

## HEALTH & SAFETY – RISK ASSESSMENT

Date: 12.08.20

Review Date: 02.09.20 by Group Health & Safety Committee

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

Department/Curriculum Area: Group Level Risk Assessment V4 – College Re-opening – September 2020

<p><b>Managers Responsible:</b> Senior Post Holders Group</p> <p><b>Persons completing RA:</b> Deputy CEO/Director of Facilities/Health &amp; Safety Advisor</p> <p><b>Signed:</b></p>	<p><b>Assessment Scale:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <u>Frequency</u>                      1. Improbable occurrence                      2. Possible occurrence                      3. Occasional occurrence                      4. Frequent occurrence                      5. Regular occurrence                 </td> <td style="width: 33%; vertical-align: top;"> <u>Severity</u>                      1. No injury/ies                      2. Minor Injury/ies                      3. Major injuries to one person                      4. Major injuries to <u>more</u> than one person                      5. Death of one or more persons                 </td> <td style="width: 33%; vertical-align: top;"> <u>Interpretation</u>                      4 and below = <b>LOW Risk/Priority</b>                       5 to 8 = <b>MEDIUM Risk/Priority</b>                       9 and above = <b>HIGH Risk/Priority</b> </td> </tr> </table>	<u>Frequency</u> 1. Improbable occurrence 2. Possible occurrence 3. Occasional occurrence 4. Frequent occurrence 5. Regular occurrence	<u>Severity</u> 1. No injury/ies 2. Minor Injury/ies 3. Major injuries to one person 4. Major injuries to <u>more</u> than one person 5. Death of one or more persons	<u>Interpretation</u> 4 and below = <b>LOW Risk/Priority</b>  5 to 8 = <b>MEDIUM Risk/Priority</b>  9 and above = <b>HIGH Risk/Priority</b>
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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"> <li>Where staff can work effectively from home, they should do this outside of Teaching and Student support commitments and where the delivery of services requires staff to be on site, for example Facilities and IT Teams.</li> <li>All staff returning to College sites must complete an individual Personal Risk Assessment and where necessary, agree any controls/risk mitigation actions before</li> </ul>	2 x 3 = 6	Student Staff Line Manager	Ongoing

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				<p>returning to work on College sites.</p> <ul style="list-style-type: none"> <li>For those with identified '<i>extremely high risk</i>' or specifically identified '<i>high risk</i>' medical conditions, they need to remain at home (working from home where technology allows).</li> <li>Where staff are identified through the individual risk assessment process as a moderate risk, this will be followed up with a controlling actions process to identify specific mitigating actions/controls for that member of staff to reduce risk and facilitate a return to working on College sites. Where identified risks cannot be controlled or mitigated, that member of staff may be advised to work at home.</li> <li>Staff who are attending College sites should avoid rush hour 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.</li> <li>For staff who are risk assessed as moderate risk, who normally travel by public transport and whose arrival/departure cannot be staggered outside of rush hour, STCG will pay the difference between the normal public transport travel costs and the cost of parking in a local car park.</li> </ul> <p><a href="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">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</a></p>			
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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"> <li>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.</li> <li>All Students, Staff and visitors entering STCG's Sites will have their temperature checked using free flow thermal imaging equipment. Anyone with a raised temperature will be stopped for a designated period of time, then rechecked using handheld equipment. If the recorded temperature on the second check is still raised, they will be sent home.</li> <li>All students, staff and visitors will be required to wear face coverings on entry and in all circulation routes and common areas of the College buildings including corridors, stairwells, lifts, toilets and refectories. Any person arriving at College without a face covering will be issued with a disposable face covering on entry.</li> <li>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: <a href="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">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</a></li> <li>The arrangements for this are discussed in detail in the section of this RA called 'A</li> </ul>	2 x 4 = 8	Students Staff Visitors Contractors	Ongoing
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	<p>b) Security Risks, Violence &amp; Aggression, Risks from non compliant behaviours by Students or Staff.</p>			<p>person develops COVID-19 Symptoms whilst at College.</p> <ul style="list-style-type: none"> <li>Posters are displayed prominently at entrances into the College. <b>Link:</b> to poster.</li> <li>The measures set out in this Risk Assessment form part of the Group's Health and Safety arrangements and are therefore a contractual obligation for all staff. Non-compliance may result in action being taken under the Group's staff disciplinary procedures.</li> <li>The measures set out in this Risk Assessment form part of the Student Code of Conduct and are enforceable through the Student Disciplinary process.</li> <li>All College Sites will be open with set and published opening hours in place (See Local Site Risk Assessments for each College Site).</li> <li>Appropriate level of security cover during College opening hours undertaken 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 with 3 officers on the day shift.</li> <li>CCTV in use recording images and access control in operation where installed.</li> <li>Security Staff have radios and access to phones providing them with immediate contact with FM colleagues, police and other emergency services.</li> <li>Security Officers will operate a free flow temperature monitoring system covering entry to College Buildings.</li> </ul>			
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	c) Serious and Imminent Danger.			<ul style="list-style-type: none"> <li>• Security Officers will work to a Group adopted procedure and risk assessment for managing the temperature monitoring process. Staff and Students will be made aware of their own compliance requirements in relation to this procedure. Security Officers will have absolute authority to refuse entry to any person displaying a high temperature on first and second readings.</li> <li>• Security Staff will provide First Aid assistance</li> <li>• Strict signing in and out procedures in place for all visitors and contractors.</li> <li>• 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 regularly through all available student channels.</li> <li>• All staff must work in a safe manner and report immediately to the College Duty Manager or Facilities Manager if there is a serious and imminent danger, or where they believe there is a shortcoming in the College's protective arrangements.</li> <li>• In this circumstance, removal of self and others in the vicinity to a place of safety</li> <li>• Once in place of safety escalate the matter to the College Duty Manager or the Facilities Manager who can offer support and assistance.</li> <li>• Recording of incident and determination by Duty Manager/Health and Safety Advisor on whether issue is RIDDOR reportable</li> <li>• Formal investigation and review of Risk</li> </ul>			
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				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"> <li>Staff and Students to return subject to the Group’s Risk Assessment Framework including an individual return to work risk assessment and where applicable, a Controlling Actions process in line with detailed advice in 1) and 2) above and current HR, Occupational Health and Public Health guidance: <b>Link: <a href="#">NHS list of high risk and moderate risk conditions.</a></b></li> <li><u>Signposting and assessment of the specific risks to BAME persons to be included in the individual staff risk assessment and controlling actions process.</u></li> <li>No site or space to open if a site risk Assessment is not available or approved by SPG.</li> <li>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 Danger.</li> <li>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.</li> <li>Risk Assessments are reviewed regularly at Group, Local and Individual level.</li> <li>Staff are reminded about the availability of the Staff Assistance Programme</li> </ul>	2 x 2 = 4	Students Staff HR Student Services Line Manager.	Prior to Return. Ongoing

