

Risk Assessment – Specific

This risk assessment and control document is a template and can be used to assess potential risks within Suffolk One work and identify any control methods.

This document has been put together using a 5x5 matrix of a 'Likelihood' against 'Severity'. It is recognised that although control measures can change the 'likelihood' of an event occurring, this may not reduce the 'severity' of an event. You should aim to reduce risks 'so far as reasonably practicable'.

Completed risk assessment forms should be saved for reference in a network faculty/ department folder. Contact the Health and Safety team on 6614 for advice.

The product of **Severity** and **Likelihood** provides an action level, as shown in the tables below:-

Matrix:-

Likelihood(L):	Score					
Certain	5	Very Low	Medium	High	Very High	Very High
Very Likely	4	Very Low	Low	Medium	High	Very High
Probable	3	Acceptable	Very Low	Low	Medium	High
Possible	2	Acceptable	Very Low	Very Low	Low	Medium
Unlikely	1	Acceptable	Acceptable	Acceptable	Very Low	Very Low
Negligible	0	Acceptable	Acceptable	Acceptable	Acceptable	Acceptable
Severity (S):		Negligible	Minor Injury	Lost Time/Medium	Major Injury	Fatality
Score		1	2	3	4	5

L x S Score	20-25	Very High – Stop activity immediately
	15-19	High – Action required in 1 day
	10-14	Medium – Action required in 1 week
	7-9	Low – Action required in 3 months
	4-6	Very Low – Minimal action required, consider controls where possible

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Action Level:-

	1-3	Acceptable – no action required
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Risk Assessment:

Assessor: David Townsend, Richard Stevenson and Kate Roiz de Sa	Reference No.: Covid Work 003	
Who's Affected: Staff, Students, Contractors, Visitors	Date: 08/09/2020	Review: 15/09/2020
Description of Task: Using College Site as work/learning environment post lockdown for the purposes of resuming a full timetable delivered from the building; maintaining health, safety and welfare of all affected by the organisations actions; implementing required Government controls and guidance.		

Hazard No.	Hazard:	Likelihood 1 - 5	Severity 1 - 5	Rating (L x S)	Control Measures:	Likelihood	Severity	Rating: (L x S)
1.	Arrival/ access/ departure to site: - Contract bus routes arrival/no social distance in place while travelling	4	4	16	- Communicate timetables and all necessary safety information to students before they arrive on site.	2	4	8

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	<ul style="list-style-type: none"> - Walking across site - Queueing for bus at stands - Taxis 			<ul style="list-style-type: none"> - Some students will be allowed to park on site in allocated parking bays to help with transport issues. - Staff and students to be reminded that only essential travel via public transport is advised - other methods must take a preference (car, bike, walk etc.). - Bike shed has an entrance and an exit gate to allow a one-way flow. - 2m waiting/queueing indicators marked on floor for bus stands within bus park. - Students and staff reminded to use face coverings while on buses. - Contract buses will run with extra hygiene measures in place, and wearing of face coverings is mandatory. - Buses to provide company Risk Assessments which are reviewed as compliant. - Local bus companies have initiated infection control processes for all buses; students/staff to sit in designated positions along with other government required controls. - Taxis must unload and collect at the bus stands. - Socially distanced queueing lines are marked on the bus park side of the FL yellow exit gate. - On arrival of FL students – taxi drivers/ bus drivers/ parents may wait behind the FL yellow exit gate but not enter. Staff to meet them at the gate to collect students only. - On departure of FL students - taxi drivers/ bus drivers/ parents will queue in turn at the marked 			
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				16	<p>queueing lines to pick up their student - a member of staff will call for the student to come to the gate by radio.</p> <ul style="list-style-type: none"> - Staff recommended to not lift share unless they live together or are in social bubble, and if there is no other method available. - Staff driving for work must not share a vehicle unless they live together, or are in a social bubble - No minibus hire or use. 			8
2.	<p>Movement of people through Reception:</p> <ul style="list-style-type: none"> - People too close/ under 2m/ 1m+ social distance - Infection brought on to site inadvertently - Fire routes blocked - Members of the public/contractors at reception - Waiting Visitors sitting closely together - Slips, Trips and Falls 	4	4	16	<ul style="list-style-type: none"> - Routes in and out of building (through speedgates) clearly marked with barriers, floor markings and signage. - Speedgates allow for quick movement past others in a similar respect to corridors. Staff are required to maintain 2m distance from others when using speedgates. - Use floor signs to indicated where to queue and wait. - Use hand sanitising stations before being allowed to move into building. Those who have medical notes on hand sanitiser use can be directed to green toilets to wash hands instead. - Speedgate surfaces cleaned regularly (after high traffic periods). - Increase the flow of people through speedgates in busy periods by allowing use of additional gates. - Rota of staff to monitor and enforce process of building entry via speedgates at key times (senior team rota in first few weeks to instil good practice). 	2	4	8

