

HEALTH & SAFETY – RISK ASSESSMENT

Date: 04.06.2020

Review Date: Weekly Review by Group Health & Safety Committee

Subject: STCG – COVID-19 Recovery- Limited College Re-opening – June 2020

Department/Curriculum Area: Group Level Risk Assessment V3 – Limited College Re-opening – June 2020

<p>Managers Responsible: Senior Post Holders Group</p> <p>Persons completing RA: Deputy CEO/Director of Facilities/Health & Safety Advisor</p> <p>Signed:</p>	<p>Assessment Scale:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><u>Frequency</u></td> <td style="width: 33%; border: none;"><u>Severity</u></td> <td style="width: 33%; border: none;"><u>Interpretation</u></td> </tr> <tr> <td style="border: none;">1. Improbable occurrence</td> <td style="border: none;">1. No injury/ies</td> <td style="border: none; color: green;">4 and below = LOW Risk/Priority</td> </tr> <tr> <td style="border: none;">2. Possible occurrence</td> <td style="border: none;">2. Minor Injury/ies</td> <td style="border: none; color: orange;">5 to 8 = MEDIUM Risk/Priority</td> </tr> <tr> <td style="border: none;">3. Occasional occurrence</td> <td style="border: none;">3. Major injuries to one person</td> <td style="border: none; color: red;">9 and above = HIGH Risk/Priority</td> </tr> <tr> <td style="border: none;">4. Frequent occurrence</td> <td style="border: none;">4. Major injuries to <u>more</u> than one person</td> <td></td> </tr> <tr> <td style="border: none;">5. Regular occurrence</td> <td style="border: none;">5. Death of one or more persons</td> <td></td> </tr> </table>	<u>Frequency</u>	<u>Severity</u>	<u>Interpretation</u>	1. Improbable occurrence	1. No injury/ies	4 and below = LOW Risk/Priority	2. Possible occurrence	2. Minor Injury/ies	5 to 8 = MEDIUM Risk/Priority	3. Occasional occurrence	3. Major injuries to one person	9 and above = HIGH Risk/Priority	4. Frequent occurrence	4. Major injuries to <u>more</u> than one person		5. Regular occurrence	5. Death of one or more persons	
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HAZARD:

PREVENTION:

Activity	Hazard/s	Who Affected	Assess the Risk (before controls) F X S = R	Controlling Action	Assess the Risk (After controls) F X S = R	By Whom	By When
1)Return/ Attendance at College.	Some Staff or Students may be more vulnerable to complications associated with COVID-19.	Staff & Students	5 x 4 = 20	<ul style="list-style-type: none"> Students/Staff have been asked to let their College/Manager/HR know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: https://www.nhs.uk/conditions/coronavirus-s-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/ 	2 x 3 = 6	Student Staff Line Manager	Ongoing

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				<ul style="list-style-type: none"> For those with 'high risk' medical conditions, they need to stay at home (working from home where technology allows) and shield. Where staff have 'moderate risk' medical conditions they should work from home. Staff who are attending should avoid public transport where possible and commute via walking, driving in a private vehicle or cycle, etc. On-site or nearby parking will be provided wherever possible. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-children-and-young-people</p>			
2) Attendance at College	a) People with symptoms of COVID-19 creating potential for transmission from person to person.	Staff, Students, Contractors and Visitors	4 x 4 = 16	<ul style="list-style-type: none"> Students, Staff, Contractors or other visitors are made aware by signage displayed at entrances that they must not enter the College if they or any member of their household are displaying any symptoms of COVID-19. If anyone in College becomes unwell with a new continuous cough or a high temperature, loss of taste or smell, they are sent home and they are advised to follow the staying at home guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection The arrangements for this are discussed in 	2 x 4 = 8	Students Staff Visitors Contractors	Ongoing