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				<ul style="list-style-type: none"> <li>The Colleges and Staff have access to official guidance from DfE and Public Health England.</li> <li>Extensive consultation has taken place and will continue throughout the re-opening process and will continue with the Unions closely involved at every stage.</li> </ul>			
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> <p>b) Respiratory Hygiene</p>	Staff, Students, Visitors & Contractors.	4 x 4 = 16	<ul style="list-style-type: none"> <li>On arrival at College all staff, students, visitors and contractors are required to use the hand sanitizer located at all College Entrances.</li> <li>Handwashing facilities are available in all College Toilet areas. Handwashing instructions are provided in all toilets.</li> <li>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.</li> <li>Handwashing will be provided in all workshop and practical areas. Where this is not possible, hand sanitizer will be provided.</li> <li>Link: Hand Hygiene <a href="https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf">https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf</a></li> <li>Handwashing and Hand Sanitizer provided locally in First Aid areas.</li> <li>Promotion of Catch It, Bin It, Kill It protocols through information, advice and guidance to staff, students and visitors.</li> <li>All staff, students and visitors will be required to wear face coverings in all circulation areas and common parts of the College buildings</li> </ul>	2 x 4 = 8	Staff Students Visitors Contractors	Prior to Return On-going.

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	<p>c) Clothes</p> <p>d) Visitors</p> <p>e) Contractors</p> <p>f) Use of Equipment</p> <p>g) Student Work</p>			<p>including stairwells, corridors, toilets and refectories.</p> <ul style="list-style-type: none"> <li>Closure of Toilet Lids prior to flushing instructions in all toilet areas.</li> <li>Staff and Students attending College should wear clean clothes each day and ensure that clothes are washed between each attendance.</li> <li>Visitors to the Colleges are restricted to essential visitors only and will provided with information on the College's approach to risk and controls in place during Covid-19</li> <li>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.</li> <li>Students, staff, visitors and contractors will use their own pens and stationery, not sharing items with others.</li> <li>Touch Screen signing in equipment taken out of use in reception areas.</li> <li>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).</li> <li>Student work should be submitted, assessed, marked and returned electronically wherever possible.</li> <li>Any physical pieces of work to be assessed and returned should be sanitised on receipt</li> </ul>			
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	h) Cleaning         i) Entry to College Premises			and again on return. <ul style="list-style-type: none"> <li>Increased Cleaning regime in place in line with guidance. Link: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Cleaning Contractor to provide own risk assessment and method statement for cleaning operations.</li> <li>Sanitizer, Cleaning Sprays, Wipes and Paper Towels will be provided in each teaching space, rooms and offices to enable wiping down of equipment and furniture between users.</li> <li>Visitors to the Colleges have been reduced to essential visitors only which should be notified to Security/Reception. All entry will be strictly controlled by Security Staff.</li> <li>All staff, students, visitors are subject to temperature monitoring on entry.</li> <li>All students, staff and visitors will wear a face covering on entry and in all circulation routes and common parts of the College buildings.</li> </ul>			
5) Social Distancing.	a) General Principals	Students Staff Visitors	$4 \times 4 = 16$	<ul style="list-style-type: none"> <li>Students and staff to attend College Sites as set out in the in the Group's Strategic approach to re-opening. This will include younger students 14-25 being grouped into subject bubbles where possible, moving around in controlled groups avoiding interactions with other groups. Older students</li> </ul>	$2 \times 4 = 8$	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>25+ will be taught in socially distanced classrooms, workshops and other spaces.</p> <ul style="list-style-type: none"> <li>• Safe occupancy limits will be established for staff offices which must be strictly observed to achieve 2m social distancing.</li> <li>• Only authorised students, staff, visitors and contractors will be admitted into College premises with controls on entry.</li> <li>• Each College to have a site Risk Assessment and Circulation Strategy in place appropriate to local conditions, setting out measures and controls in place to ensure 2m social distancing where possible or 1m with mitigation. Link: <a href="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">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</a></li> <li>• 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.</li> <li>• Security Staff to monitor Entrances and approach to ensure distancing in the flow of entry and that students do not gather in these areas</li> <li>• Windows in Corridors are opened where possible to aid ventilation and mechanical</li> </ul>			