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					<ul style="list-style-type: none"> - Queue lines for students entering building to extend outside and under canopy area. - Staff asked to ensure they get through reception before 9am where possible (or wait in queue to enter). - Queue area for those waiting for reception is in place. - Perspex safety screens in place directly in front of reception staff. - Self-sign in screens used. - Self-sign in screens cleaned regularly. - Badge printer, loose badge holders and lanyards to be placed on customer side of screens (self-service) or stickers used. - Return box for badges/lanyards to be returned is placed on customer side of screens and emptied safely by staff with PPE, as needed (these items can be sanitised before re-use). - Single chairs to be placed for waiting visitors as needed (distances to be measured and marked on floor). - Ensure suitable matting and non-slip surfaces used to prevent slips on wet tiles. - All building users informed of Covid-19 symptoms to look out for, and if exhibiting symptoms are then required to not attend site; sign in place outside to reiterate this. - Students who cannot easily prevent coughs or sneezes are required to wear face coverings; students to be risk assessed and managed by support teams if this is necessary. 			
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					<ul style="list-style-type: none"> - Parents/carers/casual visitors will not be allowed onsite without prior arrangement and for critical purposes only. Other methods should be used first, such as Microsoft Teams. - Only essential visitors with support functions will be authorised by prior arrangement with a department- any PPE can be provided by department and risk assessment completed before building access granted. - Open sports hall and corridor as an additional entrance to the college in times of poor weather and/or high volumes of students arriving at the same time. - Socially distanced queueing lines are in place in the sports hall and corridor - individuals entering this way will be directed back through the speedgates to swipe in and sanitise hands. - All building users are required to put on face covering on entry to the building. - Thermal imaging camera in place to screen people entering the building through reception for elevated body temperature. - Desist from using rotating doors to aid thermal imaging camera and social distancing. - FL staff to take temperatures of FL students with non-contact IR thermometer on arrival. - Protocol to be written to deal with individuals with elevated body temperature. - Consider marquee use outside for waiting area in poor weather. 			
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3.	<p>Flow of movement around the centre causing close interactions and potential spread of infection:</p> <ul style="list-style-type: none"> - No ability to spread people suitably/ lack of space/ under 2m/1m+ social distance - No safeguards to ensure people are not spreading infections by coughs, sneezes or on hands/items - Handrails and touchpoints sources of infection - No Tissues/Bins 	4	4	16	<ul style="list-style-type: none"> - Government/DfE advice says that risks associated with passing in corridors are low but should be managed if possible. - Face coverings to be worn by all staff and students in all communal areas and corridors this includes seating areas. - One-way flow systems installed on each floor with signage and enforcement. - Retain one-way directions on staircase to facilitate increased footfall. - Bridges and “dead-end” corridors are bi-directional and users must keep left. These areas will have clear signage. - All building users informed of need to use the correct flow around the building. - Use physical barriers, dividers, screens to delineate travel paths (agreed design diagram). - Use ‘Catch it, Bin it, Kill it’ to encourage good hygiene standards. - Encourage frequent hand washing, before and after eating, before lessons, on entering the building. - Additional hand sanitising gel pumps to be distributed throughout the college. - Cleaning regime to be enhanced to more regular clean touchpoints. - Modify arrival/ departure, break and lunch times to reduce numbers of people in circulation areas at any one time. - Seated breakout areas (such as the sports hall post induction) to be arranged to allow students to 	2	4	8
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					<p>wait during breaks/between lessons etc. and still allow adequate social distancing.</p> <ul style="list-style-type: none"> - Single person use of lifts only- signs to indicate, with limited badge access. Exception to this is when a student requires assistant from a member of staff during lift travel – Staff must then wear appropriate PPE as 2m social distancing cannot be maintained. - Tissues to be available around building, mostly in heavily used areas. - All to place used tissues in pockets or flush down toilets, not to place in bins. 			
4.	<p>Working in Offices/Classrooms/various spaces/ delivery of lessons:</p> <ul style="list-style-type: none"> - Not maintaining social distance/ too many people in rooms - Use of same equipment (keyboards/ laptops/ staplers/ fridges etc.) - Touch points not regularly cleaned. - Process not in place to require hygiene process - Non-compliance - Unnecessary mixing of people 	4	4	16	<ul style="list-style-type: none"> - Where possible ensure students have lessons with the same staff members. - Staff must maintain 2m distance from other staff and students. Where not possible this must be risk assessed and appropriate personal protective equipment (PPE) used. - Students must be seated at 1m+ meaning they must be seated at the maximum range possible and the minimum distance is 1m. - In the event that student seating is between 1m and 2m – face coverings must be worn by students from the 21st Sept until further notice. - Face coverings in offices, workrooms and classrooms are optional for staff and students; social distancing will still be required if face coverings are chosen to be worn. - The use of face shields (visors) for staff is optional in classrooms. 	3	4	12

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					<ul style="list-style-type: none"> - Where possible ensure personal care and teaching assistance is conducted by the same individuals/team for each student. - Class size must not exceed capacity of room available while still implementing a 1m+ distance between student desks (including 2m for all staff present). - Maximum room occupancy to be displayed for each room where possible. - Where staff are working at desks in workrooms and offices ensure there is a 2m distance between seated users. - Where staff working at desks cannot be seated 2m apart, safety division screens will be installed. They must ensure they work with dividing screens of no shorter than 50cm tall around the 3 side of the desk that may contact other desks. - Where staff are required sit opposite one another, safety division screens will be installed or alternative seating used. - Dividers may be used between student work stations also, if required. - Circulation around desks in classrooms and offices will be reduced to essential movement only. - Limit use of shared equipment in classrooms by asking students to bring own stationery, make use of the BYOD option and limit issuing of worksheets, textbooks, booklets and other teaching resources to the essential items. 			
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					<ul style="list-style-type: none"> - Sanitiser sprays are available and used to clean surfaces and computers/laptops between users. These sprays are for staff use only. - Cleaning wipes will be available to clean all push printers between uses. - Staff have their own stationery kits. - Hot-desking is not permitted during a single day and change overs between days must require cleaning of area and equipment before use. - Managers to ensure staff are monitored for compliance and challenged as needed. Disciplinary process in place- Staff Code of Conduct and H&S Policy. - Staff and students reminded and trained on the primary objective of being social distancing and also wearing face covering in all communal areas at all times. Special measures will be needed where this is not possible. - Staff will be expected to discuss concerns with line managers and create new practices and corresponding Risk Assessments with sign off from line management/ H&S manager before implementation. - Meetings to be held only as necessary and in rooms where desks can be at 2m distance. - Staff without desk space in workrooms must be relocated to other rooms when possible. - Safe electrical supplies to be created and maintained by CBRE only- daisy chaining extension cables and blocks not allowed. 			
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				16	<ul style="list-style-type: none"> - Key staff may apply social distancing rules to flexible teaching spaces and alter layouts as needed, and maximum occupancies will be calculated depending on layout. - Staff can allow movement in classrooms for essential purposes (toilet, collecting worksheets etc.) but should limit movement. - Staff may observe students from a 2m distance and will support remotely where possible as a preference (i.e. Desktop control). - Staff must ensure prompt arrival at classrooms to prevent waiting in corridors. - Remove surplus furniture from rooms. - Reviewing timetables to co-ordinate class size/ room fit. - Investigating short-term loan/hiring of desks to facilitate increasing classrooms to maximum capacity. - Using convert office space into classrooms. - Purchasing of safety division screens for use in student IT suites, where necessary. 			
5.	Break Times/ Lunch times: <ul style="list-style-type: none"> - Use of Café One - Use of Servery - Use of seating areas - Cleaning of used equipment and surfaces after use - Waste items 	4	4	16	<ul style="list-style-type: none"> - Stagger lunches and break times. - Ensure social distancing signs and 'wear face coverings' signs are in place around the building. - Enforce 2m social distance for staff and 1m+ for students- Rota system to be developed. - Face coverings to be worn by all staff and students in all communal areas and corridors. 	3	4	12

