

## COVID Secure Risk Assessment

All campuses – Version 20

28 February 2022

### Notes for version 20

All changes are listed in red and points to note are:

#### Changes to testing:

- From 12 February the government is removing the guidance for staff and students in most education and childcare settings to undertake twice-weekly **asymptomatic** testing.
- Staff and students of secondary age and above in SEND settings, alternative provision settings, and SEND units within mainstream settings or equivalent in further education colleges are advised to continue twice-weekly testing.

#### Changes to self-isolation and daily testing of close contacts:

- From 24 February, the Government will remove the legal requirement to self-isolate following a positive test.
- Staff and students who are symptomatic with flu-like symptoms should stay at home as they would when feeling too unwell to work or study.

#### Updated rules for wearing of face coverings

Face coverings are no longer mandatory anywhere in the college buildings. The wearing of face coverings is now personal choice for all staff and students.

#### Note on ventilation

Staff are encouraged to use the windows to ventilate their classrooms, workshops, offices, staffrooms and all other rooms. Staff may have to open and close the windows periodically throughout the day to balance a ventilated room with thermal comfort.

During colder weather students are permitted to wear coats if they wish.

Any windows that are difficult/out of reach to open should be brought to the attention of Estates.

### COVID secure risk assessment review

Following the latest guidance from the Department for Education, updated 21 February 2022 ([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 and students share a responsibility to minimise risk by following the control measures listed in this risk assessment.

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.

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"> <li>• Staff and students encouraged to walk and cycle to college.</li> <li>• Cycling scheme available to encourage cycling.</li> <li>• Where students and staff use public transport, they should follow the safer travel guidance for passengers.</li> </ul>		
2	Potential staff/students/contractors/visitors and tenants entering campus with COVID-19 Symptoms.	<ul style="list-style-type: none"> <li>• 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)</li> <li>• 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.</li> </ul>	<p>The College will respond to any confirmed COVID-case by:</p> <ul style="list-style-type: none"> <li>• Each campus will work with health protection teams in the case of a local outbreak to temporarily reintroduce some additional control measures.</li> </ul>	
3	Entering the college/ navigating the buildings via: <ul style="list-style-type: none"> <li>• Corridors</li> <li>• Stairs</li> <li>• Lifts</li> </ul>	<ul style="list-style-type: none"> <li>• Staff or students who wish to use a face covering out of personal choice may do so.</li> <li>• Hand sanitiser stationed at entrance and in corridors leading to classrooms</li> <li>• Tissue dispensers located around the campus for students to access for purposes of Catch-it, Bin-it, Kill it.</li> <li>• All doors to be kept open where possible, only fire doors with 'hold open' devices to be kept open.</li> </ul>	<ul style="list-style-type: none"> <li>• Reminder sent to all contractors of the Colleges risk assessment and expectations.</li> </ul>	
4	Toilets	<ul style="list-style-type: none"> <li>• Appropriate cleaning regime for all toilets and consideration will be provided to clean higher usage toilets more frequently.</li> <li>• Handwashing sign displayed in each toilet.</li> </ul>		
5	Offices	<ul style="list-style-type: none"> <li>• Staff are encouraged to wash/sanitise their hands more frequently, e.g. when coming back from teaching.</li> <li>• Ventilation provided by opening of windows and mechanical where present.</li> <li>• Accessible hand sanitiser in each office</li> </ul>	<p>Estates staff will assess rooms where low ventilation could be suspected, i.e. insufficient</p>	

No.	locations of person/s working/ transmission risk	Control measures	Management controls to further lower the risk	Additional controls/resources needed.
		<ul style="list-style-type: none"> <li>• Accessible viricidal cleaner and paper towel for cleaning.</li> </ul>	windows/mechanical ventilation, by the use of a CO2 meter. (sustained CO2 readings above 1500ppm)	
6	Hot-desking	<ul style="list-style-type: none"> <li>• Staff to clean all contact points of the workstation including keyboard and mouse when using a hot desk, before and afterwards.</li> </ul>		
7	Staff rooms	<ul style="list-style-type: none"> <li>• Sanitiser made available for staff to regularly sanitise their hands before and after using equipment.</li> <li>• Ventilation provided by opening of windows and mechanical where present.</li> </ul>		
8	Classrooms/work shops	<ul style="list-style-type: none"> <li>• Students provided with an induction including safety measures relating to COVID-19.</li> <li>• All classrooms and PC equipment sanitised at the beginning of each day.</li> <li>• Ventilation provided by opening of windows at the beginning of class or provided by mechanical ventilation</li> <li>• Hand sanitiser available for use in each classroom where hand washing facilities are not present.</li> <li>• Each classroom/lab/workshop has virucidal cleaner &amp; paper towel/s for cleaning all contact points, e.g. desks, keyboard, mouse back of chairs and armrests etc.</li> <li>• Rooms that will have multiple student groups will self-clean their own learning environment/equipment as specified by each teacher</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
9	In-person meetings	<ul style="list-style-type: none"> <li>• Where in-person meetings take place, rooms are well ventilated</li> <li>• Sufficient space for the group size of the meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Managers to enforce</li> </ul>	
10	Refectories/ canteens	<ul style="list-style-type: none"> <li>• Deputy Principals have oversight and manage the refectories.</li> <li>• Hand sanitiser available at the entrance.</li> <li>• Disposable knives and forks, where available.</li> <li>• Tables cleaned frequently.</li> <li>• Refectories are ventilated.</li> </ul>	<ul style="list-style-type: none"> <li>• Duty Managers monitor/supervise the refectories during use.</li> </ul>	

