas. All rooms in use ventilated Consideration be given by HoDs for staff home working where possible, particularly those in functional teams or where site presence is 	<p>Instruction to be given to staff.</p> <p>Staff rotas and working schedules to be managed.</p>	<p>Head of HR/ HoDs</p> <p>HoDs / Line Managers</p>	Low	<p>01/09/2020 Reviewed</p> <p>15/07/2021</p>	<p>08/06/2020 Reviewed</p> <p>15/07/2021</p>

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			<p>not critical (Departmental Duties, Planning and Prep etc.)</p> <ul style="list-style-type: none"> Staff to avoid sharing cups, plates, cutlery etc. 					
Off Site Meetings / Apprenticeships / Employer / Work Placement Provider Visits	Staff, Students, Placement Providers etc.	High	<p>Staff visiting off-site premises should adhere to the following guidance:</p> <ul style="list-style-type: none"> Maximise social distancing wherever possible. Contact the placement provider beforehand to ascertain their procedures and PPE requirements. Minimise the number of interactions on site. Do not share pens, avoid drinks from reusable cups and do not consume food. Wash your hands upon arrival and departure. Consideration given to the use of face covering in indoor, crowded settings 	<p>Training to be provided to all Assessors prior to making site visits.</p> <p>Managers to monitor visits and adherence to procedures</p>	<p>Head of Estates, H&S / HoD</p> <p>HoD / Line Manager</p>	Med	<p>03/06/2020</p> <p>08/06/2020</p>	<p>03/06/2020 Reviewed 14/05/2021</p> <p>08/06/2020 Reviewed 15/07/2021</p>

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			<ul style="list-style-type: none"> Ensure any meeting rooms are well ventilated Carry a hand sanitiser and use it regularly. Ensuring the sanitiser contains at least 60% alcohol. 					
Off-Site Educational Visit	Staff, Students, Public	High	All off-site educational visits shall be subject to review and risk assessed and must be approved by a member of the College Executive Team.	Instruction to be given to all staff	Exec Team	Low	Reviewed 26/02/2021	Reviewed 15/07/2021
Subcontract Provision	Students, Staff and Subcontract Providers	High	All subcontract providers to ensure the provision meets current Government guidance and have suitable measures in place to reduce the risk of transmission of infection.	College to ensure that all subcontractors provide copies of their action plan and risk assessment and a statement of compliance for their provision.	VP-MIS	Low	Reviewed 26/02/2021	Reviewed 16/08/2021
Communication	Staff, Student, Visitors and Contractors	High	Guidance document issued for staff and students. Additional leaflets and promotional videos issued to heighten awareness.	Guidance issued and regular updates released.	Head of HR/ HoS / Marketing	Low	08/06/2020	08/06/2020 Reviewed 16/08/2021
			Regular updates and awareness campaigns will be provided for staff and students.	Regular campaigns and information sharing to be issued	HoD's		01/09/2020	08/06/2020 Reviewed 16/08/2021

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			<p>All visitors will be provided with guidance on the site restrictions and procedures and will be supervised at all times on site.</p> <p>All contractors will be assessed before commencing work on site to ensure their COVID19 assessments and procedures are compatible and complimentary with the College procedures.</p>	<p>Reception / Hosts to provide details of site restrictions and procedures.</p> <p>Assessment to be completed and recorded for each contractor.</p>	<p>HoDs</p> <p>Head of Estates, H&S</p>		<p>01/09/2020</p> <p>22/05/2020</p>	<p>08/06/2020 Reviewed 16/08/2021</p> <p>22/05/2020 Reviewed 16/08/2021</p>
Personal Protective Equipment	Staff and Student	High	<p>The College maintains adequate stock of the following PPE specific to COVID19 (Over and above standard PPE for task based operations):</p> <ul style="list-style-type: none"> - Fluid resistant face masks / coverings. - Disposable gloves - Fluid resistant disposable aprons - Face shields / eye protection - Hand sanitiser gel containing at least 60% alcohol - Anti-viral / anti-bacterial soaps and detergents. 	<p>Sufficient PPE issued to First Aiders</p> <p>Sanitising stations to be kept stocked</p> <p>Stock levels managed to ensure sufficient retained supplies.</p> <p>Specific PPE required for COVID Lateral Flow Device Testing to be provided and maintained at the testing stations in accordance with Government Guidance.</p>	<p>Head of Estates, H&S</p> <p>Head of Estates, H&S</p>	Low	<p>28/05/2020</p> <p>Weekly</p>	<p>28/05/2020 Reviewed 16/08/2021</p>

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Use of Face Coverings	Staff, Students, visitors and Contractors	High	From the 19 th July, the Government no longer mandates the use of a face covering educational settings. However, the College continues to recommend that staff, students, visitors and contractors wear face coverings in circulation areas. The use of face coverings in classrooms and formal office settings is not required unless specific risk assessments require them.	Guidance to be issued to staff and students	Head of HR	Low	10/08/2020	Reviewed 15/07/2021
			All persons wearing face coverings should make sure that they are familiar with the correct and safe use instructions in Government guidance at GOV.UK.	The use of face coverings to be compulsory for those accessing the COVID LFD testing stations.			01/10/2020	21/09/2020 Reviewed 16/08/2021
							11/01/2021	11/01/2021 Reviewed 16/08/2021
Additional Learning Support	Staff and Students	High	All high needs learners will have a COVID19 specific risk assessment compiled to support the individuals EHCP plan.	Guidance to be given to ALS Staff COVID19 Risk Assessment to be completed prior to student attending College.	HoS / ALS ALS Staff / HoD	Med	01/09/2020	01/06/2020 Reviewed 16/08/2021

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Outbreak Management Plan	Staff, Students and Visitors	High	<p>In the event of a significant outbreak of infections linked to the College, an Outbreak Management Plan will be implemented. All actions will be taken in liaison with DfE, Public Health and NHS Test and Trace Programme. The Outbreak Management Plan may include, but not limited to all or a combination of the following:</p> <ul style="list-style-type: none"> • Return to recognised social distancing measure. • Reduced classroom and staff room capacities. • Mandatory use of face coverings. • Blended learning or remote learning. • Emergency sanitising of rooms / areas. • Increased contact tracing and requirement to self-isolate. • Increased use of PPE and other mitigations such as screens etc. 	<p>College Executive team to liaise with relevant authorities in the event of a confirmed Outbreak.</p> <p>Mitigation measures, staff and student schedules and other relevant measures required or recommended by the relevant authorities to be implements.</p>	Exec Team	Med	15/07/2021	Ongoing
							15/07/2021	Ongoing

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Review of assessments and guidance	All	N/A	<p>All risk assessment and guidance shall be reviewed against developing and new information from official sources including:</p> <ul style="list-style-type: none"> - UK Government - Public Health - Department for Education - Health and Safety Executive - Other relevant organisations 	<p>Risk assessments and guidance to be reviewed weekly or more frequent should any relevant changes occur in the interim.</p>	<p>Head of Estates, H&S Exec Team</p>	N/A	At least Weekly	Ongoing
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