

2. Health and Safety Risk Assessment Form

For further guidance please refer to the [Health and Safety Risk Assessment Pack](#) on the Intranet

1. LOCATION Croydon and Coulsdon College

2. DESCRIPTION OF ACTIVITY / METHOD OF WORK or STUDY

COVID-19 Risk Assessment for the opening of Colleges from September 2020 (V6)

Written in consideration of the Government Further Education (FE) autumn term guidance, dated 7 September 2020.

3. Completed By	Job Title	Date	Date for Review
Rebecca Lynch	Health & Safety Advisor	07/09/2020	Ongoing

4. Risk Calculation Details

Likelihood (L) (that harm will occur)	
Certain	4
Likely	3
Possible	2
Remote	1

Severity (S) (Impact of the harm)	
Severe	4
High	3
Moderate	2
Low	1

Risk Rating = Likelihood (L) x Severity (S)

- Initial Risk Rating (**IR**) is the level of risk that exists **before** any control measures are put in place.
- Residual Risk Rating (**RR**) is the level of risk that remains **after** suitable and sufficient risk control measures are put in place

NB: Please ensure that any residual risk rating greater than 8 is escalated to the Health and Safety Advisor.

5. SIGNIFICANT HAZARDS	6. PERSONS AT RISK	7. UNCONTROLLED RISKS	8. INITIAL RISK RATING (IR)			9. RISK CONTROL MEASURES	10. RESIDUAL RISK RATING (RR)		
			L	S	IR (L x S)		L	S	RR (L x S)
Close contact with others									
Mixing with others	Staff, Students and Visitors	Building users exposed to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing 	3	4	12	<ul style="list-style-type: none"> Start/finish times, lunch and break times for students to be staggered across all schools/faculties Minimise amount of staff onsite at any one time – rota required to enable monitoring Activities to be strictly spread evenly over the whole week, not bunched Online meetings held where possible Only necessary participants to attend meetings onsite Onsite meetings to be held in large well-ventilated rooms, where possible, individuals to adhere to social distancing rules Blended delivery of lessons utilising online teaching methods where staff/students cannot attend site Support staff to work from home where possible as identified by departmental risk assessment and agreed by managers/heads of department Appropriate and clear wayfinding and social distancing signage throughout building particularly in public areas, common areas and pinch points i.e. Reception, library, lift lobbies, stair landings etc in form of posters, signage, floor markers, digital signage etc Hand sanitisation stations provided in key areas, frequently cleaned and filled by estates Where the departmental risk assessment identifies that social distancing cannot be adhered to, appropriate PPE will be provided to staff Only essential visitors with prior appointments will be permitted to visit the college with clear information 	1	4	4

						<p>provided.</p> <ul style="list-style-type: none"> Weekly checking of departmental risk assessments and revised procedures to ensure compliance by heads of school/faculty/department Staff members prohibited from bringing friends/family onsite unless prior authorisation has been given by the Director of IT and Estates. Visitors seating removed from all common areas, including reception. Visitors in reception required to wait outside until appointment time 			
Movement around the College									
Access and Egress	Staff, Students and Visitors	<p>Building users exposed to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing mixing with others 	3	4	12	<ul style="list-style-type: none"> Start/finish times, lunch and break times for students to be staggered across all schools/faculties Timetables developed to minimise movement around the College Keep left traffic system at all campus buildings implemented at entrances, exits and corridors in the building, clearly marked using signage and floor markers etc (e.g. Up East – Down West at Croydon) All main College doors open through working hours Additional entrances/exits opened where available to reduce contact Appropriate way finding and social distancing signage provided at all entrances/exits in form of posters, signage, floor markers, floor mats etc Hand sanitisation stations provided at entrance and exit points Restricted access to areas not required Perspex screen installed for reception areas Regular cleaning routine for all common areas Removal of all entrance and visitor seating Lift use restricted for goods-in use and those with mobility requirements. Clear signage advising lift use restrictions Visitors and contractors to be kept to a minimum and only by prior appointment with clear information provided 	1	4	4