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	<ul style="list-style-type: none"> - All not informed of safe procedures - Catering staff not working to established procedures or not trained - Serving process not sanitary - No enforcement of process - Site users untrained on the importance of controls 			<ul style="list-style-type: none"> - In communal areas face coverings can be removed to eat and drink only when seated in the designated dining areas. - Requirement for individuals to comply with all safety measures put in place. - Till Operators and serving staff to be protected with safety screens. - Queue lines in places for Café One and The Served. - Face coverings to be worn for queueing and must remain in place until seated in the atrium - No cash handling. - Card scanners/pin machines on customer side of safety screens. - No paper receipts given. - All drinks and food fully prepared behind counter - Grab and Go options for food only- no plate meals, no trays issued, and disposable cutlery only issued from serving staff on request. - Vertas to meet regularly with One to ensure processes are discussed, enforced and improved as needed. - Vertas staff trained on safe food handling and to be well with no symptoms of illness. - Seating in lunch areas staggered to avoid sitting directly opposite each other (clearly marked on table tops). Seating also has suitable walkways. - Seating places sanitised after each break. - All rubbish to be disposed of by user into provided bins. 			
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				16	<ul style="list-style-type: none"> - Communal hot water tap turned off for hot drinks provision. - Seating in the atrium and on the bridges is spaced at least 1m apart, where possible. - Soft furnishing seats in the atrium and on the bridges will be biofogged every fortnight. 			
6.	<p>Toilets:</p> <ul style="list-style-type: none"> - Use of toilets not limited to social distance requirements - No signage for requirements - No monitoring for compliance - Toilet areas and equipment not clean - Production of aerosols (hand driers? Taps? Toilet Flush) - Hoists/ beds/ commodes not cleaned - Staff not trained when performing personal care 	4	4	16	<ul style="list-style-type: none"> - One-way in and out system with signs. - Communal toilets currently limited to 3 users at a time to have capacity increased to a safe limit. - Disabled toilets to be used by any user if available. - Touch points to be cleaned regularly by Vertas. - Staff to monitor compliance with social distance and enforce rules as needed. - Paper towels available in some disabled toilets. - Hand dryers to remain in operation (PHE do not classify these as a greater or lesser risk than paper towels). - Poster showing correct handwashing technique to be displayed in sink area in toilets. - Hygiene room equipment to be cleaned by staff after use. - Staff to have training on cleaning of hygiene room equipment. - Hygiene room cleaning products to be purchased to the required standard (e.g. antiviral products such as Clinell wipes). - Daily deep cleaning of these areas needed by trained Vertas staff. - Fortnightly biofogging of FL hygiene rooms. - Vertas to operate standard cleaning in other areas 	2	4	8

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					<ul style="list-style-type: none"> - System of Work to be created and shared with student and staff. - Step and Pull door openers to be installed on inward facing toilet/ hygiene room doors. - Elbow opening device to be added to toilet doors where step and pull devices are not possible. 			
7.	<p>Eating and Drinking:</p> <ul style="list-style-type: none"> - Use of communal drinking fountains - Vending machines - Food waste and packaging 	4	4	16	<ul style="list-style-type: none"> - Isolate communal drinking fountains. - Advise all to bring in filled water bottles/ purchase options of bottled water available for students/staff from Vertas. - Staff/ Students to be able to request drinking water from Vertas Café. - Drinks vending machines turned off due to paper cups being needed. - Vending machines to be turned off. - Food and drink packaging to be disposed of in waste bins. - Bins to be regularly emptied. - Cleaning staff to use gloves and wash hand thoroughly on dealing with waste items. - One staff to monitor student behaviour with Rota system. 	2	4	8
8.	<p>Use of specialised equipment (Practical Work):</p> <ul style="list-style-type: none"> - Contamination transferred to individuals by using same equipment - No cleaning of items between use where possible 	5	4	20	<ul style="list-style-type: none"> - Practical equipment and reusable PPE to be suitably cleaned between uses. - Staff trained on safe handling and cleaning processes. - Risk Assessments and Safe Systems of Work to be established in individual areas for this process. - Enough appropriate cleaning supplies to be made available through a robust procurement process. - Centralised procurement processes for PPE. 	2	4	8