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11	First aid	<ul style="list-style-type: none"> <li>• Non-contact thermometers in place, held by Security.</li> <li>• PPE – Nitrile glove, KN-95 face mask.</li> <li>• Briefing note sent to first aiders and briefing provided</li> <li>• Staff and students with symptoms will be advised to seek a test and follow advice from Track &amp; Trace if tested positive and notify the College as soon as is possible.</li> <li>• Any persons requesting first aid displaying symptoms must be sent home immediately via a Duty Manager.</li> </ul>		
12	Staff & students working off site/WEX	<ul style="list-style-type: none"> <li>• Work placement providers are vetted to ensure they are taking all reasonable steps ensuring the work placements are COVID secure.</li> </ul>	<ul style="list-style-type: none"> <li>• Advice can be sought from the H&amp;S Team for individual placements.</li> </ul>	
13	School trips/visits	<ul style="list-style-type: none"> <li>• Educational visits should be subject to risk assessments as normal and reflect any public health advice or in-country advice of the international destination.</li> <li>• Principals to be aware of trips that are taking place and ensure they are fully risk assessed prior to the trip commencing.</li> <li>• Organiser for trips abroad to comply with travel advice given by Foreign, Commonwealth &amp; Development Office (FCDO) that sets out COVID-19 and other risks at planning stage of the trip.</li> </ul>	<ul style="list-style-type: none"> <li>• 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 adequate financial protection in place.</li> </ul>	
14	Counselling	<ul style="list-style-type: none"> <li>• All counselling rooms have either natural or mechanical ventilation.</li> </ul>		
15	College Vehicles & minibus	<ul style="list-style-type: none"> <li>• Vehicles to be cleaned with viricidal cleaner/wet wipes on all contact points before use.</li> <li>• Windows to be open or opened periodically during journey.</li> </ul>		
16	IT Dept	<ul style="list-style-type: none"> <li>• Hand sanitiser to be used in between each call at another computer.</li> </ul>		
17	Communications	<ul style="list-style-type: none"> <li>• All staff/students aware of current actions and requirements and reminded frequently using college communication systems</li> <li>• All staff and students received a specific COVID secure update at the start of term.</li> <li>• Principal to share Risk Assessment with all staff and announce updates to the risk assessments when reviewed.</li> <li>• Risk assessment &amp; safety plans shared with parents via website.</li> </ul>		

No.	locations of person/s working/ transmission risk	Control measures	Management controls to further lower the risk	Additional controls/resources needed.
		<ul style="list-style-type: none"> <li>Briefing note sent to student ahead of the returning explaining expectations and instructions.</li> </ul>		
18	<p>Staff and students who are higher risk.</p> <p>New and expectant mothers</p>	<ul style="list-style-type: none"> <li>The shielding programme has now come to an end and adults previously considered 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.</li> <li>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.</li> <li>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.</li> <li>Individual risk assessments carried out for new &amp; expectant mothers as standard practice.</li> </ul> <p><u>Specific guidance for pregnant employees.</u> It is recommend the same principles are followed for pregnant students, in <u>guidance and advice on COVID-19 and pregnancy from the Royal College of Gynaecologists.</u></p>		
19	Mental health	<ul style="list-style-type: none"> <li>Staff are in-touch with their line managers</li> <li>Staff can receive mental Health counselling through 'Togetherall'</li> <li>Staff have access to the BHSF employee assistance programme.</li> </ul>	<ul style="list-style-type: none"> <li>Line Managers to ensure they are in contact with their staff regularly.</li> </ul>	
20	Water coolers	<ul style="list-style-type: none"> <li>Water coolers brought back into service across all campuses with signage for safe use.</li> </ul>	<ul style="list-style-type: none"> <li>Estates to manage</li> </ul>	
21	Contractors	<ul style="list-style-type: none"> <li>Contractors showing signs of being ill, must not enter college premises</li> </ul>	<ul style="list-style-type: none"> <li>Estates to manage</li> </ul>	