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	<p>b) Security Risks, Violence & Aggression, Risks from non compliant behaviours by Students or Staff.</p> <p>c) Serious and Imminent Danger.</p>			<p>detail in the section of this RA called 'A person develops COVID-19 Symptoms whilst at College.</p> <ul style="list-style-type: none"> Posters are displayed prominently at entrances into the College. Link: to poster. Restricted College Sites and opening hours in place (See Local Site Risk Assessments for Kingston, Merton, Carshalton and South Thames Sites. Appropriate cover of opening hours by qualified and experienced security staff, trained in conflict management. (See local Site Risk Assessments as above. Minimum of 2 Security Officers on duty at any one time. CCTV in use recording images and access control in operation. Security Staff have radios and access to phones providing them with immediate contact with FM colleagues, police and other emergency services. Security Staff will provide First Aid assistance Strict signing in and out procedures in place for all students, staff, contractors and visitors. Information, advice and guidance to be produced for all returning staff and students setting out expectations and required behaviours. Use of all available channels for dissemination including use of staff and student intranet sites. Required behaviours and expectations to be reinforced daily with students in each session they attend. All staff must work in a safe manner and report immediately to the Site Duty Manager or Facilities Manager if there is a serious and 			
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				<p>imminent danger, or where they believe there is a shortcoming in the College's protective arrangements.</p> <ul style="list-style-type: none"> In this circumstance, removal of self and others in the vicinity to a place of safety Once in place of safety escalate the matter to the College Duty Manager or the Facilities Manager who can offer support and assistance. Recording of incident and determination by Duty Manager/Health and Safety Advisor on whether issue is RIDDOR reportable Formal investigation and review of Risk Assessment by Health and Safety Advisor and Responsible Manager for the Area. 			
3)Returning to Work or College	Stress and anxiety for staff who are asked to return and are worried about the risks to their health and the health of their family (particularly if living with those who are vulnerable and/or currently shielding).	Staff Students	2 x 3 = 6	<ul style="list-style-type: none"> Staff and Students to return voluntarily, subject to the Group's Risk Assessment Framework including an individual return to work check list. Whether appropriate in line with detailed advice in 1) and 2) above and in line with public health guidance: Link: NHS list of high risk and moderate risk conditions. <u>Signposting of the specific risks to BAME to be included in the individual staff checklist.</u> No site or space to open if a site risk Assessment is not available or approved by SPG. A Site or space will be shut down immediately if it is unable to operate safely and /or concerns are raised that cannot be successfully addressed. See Section 2c) above – Procedure for Serious and Imminent 	2 x 2 = 4	Students Staff HR Student Services Line Manager.	Prior to Return. Ongoing

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				<p>Danger.</p> <ul style="list-style-type: none"> Line Managers will discuss with their staff individually – to include consideration as to how returning to College will affect them and what, if any, additional measures are needed. Risk Assessments are reviewed regularly at Group, Local and Individual level. Staff are reminded about the availability of the Staff Assistance Programme The Colleges and Staff have access to official guidance from DfE and Public Health England. Extensive consultation has taken place and will continue throughout the re-opening process and will continue with the Unions closely involved at every stage. 			
4)College Operations	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face –</p> <p>a) Hand Hygiene:</p>	Staff, Students, Visitors & Contractors.	4 x 4 = 16	<ul style="list-style-type: none"> On arrival at College all staff, students, visitors and contractors are required to use the hand sanitizer located at all College Entrances. Handwashing facilities are available in all College Toilet areas. Handwashing instructions are provided in all toilets. Students and staff are reminded to wash hands regularly during the day, especially before eating and drinking and to avoid touching their eyes, nose or mouth. Handwashing will be provided in all workshop and practical areas. Where this is not possible, hand sanitizer will be provided. <p>Link: Hand Hygiene https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf</p>	2 x 4 = 8	Staff Students Visitors Contractors	Prior to Return On-going.

