**Covid-19 Coronavirus Risk Assessment and Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| RISK ASSESSMENT FOR: | COVID-19 CORONAVIRUS PANDEMIC ACADEMIC YEAR 2020/2021 | | |
| Establishment:  Nelson & Colne College Group | Assessment by:  Karen Mulligan Health & Safety Manager | | Date: 18.08.2020 |
| Approval by: Principal | Approved 19.08.2020 | | |
| Approval by: Board of Governors | Approved 19.08.2020 | | |
| 1st Review Date due | Review weekly. First review: 11.09.2020  Review fortnightly 15.03.21 | Review 11.09.2020 KM  Review 18.09.2020 KM  Review 25.09.2020 KM  Review 01.10.2020 KM, 09.10.2020, 16,10,2020, 23.10.2020, 06.11.2020, 13.11.2020 KM, 20.11.2020 KM, 27.11.2020 KM, 04.12.2020 KM, 11.12.2020 KM05.01.2021 KM  Review following national lockdown 01.03.2021  Review15.03.21;  Review 26.3.21  Review 12.04.21  Review 29.04.11  Review 17.05.21  Review 27.05.21 | |
|  |  |  | |

|  | **Hazard / Risk** | **Who is at Risk** | **Controls Required** | **Additional Controls and actions required.** |  |
| --- | --- | --- | --- | --- | --- |
|  | **Spread of Covid- 19 Coronavirus** | **Staff**  **Students**  **Visitors** | **Hand Washing**   * Hand washing facilities with soap and water in place. * See hand washing guidance available.   [**www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hand**](about:blank)   * Drying of hands with disposable paper towels provided   [https://www.nhs.uk/conditions/emollients/](about:blank)   * Gel sanitisers to be located on circulation routes, outside welfare facilities, stairwells, inside staffrooms and classrooms any area where washing facilities not readily available.   **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, using appropriate cleaning products and methods.  Km 01.03.21Staff instructed to ensure students regularly wash hands/sanitise hands at entry/exit to classrooms and clean down desks/chairs/frequently touched items  **Social Distancing**  Social Distancing – Reducing the capacity of students on site to comply with social distancing recommendations by Public Health England.  Virtual meetings to be used instead of face to face meetings.  Ensure sufficient rest breaks for staff.  Social distancing also to be adhered to in smoking area.  **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Guidance will be provided on how to remove gloves carefully to reduce contamination and how to dispose of them safely.  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough, high temperature, loss or smell or taste in the workplace they will be sent home and advised to follow the stay at home guidance.  Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support. | All staff to receive a copy of Use of Building Risk Assessment together with associated relevant Risk Assessments and Protocols  Face coverings to be worn by all staff, students and visitors in all internal settings, unless exempt for medical reasons.  Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.  Km 01.03.21 Teaching staff reminded to reinforce the messaging of regular cleaning/sanitising of hands at commencement of each lesson and cleaning down of desks/chairs/frequently touched items with antibacterial wipes available in each classroom/staffroom/workshop.  Encourage staff to report any problems and carry out skin checks as part of a skin surveillance.  [www.hse.gov.uk/skin/professional/health-surveillance.htm](about:blank)  To help reduce the spread of coronavirus (COVID 19) reminding everyone of the public health advice.  [https://www.gov.uk/government/organisations/public-health-england](about:blank)  Posters, leaflets and other materials are displayed throughout College to promote and reinforce the importance of washing hands  Frequently.  Separate cleaning guidance available.  KM 01.03.21 CoSHH Risk Assessments available on request.  Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Signage is in place throughout the College Estate(s), together with floor markers.  KM 01.03.21 Additional guidance provided to Heads of Division/Line Managers to ensure all practical activities are undertaken in line with in industry standards and risk assessments updated accordingly.  Classrooms reconfigured to accommodate 2 metre social distancing for teaching staff.  Staffroom capacity reduced to ensure no face to face working. Maximum capacity signage displayed on each staffroom door.  Protective screens have been installed in the student services area (Reception) on both sites as well as floor markings to those areas.  Staff to be reminded that wearing of gloves is not a substitute of good hand washing.  PPE Guidance and Risk Assessment available for reference.  Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.  Covid-19 Response Chart prepared by College Nurse and available for all staff.  Student case database held by Learner Services – KM 11.09.2020  Staff case database held by HR – KM 11.09.2020  Covid 19 Task Group established – KM 11.09.2020  Covid 19 Mass Testing Team established 05.01.2020  KM 01.03.21 Lateral Flow Testing to take place on site until Easter. At which point tests will be provided to students for use at home.  KM 01.03.21 Lateral Flow Tests for staff to be circulated for those staff working on site week commencing 8th March.  KM 24.03.21 Lateral Flow Testing moving to home testing following Easter Break. Increased communication to staff and students through CLT Briefings/Principal’s briefings. Discreet service to remain on site managed by Covid Co-ordinator. Testing RA amended to reflect changes.  Regular communication of mental health information and open door (virtual) policy for those who need additional support. Risk  Assessments will be undertaken by HR where required, on an individual basis, in line with College practice. |  |