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	- No reduction/ rationalisation in practical work				- Practical work to be designed to ensure 1m+ social distance is maintained. - Staff to substitute practical activities that are higher risk and require direct close staff supervision. - Practical work that does not need be carried out must be identified and reduced to ensure essential activities are prioritised.			
9.	Air Conditioning: - Risk of recirculating airborne virus expelled by breathing/coughing/snee zing etc.	3	4	12	- Place air conditioning to 'Full Supply', HSE confirm our air con type is acceptable for use. - Place Instructions and warning signage on BMS control computer as to the required setup and remind operators to not change system. - BMS to be locked down to key members staff only using password protection. - Contractors to be monitored when working on BMS controls. - Permit to Work system in place to identify setup to contractors and provide instruction before work carried out. - Contractors to be competent and trained on use of the BMS and RAMS to be reviewed and approved by Vertas/ CBRE /EE /One H&S. - Training for operators on new setup. - Encourage propping open of doors (not fire doors) around the building to enable flow of air.	1	4	4
10	First Aid: - Contact with body fluids - Contact with aerosols	5	4	20	- New first aid safety control measures to be used. - Safe Systems of Work and Risk Assessment modified and used by all first aiders. - Basic first aiders must refer cases to the duty team with specialised kits for PPE.	3	4	12

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	<ul style="list-style-type: none"> - Contact with contaminated clothing, tissues, etc. - 2m social distance broken - Staff not trained in safe processes - Not enough qualified staff on site at anyone time - Safe System of Work not developed and updated 				<ul style="list-style-type: none"> - First Aid Kits to have basic PPE supplies enhanced to match SSOW requirements. - Used PPE from first aid to be bagged and put into clinical waste bins in hygiene rooms (this waste is not classed as offensive or clinical waste). - Clinical waste to be put in clinical waste bins located in hygiene rooms. This is collected weekly by specialist waste contractor. - Where new guidance from recognised sources is identified then procedures for care will be updates (e.g. CPR). - First Aid Staff will be trained and informed in any changes to systems and this will be refreshed frequently and no later than every 2 months. - Health & Safety competent person in post to manage and organise/ advise first aid processes. - Processes for dealing with contamination on clothes in place. - Working with Vertas to clean holding rooms for those who have been extricated with suspected symptoms of COVID-19. - Staffing must be organised to ensure adequate First Aid Cover is present for capacity or staff and students. 			
11	<p>Handwashing:</p> <ul style="list-style-type: none"> - Not enough hand wash stations available - Soap unavailable - Dermatitis from frequent washing - RIDDOR reports increase 	3	4	12	<ul style="list-style-type: none"> - Once inside the building frequent hand washing is required by all building users- communicated via instructions, posters etc. - Approx. 57 toilets/ handwashing area are open for staff and students. - Some teaching spaces have their own handwashing sinks already. 	2	4	8

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	<ul style="list-style-type: none"> - Possible enforcement action - Possible civil action/fines - No health surveillance 				<ul style="list-style-type: none"> - Soap and paper towels, or hand driers to be provided under Vertas contract (Hand driers and paper towels deemed to be no better or worse than one another- PHE). - Due to frequent hand washing staff will be offered protective hand cream/moisturiser in individual bottles to prevent conditions such as dermatitis which is reportable under RIDDOR. Refills of these bottles available on request. - Staff should be encouraged to report skin issues in order to act to prevent permanent damage - Health surveillance for skin will be extended to all staff. - Students should be asked to wash hands prior to lessons starts. - Additional hand sanitising gel pumps to be distributed throughout the college. 			
12	<p>Sport Activities:</p> <ul style="list-style-type: none"> - Social distance cannot be maintained - Equipment not cleaned - Aerosol generating activities (running, lung function tests - Contact sports 	4	4	20	<ul style="list-style-type: none"> - Contact sports, team sports or those that require spotting or the breaking of the 2m rule must be postpone due to the increased risk of generating an aerosol. - Individualised activities can still be run with increased social distance and if observers may need appropriate PPE. - Risk Assessments and Safe Systems of work must be created for activities. - Staff and students must be trained on the amended controls. - Managers must ensure controls are being enforced. 	1	4	4

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				8	<ul style="list-style-type: none"> - Body fluids must not be drawn or used for testing in anyway. - Equipment must be cleaned after use and before the next user- if this cannot be achieved the equipment must not be used. - Gym use will be suspended. 			0
13	<p>Community Use:</p> <ul style="list-style-type: none"> - Shared equipment and facilities not cleaned after use - Community user does not update their processes for COVID-19 	2	4	8	<ul style="list-style-type: none"> - Cancel community use until further notice. 	0	0	0
14	<p>Cleaning:</p> <ul style="list-style-type: none"> - No cleaning regime in place - No regular spot cleaning of touch points - Staff not trained in correct procedures or how to protect themselves 	5	4	20	<ul style="list-style-type: none"> - Vertas contract to be uplifted to include increased frequency of cleaning, deep cleans and touchpoint cleaning as denoted in a new System of Work. - Vertas staff training in infection control. - Vertas staff to use PPE as needed by Vertas. - Vertas procurement and supply lines are robust. - Cleaning staff times to be adjusted to ensure cleaning can occur during populated times. - Vertas have COVID-19 Company risk assessment and procedures in place. - Vertas duty manager in place. - Regular feedback and meeting with Estates manager. - Biofogging to take place fortnightly for atrium soft seating, FL classrooms and hygiene rooms. 	2	4	8
15	<p>Fire/ Evacuation:</p>	4	5	20	<ul style="list-style-type: none"> - Fire routes planned by H&S Manager. - Plans for routes to be maintained and changes will require to be authorised by H&S Manager. 	1	5	5