						<ul style="list-style-type: none"> Additional facilities for cycle storage / security for students to be provided 			
Common Areas	Staff, Students and Visitors	<p>Building users exposed to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing mixing with others 	3	4	12	<ul style="list-style-type: none"> Appropriate way finding and social distancing signage provided in all common areas in form of pop up's, posters, signage, floor markers, floor mats etc Hand sanitisation stations provided in all common areas including all lift lobbies, library, student services, refectory etc. Removal of all entrance and visitor seating 'Catch it, bin it, kill it' posters displayed in common areas Allocated waste bin for disposal of temporary face coverings provided in Reception (and possibly other areas) in close proximity to sanitizing station and emptied regularly Protective screens placed on public facing desks (reception/IT helpdesk/LRC etc) Keep left traffic system implemented at entrances and exits in the buildings, clearly marked using lollypop stands and floor markers etc All movement along corridors and stairs kept to the left-hand side Use of stairs encouraged Non-essential trips within the building discouraged Barriers available to set up queuing systems to control traffic flow inside/outside buildings as appropriate Enhanced cleaning regimes of high touch points (light switches, lift buttons, door handles etc by day cleaners Hand washing and personal hygiene signage displayed in all common areas Staff and students advised to wear face coverings in all common areas C19 storage room allocated for all COVID-19 supplies such as signage, mats etc. Items ordered only by CB for consistency COVID-19 Secure Poster displayed in Reception 	1	4	4
Use of Lifts	Staff, Students and Visitors	<p>Lift users exposed to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, 	3	4	12	<ul style="list-style-type: none"> Lifts deactivated if possible, utilised only for goods-in and those with mobility requirements Where lifts cannot be deactivated one person at a time 	1	4	4

		<ul style="list-style-type: none"> inadequate distancing mixing with others 				<ul style="list-style-type: none"> policy in place with clear signage Hand sanitisation stations provided outside lifts in operation Appropriate social distancing signage provided inside and outside lifts Enhanced cleaning regimes of lift buttons and inside lifts 			
Outdoor Areas (Coulsdon Only)	Staff, Students and Visitors	<p>Building users exposed to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing mixing with others 	3	4	12	<ul style="list-style-type: none"> Outdoors areas opened up for staff / student breaks Tables set up outside positioned with distance between each Regular cleaning of tables 	1	4	4
Cleaning and disinfection									
Inadequate cleaning	Staff, Students and Visitors	<p>Building users exposed to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene 	3	4	12	<ul style="list-style-type: none"> Refer to risk assessment relating to cleaning COVID-19 aware procedures and training for cleaners in place Dedicated cleaners for high use areas Enhanced strict cleaning regime for public areas, IT equipment, door handles, light switches, lift buttons, vending machines, hand driers, taps, toilet flushers etc throughout the day Enhanced strict cleaning regime for allocated classrooms and academic areas Local deep cleaning contractor on retained contract for use in suspected or confirmed COVID-19 case Information posted in key areas, regularly refreshed on laminated washable posters Waste bins emptied throughout the day Cleaning regimes recorded and checked throughout the day Water coolers frequently sanitised throughout the day. Signage advising individuals not fill up personal water containers from coolers. Disposable cups provided Regular auditing of revised cleaning procedures to ensure compliance 	1	4	4

Cleaning areas used by others	Cleaning Team	Cleaners exposed to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate distancing 	3	4	12	<ul style="list-style-type: none"> COVID-19 aware procedures and training for cleaners in place Risk assessments for external cleaning contractors Rotation of staff to minimise numbers on site Specific sanitising stations for cleaners Spot checks in place to ensure correct cleaning methods are being used Appropriate use and disposal of PPE Regular auditing of revised cleaning procedures to ensure compliance 	2	4	8
Building Safety									
Building Evacuation	Staff, Students and Visitors	Building users exposed to virus via: <ul style="list-style-type: none"> inadequate distancing mixing with others 	3	4	12	<ul style="list-style-type: none"> Planned fire evacuations will go ahead as normal Fire Alarm will continue to be tested on a weekly basis out of hours Social distancing adhered to where possible during any evacuation Social distancing adhered to at the assembly point where possible with teaching staff, fire wardens and head of departments providing instruction to learners and staff members congregating. Staff, students and visitors advised to disregard the keep left system and leave building by the nearest safe exit in the event of an evacuation Installation of additional door guards to enable fire doors to be kept open along designated main traffic routes planned 	2	4	8
Room Ventilation	Staff, Students and Visitors	Building users exposed to virus via: <ul style="list-style-type: none"> inhalation of airborne virus 	3	4	12	<ul style="list-style-type: none"> Air handling systems assessed for compliance Rooms checked to ensure all windows are fully operational Windows open in all areas where present Where ventilation rates do not meet current CIBSE guidance rooms will be taken out of use 	1	4	4
Use of toilet and shower facilities									
Use of sanitary facilities	Staff, Students and Visitors	Building users exposed to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus 	3	4	12	<ul style="list-style-type: none"> Limiting facilities to large and specific toilets blocks nearest to timetabled classrooms and staff rooms in use Alternate cubicles (toilets/showers), urinals, hand dryers and sinks taken out of use as necessary to maintain social distancing and limiting numbers of occupants 	1	4	4