|  | **Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions**  Becoming seriously ill from the effects of coronavirus, potential to be life threatening | **Staff Students**  **Household members** | Staff who are identified as clinically extremely vulnerable through a current letter from the NHS or specialist doctor are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19. The government will write to people if they are required to follow more restrictive formal shielding measures due to an increase in risk in the worst affected areas  Most students identified as clinically extremely vulnerable no long need to follow original shielding advice. Parents/Guardians are advised to speak to their child’s Doctor to clarify whether their child should still be classed as clinically extremely vulnerable  Students whose Doctor has recently confirmed that they are clinically extremely vulnerable are advised to follow current government guidance on sheiling and protecting people who are clinically extremely vulnerable from Covid-19 or the specific advice of their Doctor | Where an employee expresses concerns or is identified as being in the clinically vulnerable category an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risks to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing.  KM 01.03.21 Clinically extremely vulnerable members of staff shielding in line with latest government advice.  KM 24.03.21 Clinically extremely vulnerable members of staff able to return to site 01.04.21. Those members of staff who are able to continue to work from home are able to do so. To be managed direct with Line Manager/HR |  |
|  | **Hygiene/Cleanliness**  Lack of hygiene and routine cleaning raises potential for the spread of the virus across the Estate | **Staff**  **Students**  **Visitors** | * Posters/Digital displays utilised to raise awareness of regular hand hygiene and ‘catch it, bin it, kill it’ * Covid-19 induction to staff and students raising awareness of personal hygiene * Handshaking/Hugging prohibited at all times * Introduction of increased cleaning regime on touch points * Hand sanitiser stations positioned throughout the Estate | Daily checks by Estates Team of hand sanitiser stations and cleaning station materials to prevent stock running low  Weekly audit of cleaning materials stock levels to maintain consistent stock levels at all times  Regular contact with suppliers by Estates Admin to determine stock levels and capacity |  |
|  | **Track and Trace** | **Staff**  **Students**  **Visitors** | * Student/Building ‘bubbles’ determined prior to commencement of teaching and learning. * Registers to be taken at commencement of each and every class * Implementation of Covid-19 related absence tracker by HR to monitor data, in particular peaks of covid related absence which may provide an early indication of suspected outbreak. | Reminder to all staff of the requirement to contact HR in line with the absence policy on the first day of absence – to be shared via staff expectations and staff induction video 21.08.2020  Robust track and trace procedure implemented. Regular updates on confirmed cases communicated to college staff by way of Principal briefings – KM 11.09.2020  Covid 19 task group established. – KM 11.09.2020  Track and Trace procedure to remain during current lockdown period with those students attending on site to continue to confirm positive tests 05.01.2021  KM 01.03.21 FAQs to be updated on website/intranet. Communications to staff to remind them of requirements. |  |
|  | **Travel/Commuting**  Heightened risk of virus spread due to confined space and high number of passengers | **Staff**  **Students**  **Visitors** | * Students travelling on College minibus or TransDev allocated College Transport should, where reasonably practicable, distance themselves from others at all times. * Hands must be sanitised on entry and departure * Face coverings must be worn at all times. * Disposable Facemasks will be made available on buses for those students who attend without relevant face covering. * Thorough clean down of buses after each use. | Information provided to students through Covid-19 induction video.  Messaging reinforced by driver  Hand sanitiser available for students on alighting and departing KM 11.09.2020  During lockdown college transport curtailed. 05.01.2021  KM 01.03.21 College transport to commence w/c 08.03.21 |  |
|  | **Access and Egress**  **Risk of virus spread in corridors** | **Staff**  **Students**  **Visitors** | * Staff and students must sanitise hands on entry and throughout the day * Bins provided at entry for safe disposal of disposable face masks worn by those using public transport * Prohibition of non-essential visitors * Careful timetabling to ensure break times are staggered during the day to reduce footfall along circulation routes and within break out areas * Corridor doors to be opened to prevent queuing in corridors and minimum touch points. * Remove or disable key pad entry systems to staffrooms/offices. | Information and Instruction to be provided to staff on introduction of new systems by way of staff  01.03.21 KMreinstatement of all control measures w/c 08.03.11 |  |