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	<ul style="list-style-type: none"> - Routes blocked by temporary measures such as barriers, signage - Evacuation prevents social distancing - Fire drills may not be able to be prevent close contact - Evac Chair Operators will not be able to maintain social distance - Not enough trained Fire Marshals on site or key role staff (lead, fire marshals, Evac operators etc) 			<ul style="list-style-type: none"> - Emergency evacuation warrants breaking social distance rules in a life safety situation. - Assembly point to be organised by Lead Fire Marshal and other Fire Marshals to spread waiting building occupants to 2m social distance if possible; new system of work to be developed and referred to. - Fire Marshals and Lead to be trained on new building processes and features. - Evac Chair operators will need to break 2m social distance rule and therefore require PPE (fluid resistant mask, goggles and gloves). - Evac Chair operators 'Grab Bags' with PPE kits will be put at each Evac Chair station. - Evac Chair Operators will be trained. - New safe system of work will be developed for Evac Chair use. - Fire drills are still mandatory twice yearly (preferably termly) for all building participants. - Staffing must be organised to ensure sufficient numbers or marshals and other key roles for fire (by H&S Manager or Estates Team). - When only staff are on site they must sign in before accessing building and on leaving. - Staff may hold fire doors open for the shortest possible time to allow students to enter rooms to minimise contact but no longer than 10 minutes and staff must allow doors close shut after this time. 			
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16	<p>Staff/ Students Illness:</p> <ul style="list-style-type: none"> - Staff/students do not stay at home when ill - Staff/students come back from illness before well and unlikely to pass on infection - Clinically vulnerable or extremely clinically vulnerable staff and students may not be able to work or attend college (those shielding can attend if stringency on safety can be met) 	3	4	12	<ul style="list-style-type: none"> - All building users are provided information on current symptoms of COVID-19 and are required to not attend work/college if they experience these and/or as per current Government advice and requirements. - If people fall ill while at work/college they must contact a duty first aider on 5555 who will perform an assessment of their symptoms and isolate them if needed before extrication. - Staff to be vigilant to students wellbeing and raise concerns as needed with line manager. - Staff/students who may have self-isolated must be contacted to remind them of the need to ensure they stay away 14 days. Both will not be allowed back to work or study before these timeframes have ended. - Staff and students with suspected symptoms may book a COVID-19 test and wait for results. If negative may return to work/college provided they are asymptomatic. - Confirmed cases must follow separate procedure. - Clinically extremely vulnerable and clinically vulnerable students and staff should only attend the site after undertaking an individual risk assessment. - Clinically vulnerable individuals should work from home wherever possible, if clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the 	2	4	8
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Risk Assessment – Specific

					<p>individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people a full risk assessment must be carried out to minimise risks which may include use of PPE, etc.</p> <ul style="list-style-type: none"> - Social distancing measures to be monitored regularly to ensure they are effective and staff and students shielding others at home would not be expected to attend work or college and home working/learning provision must be offered - Paper copies of Building Sign In Sheets to be kept for 3 months. - Staff to undergo risk assessment to decide on methods to keep staff safe and measures to be kept on the Risk Assessment and updated as per the review date; information to be share with line manager and staff member to facilitate organising methods 			
17	<p>Reduced Staffing:</p> <ul style="list-style-type: none"> - Safety of students and other staff compromised for certain activities or where suitable safety ratios are required (personal care, hoisting, motor vehicle, science, technology etc.) 	3	3	9	<ul style="list-style-type: none"> - Minimum staff number must be established for all activities within the department risk assessments in collaboration with managers for the area and taking safety advice. - If minimum safe numbers of staff cannot be maintained or provided at the time the activities must be stopped to prevent injury. - Staff must be fully trained (in house or formal as needed), informed and competent in the safe performance of the activity. - Staff unfamiliar with processes must not be used 	2	3	6

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Risk Assessment – Specific

					<ul style="list-style-type: none"> - Staff must have trialed processes at the One site in the past and feel competent in addition to all other controls - Staff must not take short cuts to be able to 'manage' with fewer staff - Staff must refer on shortfalls to their line managers - Staff must feel confident to stop activities until a safe way forward can be discussed, approved and understood - Training courses held at host venues may go ahead if social distancing/PPE/ Hygiene measures can be assured- provider must display to H&S team a suitable level of control before staff are authorised to attend - Training courses rationalised to those essential for operations - Onsite training courses are temporarily not permitted - Student facing staff and essential staff are needed, other staff can work from home, where possible 			
18	Science/ Technology/Art/ MV Activities: <ul style="list-style-type: none"> - Microbial Cultures - Incorrect disposal/handling of contaminated items (swabs, plates, PPE) - PPE not cleaned between uses or staff trained, requirement built in 	4	4	16	<ul style="list-style-type: none"> - Pause the activities involving plate culturing where environmental surface sampling is undertaken. - Where current cultures do not require any additional handling they can be put into long term storage (fridges, freezers). - Goggles and labcoats/ overalls/ boots represent reusable PPE- goggles should be collected and treated by trained staff with antiviral treatment before being pressed back into service. Labcoats take longer to process and so alternatives 	2	4	8

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Risk Assessment – Specific

	<ul style="list-style-type: none"> - PPE not substituted for more suitable options (eg. Labcoats to disposable aprons) - Working in pairs 			20	<ul style="list-style-type: none"> (disposable aprons) should be used where possible. Boots and overalls can be issued to students and kept in lockers. - Disposable PPE bins should be available in Labs for student to doff items. - Staff must also use disposable aprons and clean goggles before exiting room/ leaving for the day and store in named containers. - Name own PPE items. - Student may work in pairs only if social distance can be assured, but it is preferable to work individually. - Use all CLEAPSS guidance. - Local risk assessments must be created to manage this task. 			8
19	<p>Personal Care:</p> <ul style="list-style-type: none"> - Aerosol Generating activities - PPE not correctly handled or disposed of - PPE not cleaned between use - Contaminated items not disposed of or handled correctly - Staff not trained in correct technique - Bins not clinical waste standard - Bins not regularly emptied 	5	4	20	<ul style="list-style-type: none"> - Requirement for Personal care rationalised to essential only. - Level of care categorised into risk levels with appropriate safety instructions (likely Level 3 or 4). - Staff to be trained before undertaking work from SSOW and on PPE use. - Named PPE items for one user. - Clean reusable PPE after use. - Extra time to be allowed for to don and doff PPE. - Disposal routes in place with Vertas. - Regular clinical waste emptying by outside contractor. - Staff to clean down equipment after use, staff trained in cleaning techniques. - Rooms cleaned daily. 	2	4	8