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	<p>b) Respiratory Hygiene</p> <p>c) Clothes</p> <p>d) Essential Visitors</p> <p>e) Contractors</p> <p>f) Use of Equipment</p> <p>g) Cleaning</p>			<ul style="list-style-type: none"> • Handwashing and Hand Sanitizer provided locally in First Aid areas. • Promotion of Catch It, Bin It, Kill It protocols through information, advice and guidance to staff, students and visitors. • Closure of Toilet Lids prior to flushing instructions in all toilet areas. • Staff and Students attending College should wear clean clothes each day and ensure that clothes are washed between each attendance. • Visitors to the Colleges have been reduced to those people who need to carry out essential works. Information will be given to visitors on College’s approach to risk and controls in place during Covid-19 • All contractors will submit Risk Assessments and Method Statements for review by the Commissioning Manager prior to attending site, setting out their own arrangements for the management of Risks posed by COVID-19. • Students, staff, visitors and contractors will use their own pens and stationery, not sharing items with others. • Touch Screen signing in equipment taken out of use in reception areas. • Computer and other equipment to be used by a single user only and cleaned down between each use. (See local Risk Assessments for each curriculum practical area in use). • Increased Cleaning regime in place in line with guidance. Link: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare- 			
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	h) Entry to College Premises		4 x 4 = 16	settings/covid-19-decontamination-in-non-healthcare-settings <ul style="list-style-type: none"> • Cleaning Contractor to provide own risk assessment and method statement for cleaning operations. • Teaching areas can only be used once per day to allow sufficient time for cleaning between uses (to be reviewed when numbers are known). • Visitors to the Colleges have been reduced to only those Contractors or Consultants who have been authorised by the appropriate Facilities manager. 	2 x 4 = 8		
5) Social Distancing.	a) General Principals	Students Staff Visitors	4 x 4 = 16	<ul style="list-style-type: none"> • Students and staff to attend College Sites only if absolutely necessary as set out in the in the Group’s Strategic approach to re-opening. • Only named and expected students, staff, visitors and contractors will be admitted into College premises. • Each College to have a site Risk assessment in place appropriate to local conditions, setting out measures and controls in place to ensure 2M social distancing throughout all areas in use. Link: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings. It is not 	2 x 4 = 8	Staff Students Visitors Contractors Heads of Curriculum Areas	Prior to return On-going.

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	<p>b) Entrances, Common areas, Staircases, Corridors and Lifts. (Movement around College).</p>			<p>anticipated that more than 60 students will be in a College at any one time. (for review).</p> <ul style="list-style-type: none"> • Arrivals, end of day/sessions and breaktimes are staggered to reduce traffic and large gatherings in these areas to be achieved through timetabling by each College/Curriculum Area. • Security Staff to monitor Entrances and approach to ensure distancing in the flow of entry and that students do not gather in these areas • Windows in Corridors are opened where possible to aid ventilation and mechanical ventilation systems set for maximum fresh air intake and air changeover using guidance issued by REHVA. Link: https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf • One way systems established in these areas where possible using appropriate signage and information. • Strictly controlled use of lifts for use by people with disabilities or movement of heavy goods. Use of directional signage to indicate social distancing measures when using lifts. • Specific areas of buildings will be restricted entry if not in use. See site risk Assessment. 			
	<p>c) Toilets and Kitchen</p>			<ul style="list-style-type: none"> • Protocols set by Facilities for the use of 			

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	Facilities			<p>kitchen and toilet areas – signage in place for limited persons at a time with distancing indicators on the floor. Where social distancing is not possible a one in one out system will be implemented using appropriate signage.</p> <ul style="list-style-type: none"> • Appropriate signage in place communicating protocols for handwashing, flushing of toilets with lids down and catch it, bin it kill it information. • Staff make own drinks and handle own food. • Windows are kept open where possible to maintain good general ventilation (or ventilation systems are set for maximum fresh air intake and changeover as per REHVA guidance above). • Enhanced Cleaning regime in place procedures and frequency set out in agreed Cleaning Specification for these areas. Including regular checks for levels of soap and tissue supplies. <ul style="list-style-type: none"> • Delivery system for packed lunches (to be agreed with Caterer) (Aurora 1 & 2 only) • If students are eating on site, nearby room to workshop/practical areas with 2m social distancing measures implemented within the room. • Windows are kept open enough to maintain good general ventilation where possible (or ventilation systems to set for maximum fresh 			
	d) Catering						