|  | Customer Facing Staff Heightened exposure risk to due face to face contact | **Staff**  **Students**  **Visitors** | * Regularly clean common contact surfaces in reception and recreational areas. * Protective Screens to be installed * Work stations to be positioned to ensure staff sit ‘side by side’ or ‘back to back’ maintaining social distancing guidelines * Line Markings to identify social distancing installed on floors * Signage identifying measures placed across work areas. * Full PPE available for those staff members who may work in close contact eg. First Aiders, LSAs, main enrolment team where a protective screen is unavailable. | Staff to be made aware of expectations through instruction and training.  Staff to raise any concerns or queries with immediate line manager for appropriate action to be taken. Advice may be sought from Health & Safety Manager / Facilities Manager where required.  During lockdown those staff remaining on site to continue to clean down frequent touch space areas. Staff reminded of the requirement to maintain social distance and to make best use of space available to enable them to do so. 05.01.2021  KM 01.03.21 reinstatement of all control measures w/c 08.03.21 |  |
|  | Use of Lifts Heightened exposure risk due to confined space | **Staff**  **Students**  **Visitors** | * Use of lifts restricted to persons of impaired mobility and the transportation of good available * One person per lift at any one time where reasonably practicable. * Regular sanitisation of lift call buttons | Cleaning at regular intervals throughout the day |  |
|  | Circulation Routes Risk of virus spread | **Staff**  **Students**  **Visitors** | * No waiting or informal temporary work areas in corridors * Marked out pedestrian routes taking account of social distancing where reasonably practicable * Wherever possible, doors will remain open to reduce the risk of congestion and contamination by frequent touch points. * Cleaning in corridors, stairs etc. should include close attention to frequently handled features such as stair rails, door handles, push plates * Staff and students to stay to the left of the corridors when walking. | Communication to staff on circulation routes through induction video  Signage in place to highlight keep left message.  Sanitizing stations in place  Continuous checks throughout the day  Corridor monitoring undertaken by CLT during lunch times. Rota prepared and distributed to CLT members KM 11.09.2020  Staff Rotas established and in place for monitoring of student bubbles and behaviours for those students who remain on site during lockdown period. 05.01.2021  KM 01.03.21 Reinstatement of all control measures w/c 08.03.21 |  |
|  | Handrails on Stairs Risk of spread of virus | **Staff**  **Students**  **Visitors** | * Sanitiser stations installed at each stair landing. Signage in place to advice to sanitize hands prior to ascending/descending the stairwells. * Regular cleaning regime | KM 01.03.21 CoSHH Risk Assessment available on request via H&S Manager |  |
|  | Face to Face Working Heightened exposure risk to due face to face contact | **Staff**  **Students**  **Visitors** | * Eliminate face to face working wherever possible * If face to face working cannot be avoid then exposure should be limited to 15 minutes and face masks should be worn * Face coverings to be worn by staff and students (unless exempt) | Continuous reminders to staff and continuous checks on staff by line managers to ensure rules are adhered to. Visors to be disinfected after use.  Continuous monitoring of stock levels by Estates Team.  During lockdown those staff remaining on site to continue to clean down frequent touch space areas. Staff reminded of the requirement to maintain social distance and to make best use of space available to enable them to do so. 05.01.2021  KM 01.03.21 reinforcement of staff messages – communication to staff via principals briefings, CLT briefings and college comms.  KM 23.03.21 Staff updated in terms of use of face shields. Face shields not to be worn in place of face covering. Messaging to be repeated in CLT Briefings. |  |
|  | Shared Desk Heightened risk of virus spread due to multiple users | **Staff**  **Students**  **Visitors** | * Where reasonably practicable, use of shared desks should be avoided. * In cases of shared desks, appropriate cleaning materials available in staff rooms for shared touch point equipment to be disinfected before/after use. | Information provided to staff through staff expectations guidance. Guidance reviewed and updated 01.10.2020  Line Managers should continue to reinforce the message through regular communication.  During lockdown those staff remaining on site to continue to clean down frequent touch space areas. Staff reminded of the requirement to maintain social distance and to make best use of space available to enable them to do so. 05.01.2021  KM 01.03.21 reinforcement of staff messages – communication to staff via principals briefings, CLT briefings and college comms. |  |
|  | Desk positions Risk of virus spread from touchpoints | **Staff**  **Students**  **Visitors** | * Regular cleaning of desks and equipment * All unnecessary equipment and materials removed from desks to ensure effectiveness of regular cleaning regime | Information provided to staff through staff expectations guidance. Guidance reviewed and updated 01.10.2020  Line Managers should continue to reinforce the message through regular communication Cleaning materials provided for any ad-hoc cleaning requirements  During lockdown those staff remaining on site to continue to clean down frequent touch space areas. Staff reminded of the requirement to maintain social distance and to make best use of space available to enable them to do so. 05.01.2021  KM 01.05.21 No face to face seating. 1M plus seating positions with mitigations – cleaning down of desk spaces/frequently touched spaces, ventilation. |  |