		<ul style="list-style-type: none"> inadequate personal hygiene inadequate distancing 				<ul style="list-style-type: none"> Physical covering applied to out of use facilities Where changing rooms/facilities for use by catering staff and students are essential numbers using these areas will be controlled and staggered and social distancing measures implemented Enhanced cleaning regimes of all facilities throughout the day including toilets, urinals, sinks, door handles, hand driers, taps, toilet flushers etc Hand washing and personal hygiene wipeable laminated signage displayed in all toilet and shower blocks Enhanced thorough cleaning and disinfection routines in place for all areas throughout day Soap available and topped up regularly in all areas Notices advising toilet lids to be lowered before flushing Limits on numbers using facilities General public no longer authorised to use reception Toilet Specific staff only facilities to be made available where possible Hand sanitiser gel in staff-only facilities 				
Student Attendance										
Mixing with others	Staff and Students	<p>Students exposed to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing 	3	4	12	<ul style="list-style-type: none"> Staff/students/parents/carers provided with guidance covering new College processes in place and asked to adhere Students advised to follow all COVID-19 Government guidance and college procedures at all time Students advised to wear face coverings in all common areas Students allocated specific class groups in which to work Timetables developed so mixing of different groups is minimised Students encouraged to remain on site for lessons only and advised to use outside space where possible during free time between lessons ID badge swipe machines installed at key locations where groups or individuals may mix such as library and refectory to enable track and trace purposes 	1	4	4	
Staff Working										

Mixing with others	Staff	<p>Staff exposed to virus via:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus • inadequate personal hygiene • inadequate distancing 	3	4	12	<ul style="list-style-type: none"> • Staff advised to follow all COVID-19 Government guidance and College procedures • Staff advised to wear face coverings in all common areas • Clear desk policy introduced and enforced by Department Heads in all staff rooms • Lecturers/teachers to remain at the front of the class and maintain 2m distance from students where possible • Face to face contact to be avoided where possible • Movement of staff between different cohorts/groups minimised • Staff to minimise time spent within 1m of another individual • With assistance from HR managers to complete individual risk assessments for those falling within high risk categories • HR to identify and address with each case on an individual basis through risk assessment. • Minimum numbers of support staff onsite, as identified by departmental risk assessment and agreed by managers/Heads of Department • HR monitoring weekly rota of staff due onsite • Staff working on site are provided with new College processes in place and asked to adhere • Virtual meetings (Zoom /Teams) to be held wherever feasible • Staff provided with essentials pack containing wipes, tissues, sanitizer, pens etc • College Management to be aware of and prepared to take action in order to follow Government and Local Authority advice and any local restrictions • Government advice in relation to wearing face covering and PPE to be followed at all times • Face shields provided to staff for use when working if required. • Records kept of issue • Staff advised on safe use, cleaning, storage and disposal of face shields • Use of temporary workers minimised as per DfE guidance 	1	4	4
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						<ul style="list-style-type: none"> Weekly checking of departmental risk assessments and revised procedures to ensure compliance by heads of school/faculty/department 			
Teaching									
<ul style="list-style-type: none"> Refer to departmental risk assessments for individual teaching areas including Pathways Centre. Heads of department/faculty are responsible for ensuring risk assessments are completed and are being followed and that they are shared with teaching staff 									
Use of Classrooms (including workshops, salons, studios)									
Mixing of individuals Failure to clean and disinfect surfaces & equipment / ventilate rooms	Staff and Students	Building users exposed to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing 	3	4	12	<ul style="list-style-type: none"> Frequent handwashing and good hygiene practises reiterated to all students and staff Enhanced strict cleaning regime for academic areas following every use. PPE and temporary face covering to be disposed of in general waste bins. PPE must not be put in recycling bins. Tissues for student and staff use provided in classrooms <p>Layout reconfigured to ensure:</p> <ul style="list-style-type: none"> Large classrooms allocated and laid out to ensure social distancing, where possible Where social distancing between students within classrooms is not possible students allocated specific class groups in which to work Timetables developed so mixing of different groups is minimised Two door classrooms subject to a one-way system, one entrance and one exit Minimum amount furniture in room with all extraneous furniture, equipment and resources removed or locked away Soft furnishings removed where possible Appropriate social distance spacing between individuals where possible Sufficient and increased space left between staff and student desks Student desks arranged side by side and facing the front where possible Perspex screens in place where desks must face e.g. IT suites Furniture to remain fixed in position and checked 	1	4	4