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	<p>e) Staffrooms and Offices</p> <p>f)LRCs, General Classrooms, Meeting Rooms, Gym and Sports Facilities.</p> <p>g) Teaching, Workshops and Practical Areas</p>			<p>air intake and changeover as per REHVA guidance above.</p> <ul style="list-style-type: none"> • Where possible those staff not teaching or supervising students, work alone in each room. Where this is not possible, staff maintain 2 metre distancing rule. • Staff have own set desk, computer, keyboard and phone. No hotdesking to take place. • It is expected that these areas will not be in use for June 20 return. Review for Sept 20. • Each curriculum area to risk assess their own areas of operation, identifying risks and controls that are not covered by this Group level risk assessment with specific arrangements set out for social distancing in their own curriculum delivery areas. • Class sizes are normally 10 with a maximum of 15 and timetabled so that social distancing can be maintained. • Groups/Cohorts attending are kept together and not mixed during sessions or on subsequent days of attendance. • The same teachers/technicians/LSWs are assigned to each group and stay with the same groups as far as possible, recognising that there may be some subject specialist rotation of staff. • Workstations/Work areas are organised so that there is 2 metre distancing between students and students and staff. Students 			
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				<ul style="list-style-type: none"> facing away from each other where possible. Students use the same workstation or setting throughout each attendance, with a thorough clean of workstations/equipment between each changeover. Windows are kept open enough to maintain good general ventilation where possible (or ventilation systems to set for maximum fresh air intake and changeover as per REHVA guidance above. Sanitizing Wipes are provided for areas where students are using equipment including keyboards and mice. 			
6) First Aid	Provision of First Aid and First Aid Arrangements. – Risk of contamination.	First Aiders	4 x 4 = 16	<ul style="list-style-type: none"> Review undertaken of First Aid Risk Assessment and updated Information and Guidance issued to First Aiders to cover risks from COVID-19. Separate Risk assessment issued. Link: As a minimum there will be 2 qualified first aiders on site, therefore student numbers should be capped per day at around 60. 	2 x 2 = 4	H&S Advisor First Aiders Helpline Staff Students	Prior to return On-going.
7) Medication & Personal Care.	Administration of Medication and Personal Care – Risk of contamination.	Staff/Students	4 x 4 = 16	<ul style="list-style-type: none"> Departmental Risk Assessments and procedures updated to cover risks from COVID-19. Updated information and guidance issued to staff authorised to administer medication and personal care. The above only normally applies to the Nursery and Aurora Centre or nominated staff. 	2 x 2 = 4	Head of Department Line Manager Staff Students	Prior to return On-going.
8) Covid-19	a) A person develops COVID-19 symptoms whilst at College. – Risk of contamination.	Students, Staff, Visitors and Contractors.	4 x 4 = 16	<ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature, or loss of smell and taste, they are sent home and where appropriate, parents or carer are contacted to collect them and they are 	2 x 4 = 8	First Aider Staff Duty Manager	On-going
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				<p>advised to follow the Staying at Home Advice. Link: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <ul style="list-style-type: none"> • If a student is awaiting collection, they are moved to a room where they can be isolated behind a closed door with appropriate monitoring by a first aider or staff member. • Where possible, a window is opened for ventilation. • Monitoring First Aider/staff member should maintain a 2 metre distance wherever possible. • If personal care is required, the attending first aider will wear appropriate PPE including a surgical grade face mask. If there is a risk of splashing from vomiting, coughing or spitting, then eye protection should also be worn. • If a toilet is required, use nearest available which should be isolated from general use and cleaned/disinfected prior to re-opening. • The First Aider will call 999 if the person is seriously ill or injured or their life is at risk. • If a member of staff has assisted a person who was taken unwell with a new continuous cough and/or a high temperature, they do not need to go home unless they develop the symptoms themselves. • First Aiders/Staff should follow the First Aid Risk Assessment including use of PPE and hand washing thoroughly for at least 20 seconds after any contact with someone who is unwell. • Facilities to be notified and will arrange for cleaning of affected areas. Link: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare- 		
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	<p>b) A confirmed case of Coronavirus (Covid 19)</p>			<p>settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> • Persons displaying symptoms compatible with COVID-19 should be advised to isolate for 7 days and arrange to have a test. Link: NHS.UK or call NHS 119 using telephone if no internet access. Other household members should isolate for 14 days. • Where the person tests negative, they can return to College and other household members can end their self isolation. • Where the person tests positive, they will be contacted by the track and trace service for details of recent contacts. They should also inform the College. • The infected persons class, immediate staffroom colleagues, other immediate contacts should be notified, sent home and advised to self isolate for 14 days and to obtain a test if symptoms develop. The other household members of this group do not need to self isolate unless the person they live with in that group subsequently develops symptoms. • As part of the national track and trace programme, if other cases of COVID 19 develop in the cohort or wider College setting, the local PHE protection team will advise the College and conduct a rapid investigation and then advise on the most appropriate action to take. The College is following guidance on infection prevention and control, which will reduce the risk of transmission in the wider setting. • Track and Trace information to be displayed and on the College Intranet page. Link: 			
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			4 x 4 = 16	https://www.gov.uk/coronavirus-taxon/protecting-yourself-and-others <ul style="list-style-type: none"> Link: coronavirusresources.phe.gov.uk/Test-and-Trace/resources/travel-hub-posters/ 	2 x 4 = 8		
9) Cleaning	a) Routine Cleaning of College Estate. – Risk of contamination.	Students, Staff, Visitors and Contractors.	4 x 4 = 16	<ul style="list-style-type: none"> Increased Cleaning regime in place in line with guidance. Link: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Cleaning Contractor to provide own risk assessment and method statement for all cleaning operations. For routine Cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having COVID 19) the following arrangements are in place: <ul style="list-style-type: none"> Cleaning staff are provided with disposable gloves and aprons Staff wear their usual washable uniform/clothing. Mops are used for tasks No jet washing takes place under any circumstances during current COVID-19 arrangements Staff wash hands and dispose of disposable gloves and aprons Uniform/Clothing can be washed each day as normal. Outdoor clothing/overclothes should be kept separate from rest of household at home, particularly if vulnerable or shielding persons are in the household. 	2 x 4 = 8	Cleaning Contractor Cleaning Staff.	On-going