|  | Use of Photocopiers Risk of virus spread from touch points | **Staff**  **Students**  **Visitors** | * Access to photocopiers restricted to 1 person at any one time * Area defined to ensure social distancing * Sanitisation after use including but not limited to photocopier hood, paper trays, keypad | Communication to all members of staff on restrictions  Cleaning materials provided and signage in place |  |
|  | Meetings (group/1:1) Heightened risk of virus spread | **Staff**  **Students**  **Visitors** | * Where reasonably practicable meetings should take place by way of virtual platform. * In the event that meetings are to take place in person, individuals must ensure social distance measures take place at all times. | Information provided to staff through staff expectations guidance. Guidance reviewed and updated 01.10.2020.  Line Managers should continue to reinforce the message through regular communication  Cleaning materials provided for any ad-hoc cleaning requirements  Staff to inform Estates timely of any face:face meetings to ensure room layout/capacity is suitable and sufficient  KM 28.04.21 Reinforcement of messaging re internal visitors – only by exception staff to make use of technology. Following step 3 National Roadmap (17.05.21) and in line with guidance, Guest Speakers on site to be reviewed.  KM 17.05.21 in line with National Roadmap Step 3 Guest speakers permitted onto site with express permission. All visitors to book into reception for track and trace purposes. Where practicable to do so activities should continue on line. |  |
|  | Ventilation Systems Risk of virus spread through re-circulation of air | **Staff**  **Students**  **Visitors** | * Ventilation Systems, Air Conditioning systems to be turned off to avoid the spread of virus | Air Handling Units and air conditioning will be switched off and isolated from use. Regular review of guidance on ventilation systems with a view to reinstating.  Ventilation to classrooms/work areas is provided by way of open window. Estates Team will open windows each morning and close at the end of the day, and clean down after use.  Roller shutters and external doors in workshops will be opened by Technician staff prior to classes and closed at the end of the day, and cleaned down after use.  KM 28.04.21 Due to rise in temperatures, localised arrangements in place to cool down rooms utilising air conditioning units – only to take place when classrooms not in use. |  |
|  | Welfare Facilities Exposure to virus in toilets | **Staff**  **Students**  **Visitors** | * Reduced number of cubicles/urinals available for use, to reduce close contact in some facilities * Signage identifying measures in place. * Hand sanitiser station located in the vicinity of toilet entrance * Soap dispenser supplied maintained and checked as working at all times * Hand dryers isolated. Paper towels provided * Existing coronavirus handwashing posters retained. * Break times staggered to reduce heavy use of facilities at any one time * Enhanced cleaning according to a reasonably practical agreed schedule | Toilets will be monitored ad hoc by Estates Staff.  Use feedback system/monitoring as means of identifying and rooting out inappropriate behaviour in relation to hygiene and social distancing |  |
|  | Emergency Evacuation Exposure to virus from congestion and touch points along exit routes | **Staff**  **Students**  **Visitors** | * In the event of emergency evacuation person(s) should exit the building following metre social distance guidance paying particular attention to their surroundings * Tutors will act as Fire Marshalls for their respective groups * Staff and students to ensure they remain within their designated bubbles whilst at muster points * Emergency procedure protocols will be shared with those staff on site. * External monitoring by custodian * Fire alarms tested weekly throughout the Pandemic in line with College practice | Communication with all persons entering the estate  Emergency evacuation procedures – the only updated measure is to maintain social distance measures |  |
|  | Water Machines Exposure to virus from touch points | **Staff**  **Students**  **Visitors** | * Wherever possible the use of water machines should be avoided with all persons attending with pre-made drinks. * Should water machines have to be used, then sanitisation should take place immediately before and after use * Disposable cups removed – staff and students to provide their own water bottles | Instruction to all users  Signage in place  Cleaning materials available in the vicinity  Regular monitoring |  |
|  | Staff rooms Exposure to virus from touchpoints and working in close proximity to others | **Staff**  **Students**  **Visitors** | * Staff rooms have been reviewed to identify maximum capacity within rooms – highlighted on staffroom doors – seating position at 1m plus * Staff should only work face:face or back:back. * Face:face seating in staffrooms is strictly prohibited. * Clear desk policy to allow for regular cleaning * Windows to be opened frequently to allow additional ventilation * Staff should avoid the sharing of equipment. Where sharing of equipment cannot reasonably be avoided, staff should disinfect materials before/after use. | Information provided to staff through staff expectations guidance. Guidance reviewed and updated 01.10.2020  Line Managers should continue to reinforce the message through regular communication Cleaning materials provided for any ad-hoc cleaning requirements  During lockdown those staff remaining on site to continue to clean down frequent touch space areas. Staff reminded of the requirement to maintain social distance and to make best use of space available to enable them to do so. 05.01.2021  KM 01.03.21 reinforcement of staff messages – communication to staff via principals briefings, CLT briefings and college comms. |  |
