

COVID Secure Risk Assessment

All campuses – Version 12

16 August 2021

Changes for version 12

All changes are listed in red and the main changes are:

From 16 August

Children under the age of 18 will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.

18 year olds will be treated in the same way as children until 6 months after their 18th birthday to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

Note on face coverings

Currently, face coverings are no longer advised for students, staff and visitors either in classrooms or in communal areas.

Staff or students who wish to use a face covering out of personal choice may do so.

COVID secure risk assessment review

Following the latest guidance from the Department for Education, updated 19 July 2021 ([Click here](#)) and additional guidance from the HSE, this plan of controls seeks to identify all areas of teaching, learning and work carried out by staff and students where there could be a risk transmission of COVID-19 and to provide appropriate mitigations.

Staff are reminded that while the CEO is the accountable officer for all health and safety across the College, all staff share a responsibility to minimise risk.

This risk assessment will be kept under regular review.

GCDs and SCMs will regularly review their risk assessment for their own areas ensuring sufficient PPE is in stock and supply chains are available, in the sections below.

Control measures

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

No.	locations of person/s working/ transmission risk	Control measures	Management controls to further lower the risk	Additional controls/resources needed.
1	Travelling to and from college by Public Transport	<ul style="list-style-type: none"> • Staff and students encouraged to walk and cycle to college. • Cycling scheme available to encourage cycling. • Students and staff are reminded face coverings on public transport in now a requirement (not law) as a 'condition of carriage', unless exempt. 		
2	Potential staff/students/contractors/visitors and tenants entering campus with COVID-19 Symptoms.	<ul style="list-style-type: none"> • College policy that no one attends site when having COVID-19 symptoms of high temperature, new continuous cough, or a loss or change to the sense of smell or taste. (students informed of the symptoms via induction) • College policy that anyone returning from countries rated as red, amber or green for Coronavirus must follow guidance for the Red, amber and green list rules for entering England and isolated as per latest list. • Students or staff who develop symptoms of COVID-19 must be sent home, (via the Duty Manager) advised to seek to have a test and follow government guidance. • As per Government Guidance, if staff or students have confirmed symptoms however mild, or received a positive test result, the clear medical advice is to immediately self-isolate at home for at least 10 days from when symptoms started, or as instructed by Test and Trace. • Where an individual College campus identifies several cases in the student or staff community, immediate advice will be sought from the health authorities. This may result in a whole campus closure and move to on-line learning for all students attending that campus. This will continue for the period recommended by the health authorities. • Students who isolate from testing positive or who are a contact of a positive case have their ID cards deactivated for the isolation period to deny entrance to the College via the barriers. (Excluding Ilford where barriers are not in place). 	<p>The College will respond to any confirmed COVID-case by:</p> <ul style="list-style-type: none"> • Each campus will work with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some additional control measures. 	
4	Potential staff/students/contracted FM partners entering	<ul style="list-style-type: none"> • Rapid testing by LFD (Lateral Flow Device) is in place for staff and students to take home to test themselves, twice weekly. • Twice weekly rapid testing made available to everyone in the UK. 		

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	campus while infectious with COVID-19, but being asymptomatic	<ul style="list-style-type: none"> Day contractors are strongly encouraged to undertake this twice weekly testing in support of lowering the risk of carrying out works, while being asymptomatic. 		
5	Entering the college/ navigating the buildings via: <ul style="list-style-type: none"> Corridors Stairs Lifts 	<ul style="list-style-type: none"> Hand sanitiser stationed at entrance and in corridors leading to classrooms Tissue dispensers located around the campus for students to access for purposes of Catch-it, Bin-it, Kill it. All doors to be kept open where possible, only fire doors with 'hold open' devices to be kept open. Signage in place to encourage the use of the stairs, not lifts. 	<ul style="list-style-type: none"> Reminder sent to all contractors of the Colleges risk assessment and expectations. 	
6	Toilets	<ul style="list-style-type: none"> Appropriate cleaning regime for all toilets and consideration will be provided to clean higher usage toilets more frequently. Handwashing sign displayed in each toilet. 		
7	Offices	<ul style="list-style-type: none"> Staff are encouraged to wash/sanitise their hands more frequently, e.g. when coming back from teaching. Ventilation provided by opening of windows and mechanical where present. Accessible hand sanitiser in each office Accessible viricidal cleaner and paper towel for cleaning. 		
8	Hot-desking	<ul style="list-style-type: none"> Staff to clean all contact points of the workstation including keyboard and mouse when using a hot desk, before and afterwards. 		
9	Staff rooms	<ul style="list-style-type: none"> Staff to use specific mug/cup or disposable cups to avoid cross-contamination from poor cleaning. Sanitiser made available for staff to regularly sanitise their hands before and after using equipment. Ventilation provided by opening of windows 		
10	Classrooms/work shops	<ul style="list-style-type: none"> Students provided with an induction including safety measures relating to COVID-19. All classrooms and PC equipment sanitised at the beginning of each day. Ventilation provided by opening of windows at the beginning of class or provided by mechanical ventilation 	<ul style="list-style-type: none"> Rooms that will have multiple student groups will self-clean their own learning environment/equipment as specified by each teacher. 	Review student induction for the hand & respiratory hygiene, self-testing and isolation. (GW)