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	b) Cleaning of Lifts – Risk of contamination.	Cleaning Staff	4 x 4 = 16	<ul style="list-style-type: none"> The lift should be interrupted with the doors open for a few minutes prior to it being cleaned. This allows for any droplets present in the lift interior to disperse. Cleaning procedure to include wiping of walls and internal doors with warm soapy water or chlorine based cleaning product. 	2 x 4 = 8	Cleaning Contractor Cleaning Staff.	On-going
	c) Waste Management – Risk of Contamination.	Staff Students Visitors Contractors	4 x 4 = 16	<ul style="list-style-type: none"> Additional bins will be provided in toilet areas, particularly around handwash areas. Standard Waste and recycling – use bins provided in College. Cleaning staff will dispose of waste using appropriate waste streams. Used PPE will be disposed of separately, bag up in clear Bin Liner and notify Helpline of location. In addition, Bins will be sited at the main entrance, clearly labelled for PPE disposal Waste from First Aid Incidents will be treated as Clinical Waste and bagged up in Yellow Sacks provided to First Aiders. Separate instructions are provide to College First Aiders via First Aid Risk Assessment. 	2 x 4 = 8	Facilities Manager Cleaning Contractor.	
10)	Ventilation – Risk of contamination.	Students, Staff, Visitors and Contractors.	2 x 4 = 8	<ul style="list-style-type: none"> Reference has been made in this Risk Assessment to opening of windows in areas being utilised to create natural ventilation. Where mechanical ventilation systems, air handling units, air conditioning are in use, maintenance staff and contractors should refer to guidance issued by REHVA (Federation of European Heating, Ventilation and Air Conditioning Association. Link: https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf 	1 x 4 = 4	Maintenance Contractor	On-going

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11)	Fire Risk Assessment – Safe evacuation in the event of a Fire or other emergency.	Students, Staff, Visitors and Contractors.	4 x 4 = 16	<ul style="list-style-type: none"> Review Fire Risk Assessment for each College to consider fire warden cover, evacuation routes, Assembly points and other social distancing measures impact on Fire evacuation arrangements. Issue revised Information and guidance to fire wardens, staff, students, visitors and contractors as appropriate. All staff students accessing the STCG Sites to enter via the main entrance only. Sign in/out process in place to assist with the management of fire safety management and safe evacuation from site. All activities to take place as near as possible to ground level. Where not possible, safety arrangements including PEEPs for staff and students to be implemented and reviewed daily by the Duty Manager. Fire alarm tests and inspections are up to date. In the event of an alarm activation, all staff and students will evacuate the site by the nearest fire exit. 	2 x 4 = 8	FM HR Duty Manager Staff Students	On-going
12)	College Wet Systems	Students Staff, Visitors and Contractors.	2 x 4 = 8	<ul style="list-style-type: none"> Ensure wet services protocols are up to date in compliance with L8 Approved Code of Practice. 	1 x 4 = 4	FM Maintenance Contractor	On-going
13)	Communicating with Staff, Students, Parents and Carers and other stakeholders.	All.	4 x 4 = 16	<ul style="list-style-type: none"> Arrangements for discussing in detail plans for all staff including individually have been discussed elsewhere in this risk assessment. Information, advice and guidance to be produced for all returning staff and students setting out expectations and required behaviours. Use of all available channels for 	1 x 1 = 1	Group Principal and CEO SPG Student Services Curriculum	