|  | First Aid Response Heightened risk of virus spread due to close proximity when carrying out First Aid |  | * Regular monitoring of staffing levels to ensure First Aid cover is available. * Training provided by Trained First Responder and cascaded by those who have attended First Aid Training where appropriate. * Infra-Red thermometers provided to check temperatures from a distance * First Aid staff to only use their own designated First Aid kit and consumables * PPE available to all First Aid staff including gloves, sleeves, aprons, masks, face visors * First Aid staff to be aware of the risks and follow guidance issued   [https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/](about:blank) | Training to First Aiders on relevant guidance and procedures by Trained First Responder including use of PPE and its removal.  Procedure for if staff/student becomes unwell produced by College Nurse and communicated with staff.  Staff must ensure that they are aware of procedures in place.  KM 01.03.21 First Aid provision in line with HSE guidance. Regularly reviewed by H&S Manager and communicated to staff members |  |
|  | Fire and Emergency – fire safety arrangements and fire evacuations – risk of acquiring or transmitting infection | **Staff**  **Students**  **Visitors** | * Only open buildings where essential for the restoration of business, and where fire and emergency arrangements may be safely undertaken * Arrange training to address deficiencies * Maintenance regime clearly tests fire doors, electronic releases, emergency lighting etc. to ensure no congestion during evacuations * Make reasonable adjustments to fire doors and equipment in order to reduce handling and touching of surfaces whilst maintaining the overriding requirement to obey fire regulations and protect life. | Communication with all staff on measures in place. |  |
|  | Smoking Areas Risk of transmission due to lack of social distancing / sharing of materials | **Staff**  **Students**  **Visitors** | * Social distance measures to be maintained at all times * Staggered break times to prevent overcrowding * Smoking materials should not be shared | Communication with all users  Posters on display to remind users of the need to social distance  Regular monitoring by members of staff utilising the smoking area  Issues to be reported immediately to the Estates Team |  |
|  | Car Park Risk of transmission through congregation | **Staff**  **Students**  **Visitors** | * Social distance measures to be maintained at all times * Meet and greet system in place across College Estates |  |  |
|  | High Risk Practical Activities Risk of transmission during practical activities | **Staff**  **Students**  **Visitors** | * Risk Assessments will be reviewed in full for all staff activities giving regard to social distancing measures required, heightened cleaning regime and activity being undertaken in a classroom environment | Issues should be raised immediately with the relevant Head of Division  Hair & Beauty commercial activities prohibited in line with Government Guidance close contact activities 04.01.2021  KM 01.03.21 Commercial activities prohibited in line with Government Guidance. Students will work on blocks to prevent close contact with one another pending further government guidance  KM 26.03.21 Hair Salons to re-open 12.04.21 nationally. Commercial activities to return to site 19.04.21. Students must wear PPE in line with close contact services guidance. Arrangements in place for skin testing re: colouring of hair |  |
|  | Deliveries Risk of transmission when deliveries received. | **Staff**  **Students**  **Visitors** | * Restrictions on non-business deliveries being made to College Estate(s) * Holding areas to be established prior to return of staff. All deliveries placed in holding area for a period of 24 hours to reduce the risk of contamination. * Cleaning procedures in place for all deliveries * Increase Order quantity to reduce frequency of deliveries being made * Purchase Orders to advise of delivery restrictions in place | Full instruction provided to staff responsible for collecting and opening deliveries  Cleaning guidelines provided |  |
|  | Visitors Risk of transmission through visitors on site | **Staff**  **Students**  **Visitors** | * Host Responsibilities determined prior to visitors on site * Site guidance on social distancing measures provided on arrival * Limited number of visitors on site at any one time booked in advance. be reviewed and approved. * Schedules determined to limit number of visitors * Scheduled maintenance/buildings work to be undertaken out of core operating hours or away from staff and students where reasonably practicable to do so. | Covid-19 addendum to be provided to visitors alongside visitor information.  Information provided to staff through staff expectations guidance.  Line Managers should continue to reinforce the message through regular communication  28.04.21 Reinforced message in respect of visitors to site. Visitor’s by exception only. |  |