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	c) Toilets and Kitchen Facilities			<p>ventilation systems set for maximum fresh air intake and air changeover using guidance issued by REHVA. Link: <a href="https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf">https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf</a></p> <ul style="list-style-type: none"> <li>• Circulation Strategy established in these areas using appropriate signage, information and controls to establish appropriate social distancing.</li> <li>• Strictly controlled use of lifts for use by people with disabilities or movement of heavy goods. Use of directional signage and controls to indicate social distancing measures when using lifts.</li> <li>• Specific areas of buildings will be restricted entry if not in use. See site risk Assessment.</li> <li>• Protocols set by Facilities for the use of kitchen and toilet areas – signage in place for limited persons at a time with distancing indicators on the floor/walls. Where social distancing is not possible a one in one out system will be implemented using appropriate signage.</li> <li>• Appropriate signage in place communicating protocols for handwashing, flushing of toilets with lids down and catch it, bin it kill it information.</li> <li>• Staff make own drinks and handle own food.</li> </ul>			
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	<p>d) Catering</p> <p>e) Staffrooms and Offices</p>			<ul style="list-style-type: none"> <li>• 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).</li> <li>• 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.</li> <li>• Circulation Strategy and revised service delivery arrangements implemented to achieve social distancing, minimise queuing and control the risk of interaction between groups of students. Catering Service provider to provide own Risk Assessment and Controls for Catering operations.</li> <li>• 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).</li> <li>• Maximum occupancy to be established in each staffroom space and strictly observed to achieve and maintain 2 metre distancing. Staff overflow areas will be established where required.</li> <li>• Staff have own set desk, computer, keyboard and phone. Hotdesking to be avoided where</li> </ul>			
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	<p>f) LRCs,</p> <p>g) Classrooms, Teaching Areas, Workshops, Studios, Salons, Gyms, Sports, Technical and Practical Areas</p>			<p>possible.</p> <ul style="list-style-type: none"> <li>• Cleaning Sprays, Wipes, Sanitizer and Paper towel to be provided in each room for wiping down of equipment and furniture.</li> <li>• Will be open initially only for pre-booked groups of students.</li> <li>• 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.</li> <li>• Class sizes are normally 50% onsite and timetabled so that social distancing can be maintained.</li> <li>• 14-25 Age Groups/Cohorts attending are kept together in subject bubbles where possible, avoiding interactions with other groups/bubbles.</li> <li>• Adult Groups are taught in Socially distanced classrooms with layouts allowing for 2m.</li> <li>• The same teachers/technicians/LSWs are assigned to each group or bubble and stay with the same group or bubbles as far as possible, recognising that there may be some subject specialist rotation of staff.</li> <li>• Workstations/work areas are organised so that there is 2 metre distancing between students and staff with students facing away from each other where possible.</li> </ul>			
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				<ul style="list-style-type: none"> <li>Students use the same workstation or setting throughout each attendance, with a thorough clean of workstations/equipment between each changeover.</li> <li>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.</li> <li>Cleaning Spray, Sanitizer, Wipes and Paper Towels are provided for each room/area to enable wiping down of equipment and furniture between users.</li> </ul>			
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"> <li>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:</li> <li>Established levels of First Aid cover for normal College operations will apply.</li> </ul>	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"> <li>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.</li> <li>The above only normally applies to the Nursery and Aurora Centre or nominated staff.</li> </ul>	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"> <li>Refer to STCG Escalation Planning Document for confirmed or suspected case of Coronavirus among Group population of staff, students and visitors.</li> <li>If anyone becomes unwell with a new,</li> </ul>	2 x 4 = 8	First Aider Staff Duty Manager	On-going