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Risk Assessment – Specific

	<ul style="list-style-type: none"> - Surfaces not correctly cleaned - Equipment not cleaned between uses - Working within the 2m social distance rule with students and staff 				<ul style="list-style-type: none"> - Hygiene rooms deep cleaned daily. - Touch points cleaned regularly. - Staff to wash hands thoroughly after personal care activities. - Extreme care to be taken with care activities that may generate aerosol. - All activity risk assessments updated to incorporate new techniques. - Students to wear face covers to reduce likelihood of ejection of aerosols where possible. - Students issued COVID awareness information. 			
20	<p>FL Support/Teaching:</p> <ul style="list-style-type: none"> - Student behaviour, physical and emotional needs not anticipated in relation to COVID spread. - Individual Risk Assessments not reviewed, and controls implemented - Staff not trained on new requirements - Parents not informed of new procedures - Where moderate risk levels remain while working with a student no further action is taken or student cannot be accommodated. 	5	4	20	<ul style="list-style-type: none"> - A full review of each student in cohort must anticipate behaviour and emotional needs of student. - An assessment of the likely success of a student returning to the college will have. This must be RAG rated and High risk students may not be able to currently return if the risk to them or others is unable to be suitably managed/controlled. - Regularly review risk assessments of students based on the most current information - Teaching and support teams must meet regularly (daily after first return visit and then weekly) to discuss progress of student and their response to changes in the processes or environment. - All staff to be aware and trained in new procedures in relation to COVID - Managers responsible for ensuring procedural changes implemented, carried out and improved as needed 	2	4	8

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Risk Assessment – Specific

					<ul style="list-style-type: none"> - Parents informed of student return decisions asap and actions implemented to determine if further change to processes would allow return and communicated to parents. - Change in procedures communicated to student and parents to ensure they are informed and adapted if needed- keeping within boundaries of safety requirements. 			
21	Visiting of Zone desks/ LRC desk: <ul style="list-style-type: none"> - Staff unprotected from visitors/students/staff - 2m social distance may not be observed - No queue system to facilitate visiting the desks - Staff hand contaminated items over - Staff receive contaminated items 	3	4	12	<ul style="list-style-type: none"> - Routes to desks clearly marked with barriers and signs and markings. - Use floor and stand-up signs to indicated where to wait and process. - Staff to facilitate process of interactions - Limit flow of people through of those allowed to wait in queue. - Staff asked to ensure they use email communication where possible to ask for assistance rather than attend desks. Staff asked to plan needs in advance of any potential rush times. - Perspex safety screens around staff desks - Self-cleaning stations for items such as books taken out by students. - Returns items must be placed in trays and cleaned before being returned to stock. - Staff to use vinyl or Nitrile gloves when handling returned items and wash hands after use. - Staff to be trained on correct use of PPE and processes for handling items. - Zone/LRC desks must not share phones or computers without cleaning between users. 	2	4	8

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Risk Assessment – Specific

22	<p>Pull Printer Use:</p> <ul style="list-style-type: none"> - Multiple users may pass virus to one another via touchscreen, swipe pad etc. - No cleaning process in place - Unlimited use 	4	4	16	<ul style="list-style-type: none"> - Cleaning staff clean printers daily. - Safe System of Work in place. - Signs in place for users. - Students/ staff asked to bulk printing tasks together to reduce trips. - Alcohol wipes and hand sanitiser will be available at every printer. 	2	4	8
23	<p>Working from Home:</p> <ul style="list-style-type: none"> - DSE setups will be substandard leading to injury over time - No DSE individual Risk Assessment completed - Long term home working increases likelihood of injury - Stress levels may increase - Home life may have difficulties leading to stress and poor welfare - No system to address deficiencies - Staff not using home working option - No requirement to work from home where their role/task is not essential to be on site 	3	3	9	<ul style="list-style-type: none"> - Staff have received DSE training. - Staff have conducted DSE self-assessment for current process of working from home. - Shortfalls in equipment or standards are identified and DSE Assessors discuss options with staff members to limit injury. - Trained DSE Assessors are available within organisation. - Occupational health services in place and staff can be referred as needed. - Budget made available to purchase items reasonably practicable for home working. - Short term home working is likely to be managed well but longer term home working will cause health issues. Staff working from home for longer than 3 months must be risk assessed (self-assessment), needs evaluated and decisions made to improve conditions as required. - HR and H&S to work together to evaluate and provide improvements as needed - Remote DSE assessments to be undertaken (Teams, Skype, etc.) 	1	3	3

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Risk Assessment – Specific

	<ul style="list-style-type: none"> - Staff Wellbeing checks not undertaken 				<ul style="list-style-type: none"> - Staff reminded to take equipment home that is needed - Staff reminded of good practice for home working with regular updates - Staff roles rationalised by managers and if not required directly to work from site or can conduct task remotely and is not deemed essential they must work from home - Staff wellbeing managed through line management and HR- with referral to occupational health as required - Managers to take a proactive approach to enquiring of staff wellbeing- line managers to ask staff in 1:1 meeting and no less than weekly - Employee assistance program in place - New SSOW in place; managers, HR and DSE assessors and H&S all trained and aware of process 			
24	<p>Run out of supplies of PPE/ Sanitiser/ Soap/ other consumables:</p> <ul style="list-style-type: none"> - No one person in charge of procurement - Stock control not established - Reorder requests not put in place - Safe and appropriate suppliers not sourced - No funding for supplies 	4	4	16	<ul style="list-style-type: none"> - PPE standards must be BS or EN - All cleaning products must be suitably tested and safe for use with COSHH risk assessments carried out and followed - Correct storage must be in place for Reusable PPE (clean bags for mask or goggles) - Cleaning products must be effective against viruses (anti-viral) - Supply companies to be reviewed regularly about stock levels - PPE and consumables to be organised centrally to ensure efficiency and single point of contact- one person in charge 	1	4	4