|  | **Mental Health** Staff and Students may suffer anxiety with regards to returning to College or be experiencing mental health issues as a result of the lockdown | **Staff**  **Students** | * Regular communication of mental health information and open door (virtual) policy for those who need additional support. Risk   Assessments will be undertaken by HR where required, on an individual basis, in line with College practice.   * DSL(s) on site | Students are familiar with their teaching member of staff to reduce anxiety.  Managers to remain in close contact with staff members during lockdown. Communications through Principals Briefing on support available to staff 05.01.2021  Access to Safeguarding, Counsellors and College Nurse available throughout lockdown period. 05.01.2021 |  |
|  | **Lack of Awareness**  Students may attend college with symptoms of virus | **Staff**  **Students**  **Visitors** | * Student expectations including social distancing measures in place, behaviour policies amended to include social distancing measures and communicated to all students prior to return. * Covid-19 induction video to be released to all students | Covid-19 induction video to be released at regular intervals throughout the academic year  Continuous reminders to students on safety measures in place  KM 01.03.21 Updated communications with students prior to return to site and shared with college staff. |  |
|  | **Classrooms**  **Computer Rooms**  Risk of virus exposure from equipment and shared resources. | **Staff**  **Students**  **Visitors** | * 2m social distance marker in place for teaching staff * Student ‘bubbles’ agreed prior to commencement of term * Hands Sanitised on entering classroom * Classroom to be ‘filled up’ starting at far corner and working back towards the door. * Desks to be repositioned side by side facing front of classroom * Staff/students prohibited from making changes to classroom layout * Windows to be opened frequently to allow for additional ventilation * Sharing of equipment/materials prohibited * Equipment provided by College to be sanitised prior to first use and sanitised at the end of every lesson * Classroom lights to be left on upon exit * Touchscreens, keyboard, mouse, computer, whiteboard to be sanitised after each class. * Hands Sanitised on exiting classroom * Where reasonably practicable, doors to be remain open at all times during class time * No unauthorised access to classrooms – supervised at all times otherwise classroom locked for infection control (unknown touching of surfaces – non-observance of social distancing and safeguarding reasons * Information posters on social distancing in all classrooms * Classroom cleaned after each lesson or according to reasonably practical agreed schedule | Majority of teaching moved online 04.01.2021 save for those students with SEN or vulnerable  Teaching staff to be aware of measures in place and adhere to rules at all times. During lockdown those staff remaining on site to continue to clean down frequent touch space areas. Staff reminded of the requirement to maintain social distance and to make best use of space available to enable them to do so. 05.01.2021  Remote education with some face-to-face contact  Cleaning materials will be provided for any ad-hoc cleaning requirements  KM 01.03.21 return to on site teaching. Blended learning to continue in some areas. Re-enforcement of key messaging re: hand sanitising, natural ventilation.  Return to student ‘bubbles’. Staff to remain at least 2m from students so far as reasonably practicable within the staffroom.  Classroom visitors/observations/walkthroughs/H&S checks staff members to remain 2m from students at all times and 2m from one another so far as reasonably practicable |  |
|  | **Science Labs /**  **Workshops**  Risk of virus exposure from equipment and shared resources | **Staff**  **Students**  **Visitors** | * Teaching staff to ensure they remain 2m social distance from students at all times. * Hands Sanitised on entering work area * Windows and doors to be opened frequently to allow for additional ventilation * Touchscreens, keyboard, mouse, computer, whiteboard to be sanitised after each class. * Students to be provided with their own PPE, where appropriate, which must be cleaned thoroughly after use. * During activities where staff and student may work in close confinement facemasks and visors should be worn. The duration of such activities should be minimal. * Staff/students prohibited from making changes to layout * Technicians to set up all equipment for use in the class prior to lesson start * Sharing of equipment/materials prohibited. Each student to be provided with equipment at start of each session. * Equipment provided by College to be sanitised prior to first use and sanitised at the end of every lesson * Classroom lights to be left on upon exit * Hands Sanitised on exiting work area * No unauthorised access to classrooms – supervised at all times otherwise classroom locked for infection control (unknown touching of surfaces – non-observance of social distancing and safeguarding reasons * Information posters on social distancing in all classrooms | Teaching staff to be aware of measures in place and adhere to rules at all times.  Workshop Covid-19 Protocols shared with relevant HoDs. Reviewed 01.10.2020  Risk assessments for individual areas have been reviewed to include control measures appropriate to the spread of Covid-19.  Any observations will be impact on room capacity and measures must be agreed with Facilities Manager/ H&S Manager prior to taking place.  