					<p>between sessions regularly</p> <ul style="list-style-type: none"> Weekly checking of departmental risk assessments and revised procedures to ensure compliance by heads of school/faculty/department <p>Room occupation:</p> <ul style="list-style-type: none"> Registers to be taken by teaching staff for each session Students should remain in one timetabled room if possible with staff changing place instead (to reduce movement around building) Minimise sharing of rooms between class groups/cohorts. Windows remain open throughout the lessons for ventilation including 10 minutes prior and after classes where possible Fans can be used where adequate fresh air from windows is available Students advised to wear warm clothing in cooler weather Doors opened by lecturers/teachers 10 minutes before and after lessons to minimise contact and maximise ventilation Windows and doors to remain open where possible to encourage ventilation Door kept open while students arrive Where possible early arrivals to be admitted to classrooms and IT rooms before lecturer Procedure for queuing system for workshops and salons Late arrivals admitted at the discretion of the staff member No sharing of resources and equipment and students to be advised to bring own in as appropriate e.g. Hair and Beauty kits, or to have own College set e.g. tools, which will be sterilised daily. Students are directed to leave room one at a time in at end of lesson to ensure physical distancing 			
Task/Activity specific hazards and lack of					<ul style="list-style-type: none"> Refer to departmental risk assessments for individual teaching areas. RA to be completed by relevant, trained, 			

ownership of risks						heads of department/faculty and agreed with local lecturers/teachers.			
Support Departments									
<ul style="list-style-type: none"> Refer to departmental risk assessments for individual support departments required to be onsite. Heads of departments are responsible for ensuring risk assessments are completed and are being followed Heads of department are responsible for ensuring risk assessments are completed and are being followed and that they are shared with all staff within the team 									
First Aid Provision									
Providing Emergency First Aid	First Aiders, Staff and students	First Aiders and casualty exposed to virus via: <ul style="list-style-type: none"> inhalation of airborne virus inadequate distancing contact with infected person 	3	4	12	<ul style="list-style-type: none"> First Aiders to follow the College Guidance for First Aiders during COVID-19 First Aiders will maintain a distance of 2m from any individual requiring assistance wherever possible First Aiders to put on PPE immediately before attending any first aid request If physical contact is required to treat the injured person then the following PPE must be worn; disposable apron, disposable gloves, facemask, visor Following treatment, the visor will be sanitised by the first aider. Other items of PPE will be placed in a clinical waste bin One way systems can be ignored when attending a first aid request Log kept of student requiring use of the room Swipe Card access to be added to first aid room to restrict access and for test and trace purposes 	1	4	4
Individuals with high/specialist medical needs	Staff and Students	First Aiders and casualty exposed to virus via: <ul style="list-style-type: none"> inhalation of airborne virus inadequate distancing contact with infected person 	3	4	12	<ul style="list-style-type: none"> Individual RA conducted for all students with high medical needs to determine if it is safe for them to return If medical needs are too high student advised not to return i.e. students that may require Buccolam LSS and Client Care/ Premises to liaise daily in relation to students present in building who have high medical needs. First Aiders informed of individuals in the building (through badge entry records) and in class (through completed registers) 	1	4	4
Contractor Management and Visitors									
Mixing of individuals	Contractors, Visitors, Staff	Building users exposed to virus via:	3	4	12	<ul style="list-style-type: none"> All contractors and visitors to report to reception immediately upon arrival and provide contact 	1	4	4