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Risk Assessment – Specific

	<ul style="list-style-type: none"> - Finance/ procurement process slow delivery (low order value requiring multiple sign offs etc.) 			12	<ul style="list-style-type: none"> - Purchasing budgets assigned for quick sign off - Budget assigned by SLT - Staff to regularly check supply levels - Periods of high usage reviewed and anticipated 			8
25	<p>Smoking:</p> <ul style="list-style-type: none"> - No process to introduce 2m social distance while smoking - Smoking area not large enough for demand 	3	4	12	<ul style="list-style-type: none"> - 2m social distance in place and marked on flooring - Users reminded that the smoking area has a finite capacity and this should not be exceeded. - If area is full people should return later. - Staff to monitor compliance with requirements and enforce where needed. - Extra options for smoking would be offsite (beyond site boundary). - Contractors will be required to smoke offsite to free up smoking area capacity. 	2	4	8
26	<p>Socialisation Time:</p> <ul style="list-style-type: none"> - No requirement to observe 2m social distance - Playing of games at lunchtimes and break (MUGA use etc.) - Atrium busy - No room to social distance - No staff enforcement of rules 	3	4	12	<ul style="list-style-type: none"> - No ball games on site. - No sports activities to played during socialisation time. - Staff and students encouraged to use the grounds within the fenced area while maintaining social distance. - Window seats limited to 1 person at a time - Bridge areas have seating appropriately placed at 1m+ distance. - Fire routes to be maintained. - 1m+ social distance to be required and signage across centre. - Students and staff informed of requirements via instructional materials. - Staggered breaks and lunches in order to facilitate capacity issues. 	2	4	8

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Risk Assessment – Specific

					<ul style="list-style-type: none"> - Sports hall to be converted to break out area to ease pressure on Atrium. - All staff allowed to tackle students over rules. 			
27	<p>Shared Office Users:</p> <ul style="list-style-type: none"> - Non-essential individuals mixing with staff and students - Additional cleaning needs - Poor homogeneity with standards/expectations of hygiene/ social distancing - No checking by managers staff shared offices staff are compliant 	4	4	20	<ul style="list-style-type: none"> - Shared office user Covid Risk Assessments reviewed and approved by H&S as to One standard or above. - Provision for extra cleaning for staff or offices built into cleaning contract. - Shared office staff to be spot checked to ensure good compliance with centre wide measures and shortfalls reported to company line managers or immediate corrections. - Offices and workrooms have safety division screens in place on desks where staff sit opposite each other, and where 2m distancing cannot be maintained. 	2	4	8
28	<p>COSHH:</p> <ul style="list-style-type: none"> - Hazards from chemical use not identified and - No COSHH Risk assessment undertaken - Results not communicated, no signage made etc. 	4	3	12	<ul style="list-style-type: none"> - All new cleaning and chemical based products require COSHH risk assessment. - Risk assessments to be stored in historical archive and deleted as per retention policy. - COSHH Risk assessments to be reviewed annually as a maximum review date or sooner if needed. - MSDS sheets to be sourced and stored on file for all staff to access if needed. - Risk Assessments available to all staff on Platform One. - Compliance technician to coordinate creation and maintenance of risk assessments as part of role - Staff trained in COSHH management via Smartlog courses. 	1	3	3

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Risk Assessment – Specific

					<ul style="list-style-type: none"> - Staff required via to refer to COSHH risk assessments in planning work. - Bottles and vessels used to store decanted liquid must have correct hazard warnings applied 			
29	<p>Injury caused to staff from PPE use or other measures used to prevent infection:</p> <ul style="list-style-type: none"> - Allergies triggered from latex or powdered gloves - Ingredients in topical substances causing allergies or damage to skin over time - Contact Dermatitis - No Health surveillance 	2	3	6	<ul style="list-style-type: none"> - PPE purchases always consider occupational health issues as supervised by H&S manager - No latex equipment to be purchased, suitable alternatives bought - All gloves are powder free - All efforts to minimise the need for frequent PPE changes and hand washing - Moisturising hand lotions issued to all staff to combat effects of frequent hand washing - Staff provided skin care information/training and signs to watch out for - Health surveillance extended to all staff for period of extra hand washing and PPE use 	1	2	2
30	<p>Contractors:</p> <ul style="list-style-type: none"> - PPM, Stat Testing and servicing not conducted due to poor availability or reliability of Contractors - Processes and activities not hygienic 	4	4	16	<ul style="list-style-type: none"> - Contractors are required to submit COVID risk assessments along with RAMS before permitted to carry out work on behalf of organisation - RAMS checked for parity/standards by H&S manager - Alternative contractors may need to be sourced if services cannot be secured reliably due to staff or other issues - PPMs and stat testing must be maintained in date. - Out of date Stat inspections result in equipment being put out of service until successful inspection carried out - H&S and Estates Administrator in place to organised Stat testing and equipment servicing 	2	4	8

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Risk Assessment – Specific

					<ul style="list-style-type: none"> - In-house contractors to manage sub-contractors to same standards or above - Contractors will have modified site induction to include COVID actions to be taken onsite. - Contractors managed by Estates team and monitored periodically for compliance to RAMS - Contactor sanctions system in place - All contractors activities are planned and evaluated to ensure they are suitably hygienic such as food handling, cleaning, etc. by contractor manager in line with their company risk assessment 			
31	Cash Handling- <ul style="list-style-type: none"> - Receipt of cash for products or services - Finance processes - Art work book and material purchases 	2	4	8	<ul style="list-style-type: none"> - Cash handling not conducted on site. - Finance to require card payment for products provide by college to students. - Cashless system of purchasing to be used in all outlets. - Cash loaders to be deactivated. - Staff and Students reminded of the online card top up option and information sent out. - All staff/ students to be reminded to clean their badges regularly via instructions. 	0	4	0
32	Postage and Parcel Handling:	5	4	20	<ul style="list-style-type: none"> - Staff to follow Safe System of Work - Staff to wash hands after handling delivered items of post or parcels and use gloves if they have open wounds - Staff Trained how to use PPE effectively - Where possible the preference is to put post in 72hr quarantine in a secure room with signage 	2	4	8