Hair & Beauty commercial activities prohibited in line with Government Guidance close contact activities 04.01.2021  Majority of teaching moved online 04.01.2021 save for those students with SEN or vulnerable  Teaching staff to be aware of measures in place and adhere to rules at all times. During lockdown those staff remaining on site to continue to clean down frequent touch space areas. Staff reminded of the requirement to maintain social distance and to make best use of space available to enable them to do so. 05.01.2021  KM 01.03.21 industry specific guidance shared with HoDs for review of practical activities on site/Risk Assessments.  KM 01.03.21 return to on site teaching. Blended learning to continue in some areas. Re-enforcement of key messaging re: hand sanitising, natural ventilation.  Return to student ‘bubbles’. Staff to remain at least 2m from students so far as reasonably practicable within the staffroom.  Classroom visitors/observations/walkthroughs/H&S checks staff members to remain 2m from students at all times and 2m from one another so far as reasonably practicable |  |
|  | **Use of Refectory/Cafes**  Risk of virus exposure from equipment and shared resources | **Staff**  **Students**  **Visitors** | * Individual RA in place for use of Refectory * Restricted menu in place * Reduced staffing in kitchens to enable social distance measures * Regular cleaning of materials * Hand washing to take place at regular intervals * Contactless payment in place wherever possible * Staggered break times to reduce congestion * Protective screens for front facing staff * Grab and Go regime in place. All seating removed to ensure students remain in designated ‘bubbles’ at all times. | Staff to be aware and understand contents of use of buildings Risk Assessment and Refectory Risk Assessment  Refectory closed due to lockdown 05.01.2021  KM 01.03.21 Industry specific guidance shared with Refectory Management to review practices/Risk Assessment. Refectory open for purchase/collection purposes only. |  |
|  | **Break Times**  Heightened risk of virus exposure during break times should students congregate | **Staff**  **Students**  **Visitors** | * During this period, any break will take place in student designated ‘bubbles’ * Designated areas for ‘bubbles’ during break times | Teaching staff are aware of College expectations. HoDs and SLT on site for additional support if required. Amendments have been made to the behaviour policy  Staff Rotas established and in place for monitoring of student bubbles and behaviours for those students who remain on site during lockdown period. 05.01.2021os |  |
|  | **Staffing Levels**  Reduced levels may impact on ability to undertake teaching | **Staff**  **Students**  **Visitors** | * Staffing levels may be reduced due to isolation or illness | Continuous monitoring of staffing lessons by Heads of Division/Line Managers |  |
|  | **Extra-Curricular Activities** | **Staff**  **Students**  **Visitors** | * Booking required for all activities to limit numbers in attendance. * No Booking No Attendance Policy * Removal of social element – friends and students will not be permitted to gather and watch to prevent congestion * Students must remain in their allocated bubbles * Pre-determined maximum capacity of participants per session * Staff members familiar with contents of Risk Assessment for Buildings and Activities * All participants will be requested to wash/sanitise their hands on arrival and on exit * Participants will be provided with their own equipment * All equipment will be cleaned down after use | Coaches and instructors to continually follow the Government guidance and that of the Sporting Governing Bodies to ensure activities are continually adapted and meet requirements at all times.  All activities moved on-line 04.01.2021  KM 01.03.21 Extra Curricular activities to move back on site in line with Government Guidance.  KM 17.05.21 Extra Curricular activities available for all students in line with Government Guidance. Activities pre-bookable by appointment only for track & trace purposes. |  |
|  | **Use of LRC and Study Areas**  Risk of virus exposure from equipment and shared resources | **Staff**  **Students**  **Visitors** | * Individual Risk Assessment in place for use and activities * Maximum capacity determined in advance * Staff Rota in place * Book stock enquiries generated via e mail * Windows open to aid ventilation * Quarantine of returned books prior to re-allocation * Revised timetable to limit number of users * Signage highlighting maximum capacity * Where use is at maximum capacity – one in one out system * Users to remain in designated bubbles * Regular cleaning regime of common contact surfaces – cleaning materials provided * Protective screens to be installed for front facing staff * Workstations to be positioned to ensure users sit side by side or back to back * Signage identifying measures to be in place across work area * Hand sanitiser available at entry point | Staff to be aware and understand contents of use of buildings Risk Assessment and LRC Risk Assessment |  |
|  | **Temporary/Supply Staff**  Lack of awareness of college protocols | **Staff**  **Students**  **Visitors** | * Staff Expectation Protocols to be shared prior to start * Covid-19 sickness Protocols and Track and Trace Protocols to be shared prior to start * Health & Safety Induction to be undertaken at commencement of assignment | HR to advise H&S Manager of any supply staff members in advance of assignment  Line Manager to re-iterate Protocols on first day of assignment |  |