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		<ul style="list-style-type: none"> Hand sanitiser available for use in each classroom where hand washing facilities are not present. Each classroom/lab/workshop has virucidal cleaner & paper towel/s for cleaning all contact points, e.g. desks, keyboard, mouse back of chairs and armrests etc. 	<ul style="list-style-type: none"> Staff to support students on the safe use and method of applying the virucidal cleaner, e.g. not to spray onto electrical, electronic, delicate and other equipment where water damage could occur. 	Review of HSE's guidance for ventilation. (GW)
11	In-person meetings	<ul style="list-style-type: none"> Where in-person meetings take place, rooms are well ventilated Sufficient space for the group size of the meeting 	<ul style="list-style-type: none"> Managers to enforce 	
12	Refectories/ canteens	<ul style="list-style-type: none"> Deputy Principals have oversight and manage the refectories. Hand sanitiser available at the entrance. Disposable knives and forks, where available. Tables cleaned frequently. Refectories are ventilated. 	<ul style="list-style-type: none"> Duty Managers monitor/supervise the refectories during use. 	
13	First aid	<ul style="list-style-type: none"> Non-contact thermometers in place, held by Security. PPE – Nitrile glove, KN-95 face mask and face visors provided. Briefing note sent to first aiders and briefing provided Staff and students with symptoms will be advised to seek a test and follow advice from Track & Trace if tested positive and notify the College as soon as is possible. Any Persons requesting first aid displaying symptoms must be sent home immediately via a Duty Manager. 		
14	Staff & students working off site/WEX	<ul style="list-style-type: none"> Work placement providers are vetted to ensure they are taking all reasonable step in ensure the work placements are COVID secure. 	<ul style="list-style-type: none"> Advice can be sought from the H&S Team for individual placements. 	
15	School trips/visits	<ul style="list-style-type: none"> Principals to be aware of trips that are taking place and ensure they are fully risk assessed prior to the trip commencing. Trips and visits can take place, all normal approval stages should be adhered to. Specific risk assessment will be required following the guidance from TFL, the venue being visited and if entering Wales or Scotland at planning stage. 	<ul style="list-style-type: none"> Given the likely gap in COVID-19 cancellation related insurance, if considering booking a new visit you are advised to ensure that any new bookings have 	

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		<ul style="list-style-type: none"> Organiser for trips abroad to comply with travel advice given by Foreign, Commonwealth & Development Office (FCDO) that sets out COVID-19 and other risks at planning stage of the trip. 	adequate financial protection in place.	
16	Counselling	<ul style="list-style-type: none"> All counselling rooms have either natural or mechanical ventilation. 		
17	College Vehicles & minibus	<ul style="list-style-type: none"> Vehicles to be cleaned with viricidal cleaner/wet wipes on all contact points before use. Windows to be open or opened periodically during journey. 		
18	IT Dept	<ul style="list-style-type: none"> Hand sanitiser to be used in between each call at another computer. 		
19	Communications	<ul style="list-style-type: none"> All staff/students aware of current actions and requirements and reminded frequently using college communication systems All staff and students received a specific COVID secure update at the start of term. Principal to share Risk Assessment with all staff and announce updates to the risk assessments when reviewed. Risk assessment & safety plans shared with parents via website. Briefing note sent to student ahead of the returning explaining expectations and instructions. 		
20	Staff who are high risk and are advised by their GP that they should continue with strict social distancing	<ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. All clinically extremely vulnerable (CEV) students should attend their college unless they are one of the very small number of students under paediatric or other specialist care and have been advised by their clinician or other specialist not to attend. (Taken from guidance) Members of staff or students who receive a letter from their doctor regarding any health concerns relating to COVID-19 should speak with their Line Manager and a HR team member/or tutor. Individual risk assessments carried out for new & expectant mothers as standard practice. 		

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21	Mental health	<ul style="list-style-type: none"> • Staff are in-touch with their line managers • Staff can receive mental Health counselling through 'Togetherall' • Staff have access to the BHSF employee assistance programme. 	<ul style="list-style-type: none"> • Line Managers to ensure they are in contact with their staff regularly. 	
22	Water coolers	<ul style="list-style-type: none"> • Water coolers brought back into service across all campuses with signage for safe use. 	<ul style="list-style-type: none"> • Estates to manage 	
23	Contractors	<ul style="list-style-type: none"> • Contractor RAMS to be scrutinised to ensure they include COVID-19 control measures. • Operatives contacting COVID-19, must not enter college premises until completing their isolation period. • In the event of contractors, operatives contracting COVID-19 at work this should be notified via the COVID email address and Facilities Manager for sanitisation of all touch points where the contractor has been. 	<ul style="list-style-type: none"> • Estates to manage 	
24	Reactive maintenance by in-house staff and plant rooms	<ul style="list-style-type: none"> • Area to be clear of people before work undertaken. • PPE to be worn, disposable gloves • Viricidal spray and paper towel to be available to wipe contact points. 		