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				20	<ul style="list-style-type: none"> - Quarantined post is stickered with a Green Sticker to indicate to the end user it is safe to open with no PPE or hand washing requirement - Non-quarantined post that must be opened must be opened using gloves and packaging disposed of in bins - Non-quarantined items received must be sprayed and wiped down with anti-viral spray while wearing gloves and then the wipes and gloves can be disposed of in bins - Post rounds operated by Vertas must be in 2 rounds; a Quarantined round and a Non-Quarantined round with the post trolley cleaned in between rounds and staff member must wear gloves when delivering non-quarantined post to avoid contamination by a second person - Non-quarantined post must have a Red sticker placed on it 			8
33	<p>Issuing of contaminated resources:</p> <ul style="list-style-type: none"> - Collection and drop off of books, laptops etc. from library - Beauty kits - Art resources - Practical items 	5	4	20	<ul style="list-style-type: none"> - When issuing items they should be cleaned with antiviral sprays and wipes or left for 72 hrs in storage without being touched before being collected. - Staff must use gloves when preparing items so as not transfer virus once clean. - Staff must wash hands after handling items that may be contaminated. - Staff trained how to use PPE effectively. - Items should not be touched after being cleaned or isolated then place in a container, plastic box or similar for storage. - Cleaning should be planned in before session 	2	4	8

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				8	<ul style="list-style-type: none"> - Items returned should be collected into a box and left for 72 hours or cleaned using anti-viral spray or wipes with gloves. - Items that cannot be cleaned must be left for the 72 hour quarantine to prevent viral transfer. - Staff to be issued with instructions and training on correct procedure detailed in Safe System of Work. 			4
34	IT Support: <ul style="list-style-type: none"> - Students unable to get IT support - IT equipment can't be cleaned - No BYOD 	2	4	8	<ul style="list-style-type: none"> - Cleaning solutions found to effectively clean equipment without damage. - BYOD the main preference for students' access to IT systems and programs. - BYOD available to all students. - Instructions for BYOD access publicised to all students frequently, email, website etc. - IT team on hand and via helpdesk to assist with accessing BYOD and other methods of IT equipment use. - IT to have an entrance stop maker in office for visitors. 	1	4	4
35	Beauty Treatments: <ul style="list-style-type: none"> - Breaking Social Distancing 2m barrier 	5	5	25	<ul style="list-style-type: none"> - Departments allowed contact activities and guidance has been sourced from Government and industry bodies (pending review) and being used by the department to create new risk assessments for all activities. - New PPE and safety equipment and cleaning will be used. - External clients will be escorted from reception to salons by students. 	2	4	8

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Risk Assessment – Specific

				20	<ul style="list-style-type: none"> - External clients to use face covering when undergoing treatments. - As students and staff will be getting closer than 2m they must apply extra control measures in their local Risk Assessments. 			8
36	<p>Music Practice and Music Instrument Sharing:</p> <ul style="list-style-type: none"> - Expulsion of virus during use of blown instruments e.g. woodwind and brass - Singing also expels similar risks - Sharing equipment 	4	5	20	<ul style="list-style-type: none"> - All singing, woodwind and brass activities to be 2m apart. - Staff to indicate safe distances to students. - Practice rooms to be single use only. - Where possible equipment must be cleaned between users with anti-viral sanitiser spray and cleaning paper towel and this disposed of in normal waste. - Where equipment cannot be cleaned it must be quarantined before next use. - Department to update risk assessments and create needed safe systems of work. 	2	4	8
37	<p>No audit process:</p> <ul style="list-style-type: none"> - No feedback mechanism is made on the effectiveness of measures - Staff do not report concerns 	4	5	20	<ul style="list-style-type: none"> - A daily tour of the building to be conducted by one of SLT and H&S team to ensure systems are operating as intended and identify issues. - Issues corrected or systems improved by the COVID-19 Project team or delegated individuals as needed. - Staff encouraged to report concerns to their line manager. - A weekly audit will be carried out by the H&S manager and results feedback to SLT meetings for discussion. - Staff to be aware of expectations of students. - Reports to be kept for reference. 	1	5	5

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Risk Assessment – Specific

					<ul style="list-style-type: none"> - SLT to require weekly report, Estates Manager to ensure H&S carry out audit- Operations Director to ensure Estates manager facilitates. 			
38	<p>Cycle Storage:</p> <ul style="list-style-type: none"> - Cyclists crossing paths when parking up/locking up and retrieving bikes 	5	3	15	<ul style="list-style-type: none"> - One gate to be used to enter bike area; one for exit. - Social distance measures will apply to all users. - Signs in place to indicate to all users what the process is. 	2	2	4
39	<p>Risk Minimisation:</p> <ul style="list-style-type: none"> - Hierarchy of Control has not been applied - Guidance used is not from reputable sources - Rationalisation of appropriate activities in order to minimise risk has not be undertaken - Other parties not consulted - PPE Risk Levels not articulated or shared 	5	5	25	<ul style="list-style-type: none"> - HSE Hierarchy of controls applied to all controls in risk assessment - Staff are required to work from site if their role is student facing and they are unlikely to effectively achieve the purpose of their role remotely. - Staff otherwise can work from home to reduce their risk. - Unions and staff consulted on plans, risk assessment and safety features. - Guidance must be from reputable sources; Government departments, DfE, HSE, Unions, Industry leading organisations. - Departments are responsible for creating their own risk assessments to incorporate all relevant requirements from this Risk Assessment - Staff must consult the PPE level needs to aid making a judgement when PPE may be required - Staff are responsible for ensuring they are trained in relevant PPE use before they undertake activities. 	1	3	3

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