|  | **Community Venues / Work based Assessments**  Lack of Covid-19 preparedness may result in heightened risk of exposure to staff | **Staff**  **Students** | * Covid-19 Risk Assessments to be obtained from community venues and work placements. * Audit of documentation to take place * Where necessary, audit of workplace to take place * Additional support provided to employers in preparing their workplace in readiness for staff attendance. * Work venue will only be approved once all reasonable steps have been taken to ensure Covid-19 compliant. * Staff to be supplied with face masks where applicable. | Communication and instruction provided to staff on employer expectations  Staff to be aware that should a venue not be practicable for a learning environment on attendance then the classes should not take place until measures are in place.  All activities moved on line 04.01.2021  KM 01.03.21 Community venue RA’s to be received prior to return to on site activities.  01.03.21 return to on site teaching. Blended learning to continue in some areas. Re-enforcement of key messaging re: hand sanitising, natural ventilation.  Return to student ‘bubbles’. Staff to remain at least 2m from students so far as reasonably practicable within the staffroom.  Classroom visitors/observations/walkthroughs/H&S checks staff members to remain 2m from students at all times and 2m from one another so far as reasonably practicable |  |
|  | **Use of Sports Centre Facilities**  Heightened risk of exposure due Risk of virus exposure from equipment and activities | **Staff**  **Students**  **Visitors** | * Individual Risk Assessments in place. * Maximum capacity determined in advance. * No public bookings or walk ins. * Spectators prohibited to reduce congestion/social gatherings * Increased cleaning regime of touch point areas * Hand sanitisers in situ * Signage in place advising of all measures * Regular checks of 3G pitch * Gates and dugouts to be cleaned after each team * Increased Litter Picks * Prohibition of use of Changing Rooms and Gyms | Training with staff members on measures introduced.  Staff to be familiar with all Risk Assessments in place.  KM 01.03.21 reinstatement in line with Government Guidance. |  |
|  | **Adult Classes – HE and Lancashire Adult Learning**  Increased risk to students due to age range of students | **Students** | * 2m social distance marker in place for teaching staff * Increased social distancing measures in classrooms due to potential age and increased risk to students. * 2m social distancing where reasonably practicable for all students. Where this is unavoidable mitigating arrangements to be in place – 1000mm approx. distance in desk space with all desks facing forwards | Where classrooms are identified as utilised for cross purposes – signage to be populated onto desks prior to commencement of classrooms identifying which desks are not for use.  Venue Risk Assessments to be received and approved prior to activity on site.  Staff are required to follow NCCG control measures whilst in venues and comply with Expectations of Staff Covid 19 protocols.  Classes moved online 05.01.2021  KM 01.03.21 some HE provision to return to college w/c 08.03.21  01.03.21 return to on site teaching. Blended learning to continue in some areas. Re-enforcement of key messaging re: hand sanitising, natural ventilation.  Return to student ‘bubbles’. Staff to remain at least 2m from students so far as reasonably practicable within the staffroom.  Classroom visitors/observations/walkthroughs/H&S checks staff members to remain 2m from students at all times and 2m from one another so far as reasonably practicable |  |
|  | **Educational Day visits**  Increased risk to staff and students mixing within the community  Lack of awareness of venue safety measures | **Staff and students** | * Visits within student bubbles permitted. * All visits to be conducted in line with relevant covid secure guidelines * Thorough individual trip visit to be prepared and approved prior to taking place | Staff members to reinforce venue safety measures upon arrival.  Any staff or student displaying symptoms to be refused access  Any staff or student displaying symptoms during the day to be isolated from the group and arrangements made for their safe return home. |  |
|  | **Domestic Residential educational visits** | **Staff and students** | * Permitted only for the exception of reasonably necessary for the purposes of a FE course of study * Groups limited to a maximum of 30 students. * Full risk assessment to be provided by the venue * Students broken down into smaller groups for sleeping arrangements * Single rooms for staff members * All visits to be conducted in line with relevant covid secure guidelines * Thorough individual trip visit to be prepared and approved prior to taking place | Staff members to reinforce venue safety measures upon arrival.  Any staff or student displaying symptoms to be refused access  Any staff or student displaying symptoms during the day to be isolated from the group and arrangements made for their safe return home. |  |
|  | **Transition Events** | **Staff, students, visitors** | * All persons attending on college campus must be provided with Covid -19 Risk Assessment prior to arrival. * All persons to abide by College regulations at all times throughout the visit * Mask wearing mandatory unless exemptions apply * Manageable small groups permitted at any one time. * Party leaders to determine the route prior to the event taking place to prevent unnecessary mixing. | Staff members to reinforce venue safety measures upon arrival.  Any person displaying symptoms to be refused access  Any person displaying symptoms during the day to be isolated from the group and arrangements made for their safe return home. |  |