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			4 x 4 = 16	<p>dissemination including use of staff and student intranet sites. Required behaviours and expectations to be reinforced daily with students in each session they attend.</p> <ul style="list-style-type: none"> Keep students, parents, carers and other stakeholders informed of the general arrangements being made and explain expectations and local procedures of importance. Emphasising College/staff role in terms of the national approach would also be appropriate as this impacts on College life and the whole pandemic control measures. All Information, Advice and Guidance including risk assessments to be posted on Group/Colleges Intranet and Student pages under COVID-19 with regular review and update. 	1 x 1 = 1		
14)	COVID Controls Declaration	All	4 x 4 = 16	<ul style="list-style-type: none"> The government has produced a declaration poster for employers to display which can be used by Colleges: COVID Secure Poster Link https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf. 	1 x 1 = 1	Group Principal and CEO College Principals.	
15)	Monitoring and Review	All	4 x 4 = 16	<ul style="list-style-type: none"> Overall responsibility for the monitoring and review of this Risk assessment is the responsibility of the Senior Post Holder Group of STCG. Responsibility at a local level is with the College Principal, College Duty Manager and Curriculum Area Managers. Duty Manager and Curriculum area Managers will undertake and record a daily check of controls and measures in place. Any incidents, issues or matters requiring escalation will be reported to the College Principal and SPG. 	2 x 4 = 8		SPG Duty Manager Curriculum Area Manager

Title:	STCG – COVID-19 Recovery- Limited College Re-opening – June 2020 – V2	Staff Member Responsible:	Health and Safety Advisor
Version:	04.06.20	Review Due:	Weekly Review

HEALTH & SAFETY – RISK ASSESSMENT

Additional Measures: SMCs = Specific Medical Conditions Record any additional control measures that would be required to protect anyone in the following groups participating in the activity.							

Provide a copy to every person named in the ‘by whom’ column. It must also be brought to the notice of those named in the ‘who affected’ column.

All staff/students/others should sign **Risk Assessment/Safe System of Work* Acknowledgement Record** to confirm that they have read, understood, and will apply the control measures detailed in this risk assessment.

Title:	STCG – COVID-19 Recovery- Limited College Re-opening – June 2020 – V2	Staff Member Responsible:	Health and Safety Advisor
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HEALTH & SAFETY – RISK ASSESSMENT

Risk Assessment/Safe System of Work* Acknowledgement Record

*(Delete as appropriate)

Risk Assessment/ Safe System of Work Details:					
<p>All staff/students/others should sign to confirm that they have read, understood, and will apply the control measures detailed in this risk assessment. Staff/students also confirm that they will bring to the attention of their Line Manger, Curriculum Area Heads or the Health and Safety Advisor any hazards encountered which are not adequately controlled by this assessment, so that appropriate measures can be taken.</p>					
Name of the Inducted Person	Staff/Student	Signed	Date	Name of the Instructor	Role

- copy to student or member of staff
- copy to persons named in section *** *Relevant Teaching Staff*
- copy to Head of School/Division
- copy to School Office/Student File

Title:	STCG – COVID-19 Recovery- Limited College Re-opening – June 2020 – V2	Staff Member Responsible:	Health and Safety Advisor
Version:	04.06.20	Review Due:	Weekly Review

Guidance note: COVID 19

Title:	Health and Safety – Risk Assessments	Staff Member Responsible:	Health and Safety Advisor
Version:	September 2019	Review Due:	September 2020