	and Students	<ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing 				<p>information for track and trace purposes</p> <ul style="list-style-type: none"> Contractors and visitors should not attend if they are displaying any COVID symptoms – Front of House to ask upon arrival Contractors and visitors to be kept to a minimum and only by prior appointment Clear information provided upon arrival Use of face coverings for all contractors and visitors recommended in communal areas Contractors to provide H&S Advisor updated COVID-19 RAMS prior to visit Contractors to ensure a boundary of 2m is set up around working area All to maintain appropriate distance from all staff and students 			
Post and Deliveries	Staff and Students	<p>Building users exposed to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing 	3	4	12	<ul style="list-style-type: none"> Post is dropped off and picking up at same time to reduce contact time Minimise 'handover' points' Deliveries to be kept to a minimum and only by prior appointment with clear information provided. 	1	4	4
Use of Staff Areas									
Staff rooms/offices and tea points	Staff	<p>Building users exposed to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing overcrowding 	3	4	12	<ul style="list-style-type: none"> Use of staff rooms and occupancy to be minimised Minimise numbers of staff in each staff room / kitchen Maximum capacity displayed on door of communal staff rooms Seating areas arranged to allow social distancing and reduce capacity Disposable plates, cups, cutlery provided at tea points and main staff room All other crockery/cutlery/tableware removed Staff encouraged to provide own lunch and drinks and avoid use of shared kettle, fridges, cutlery etc. Rooms reorganised (including main staff room) to ensure social distancing where possible Excess seating removed No face to face desks where possible 	1	4	4

						<ul style="list-style-type: none"> • Perspex screens in place where desks must face • Use of high touch items and shared office equipment including pens, printers etc limited • Staff advised to avoid sharing resources such as pens and stationary • Staff encouraged use of outdoor areas for breaks and lunch periods. • Enhanced cleaning regimes throughout day • Clear desk policy introduced and enforced by Department Heads in all staff rooms • No hot-desking permitted • Windows and doors to remain open where possible to encourage ventilation • Fans can be used where adequate fresh air from windows is available • Sanitiser and wipes provided in shared staff rooms/offices • Individual sanitizer bottles provided to staff • Soft furnished student seating in offices replaced with hard chairs, where possible • PPE and temporary face covering to be disposed of in general waste bins. PPE must not be put in recycling bins 			
Catering Provision (Refer to risk assessments relating to refectory/canteen use)									
Mixing with others	Staff and Students	Café/Refectory users exposed to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus • inadequate personal hygiene • inadequate distancing • overcrowding 	3	4	12	<ul style="list-style-type: none"> • Start/finish times, lunch and break times for students to be staggered • Seating areas arranged to allow social distancing and reduce capacity • Limited lunch offer at each campus to reduce queuing • New tills installed to reduce waiting times • Contactless payment only where necessary • Perspex screens placed on counters where staff are serving if social distancing cannot be maintained • Perspex screens installed along food counter • Enhanced cleaning regimes • Dedicated cleaner covering refectory/canteen opening times • Appropriate social distancing signage and hand hygiene 	1	4	4

						<ul style="list-style-type: none"> posters Social distancing marked out for queuing with one-way systems in place Minimise staff working together in kitchen facilities Minimise access to walk in pantry/fridges and freezer All food/drink provided in disposable containers with disposable cutlery Staff to wear visors and disposable gloves and clean/change these frequently High level windows to be kept open during service where weather permits 			
Start/Break Times									
Mixing with others	Staff and Students	Building users exposed to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing 	3	4	12	<ul style="list-style-type: none"> Start/finish times, lunch and break times for students to be staggered Student common room designated to a different school/faculty each day of the week to limit numbers Use of outside areas for breaks encouraged Staff encouraged to bring own food Limit time spent in close proximity Make use of larger break rooms to allow physical distance Enhanced strict cleaning regimes for vending and water machines Allocated cleaner in place for refectory during opening times 	1	4	4
Overcrowding in common areas such as refectory, canteen, main staff room, student common room	Staff and Students	Room users exposed to virus via: <ul style="list-style-type: none"> inadequate distancing overcrowding 	4	4	16	<ul style="list-style-type: none"> Refer to separate departmental risk assessments relating to student common room, refectory/canteen and staff room management and use Start/finish times, lunch and break times for students and staff to be staggered Heads of school/faculty to liaise with one another in relation to management of start/finish and break times ensuring staggering is coordinated across the college Student common room (Croydon Only) designated to a different school/faculty each day of the week to limit numbers Maximum capacity displayed in affected rooms and areas 	3	4	12

						<ul style="list-style-type: none"> • Rooms set up to ensure capacity is kept to a safe number of occupants with social distancing • Head of school/faculty/department to ensure risk assessments reflect management of capacity in each area 			
Travel into College									
Use of public transport	Staff and Students	Exposure to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus 	3	4	12	<ul style="list-style-type: none"> • Students and staff discouraged from using public transport unless no alternatives exist. Travel should be walking or using bicycles into College • Croydon Council to provide additional bicycle storage at Croydon for students and staff • Staggered start/finish times to avoid peak times on public transport • TFL advice relating to public transport and travel to be followed at all times. • Students advised that TFL have launched various resources to assist in planning journeys, cycle route information and cycle skills courses. • Coulsdon College Only: <ul style="list-style-type: none"> ○ Bus routes 60 and 466 are planned to run every other bus dedicated for school travel in the morning • Students and staff reminded to wear a face covering when travelling on public transport • Allocated waste bin for disposal of temporary face coverings provided (location tbc) in close proximity to sanitizing station and emptied regularly • Staff and students reminded on process for removal of face coverings when entering the building • Parking spaces created for staff use. Those requiring a space must reserve one in advanced by contacting HR 	1	4	4
College Vehicles									
Minibus	Staff and Students	Drivers and passengers exposed to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus • inadequate distancing 	3	4	12	<ul style="list-style-type: none"> • Refer to the Minibus Usage risk assessment • Single person to use only, where possible • Regular cleaning of vehicles after every use by staff member using the vehicle • Cleaning materials provided in every vehicle • Log kept of individuals using vehicle for test and trace 	1	4	4

						<ul style="list-style-type: none"> Individual trips and visits risk assessments to be completed by trip organiser for required minibus use 			
College Car/Van/ Forklift			3	4	12	<ul style="list-style-type: none"> Single person to use only where possible If more than one member of staff is required to travel in the car/van face coverings to be used Cleaning materials provided in every vehicle Sanitiser to be use before and after journey Regular cleaning of vehicles after every use by staff member using the vehicle Log kept of individuals using vehicle for test and trace purposes 	1	4	4
Homeworking									
<ul style="list-style-type: none"> Refer to Home Working Risk Assessment and guidance note sent to staff 									
Dealing with suspected or confirmed case of COVID-19									
Individual displaying symptoms of COVID-19 when onsite: <ul style="list-style-type: none"> new, continuous cough or a high temperature or a loss of, or change in, their normal sense of taste or smell (anosmia) 	Staff and Students	Transmission of virus by all persons in contact with symptomatic person including first aiders	3	4	12	<ul style="list-style-type: none"> Any student/staff member who becomes unwell with symptoms of COVID-19 whilst onsite must go home immediately (avoiding the use of public transport) and be advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. The College COVID-19 Guidance for suspected or confirmed cases to be followed. Isolation room has been allocated Where a member of staff is required to care for an individual displaying symptoms, 2m distancing should be adhered to. Where this is not possible full PPE (Face shield, apron, gloves, fluid resistant face mask) must be worn. Client Care can provide this Health and Safety Adviser contacted and informed immediately Staff advised to follow NHS Test and Trace guidance should they become unwell with symptoms or if they are contacted by the NHS Test and Trace service 	2	4	8
Mental Wellbeing									
Poor Mental Health	Staff and Students	Individuals experience poor mental health effects due to	3	4	12	<ul style="list-style-type: none"> Managers to ensure daily contact with team members Mental health First Aiders available within College to 	1	4	4

		changes associated with COVID-19 Pandemic				<p>offer support and guidance to persons who are struggling via email or phone</p> <ul style="list-style-type: none"> • Regular Executive communication to all staff • Employee Assistance Program (EAP) support available • HR continuously assessing ways to support staff remotely • Weekly review of sickness levels by Head of HR and further recommended actions to Executive 			
Monitoring and Review									
Risk Assessments no longer suitable and sufficient	Staff	Increased risk in relation to COVID-19	4	4	16	<ul style="list-style-type: none"> • The Health and Safety Advisor holds overall responsibility for monitoring and reviewing this high level risk assessment in consultation with the Director of IT and Estates and the Executive team • Heads of school/faculty/department are responsible for undertaking a risk assessment of their areas and activities within them and for checking this weekly to ensure it is still suitable and sufficient • Regular auditing of departmental risk assessments will be undertaken by the Health and Safety Advisor alongside nominated site managers 	1	4	4