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				<p>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 advised to follow the Staying at Home Advice. Link:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/</a></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Where possible, a window is opened for ventilation.</li> <li>• Monitoring First Aider/staff member should maintain a 2 metre distance wherever possible.</li> <li>• 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.</li> <li>• If a toilet is required, use nearest available which should be isolated from general use and cleaned/disinfected prior to re-opening.</li> <li>• The First Aider will call 999 if the person is seriously ill or injured or their life is at risk.</li> <li>• 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.</li> <li>• First Aiders/Staff should follow the First Aid</li> </ul>			
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	<p>b) A confirmed case of Coronavirus (Covid 19)</p>			<p>Risk Assessment including use of PPE and hand washing thoroughly for at least 20 seconds after any contact with someone who is unwell.</p> <ul style="list-style-type: none"> <li>Facilities to be notified and will arrange for cleaning of affected areas. Link: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Refer to STCG Escalation Planning Document for confirmed or suspected case of Coronavirus among Group population of staff, students and visitors.</li> <li>Persons displaying symptoms compatible with COVID-19 should be advised to isolate for 10 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 up to 14 days.</li> <li>Where the person tests negative, they can return to College and other household members can end their self isolation.</li> <li>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.</li> <li>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.</li> </ul>			
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				<ul style="list-style-type: none"> <li>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.</li> <li>Track and Trace information to be displayed and on the College Intranet page. Link: <a href="https://www.gov.uk/coronavirus-taxon/protecting-yourself-and-others">https://www.gov.uk/coronavirus-taxon/protecting-yourself-and-others</a></li> <li>Link: <a href="https://coronavirusresources.phe.gov.uk/Test-and-Trace/resources/travel-hub-posters/">coronavirusresources.phe.gov.uk/Test-and-Trace/resources/travel-hub-posters/</a></li> </ul>			
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"> <li>All Staff are expected to assist in keeping the Group’s buildings clean, disposing of waste appropriately and reporting any mess to Helpline for immediate attention.</li> <li>Increased Cleaning regime in place in line with guidance. Link: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Cleaning Contractor to provide own risk assessment and method statement for all cleaning operations.</li> <li>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:</li> </ul>	2 x 4 = 8	Cleaning Contractor Cleaning Staff.	On-going

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				<ul style="list-style-type: none"> <li>• Cleaning staff are provided with disposable gloves and aprons</li> <li>• Staff wear their usual washable uniform/clothing.</li> <li>• Mops are used for tasks</li> <li>• No jet washing takes place under any circumstances during current COVID-19 arrangements</li> <li>• Staff wash hands and dispose of disposable gloves and aprons</li> <li>• Uniform/Clothing can be washed each day as normal.</li> <li>• Outdoor clothing/overclothes should be kept separate from rest of household at home, particularly if vulnerable or shielding persons are in the household.</li> </ul>			
	b) Cleaning of Lifts – Risk of contamination.	Cleaning Staff	4 x 4 = 16	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Cleaning procedure to include wiping of walls and internal doors with warm soapy water or chlorine based cleaning product.</li> </ul>	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"> <li>• Additional bins will be provided in toilet areas, particularly around handwash areas.</li> <li>• Standard Waste and recycling – use bins provided in College. Cleaning staff will dispose of waste using appropriate waste streams.</li> <li>• 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</li> <li>• Waste from First Aid Incidents will be treated as Clinical Waste and bagged up in Yellow</li> </ul>	2 x 4 = 8	Facilities Manager Cleaning Contractor.	

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				Sacks provided to First Aiders. Separate instructions are provide to College First Aiders via First Aid Risk Assessment.			
10)	Ventilation – Risk of contamination.	Students, Staff, Visitors and Contractors.	2 x 4 = 8	<ul style="list-style-type: none"> <li>Reference has been made in this Risk Assessment to opening of windows in areas being utilised to create natural ventilation.</li> <li>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: <a href="https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf">https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf</a></li> </ul>	1 x 4 = 4	Maintenance Contractor	On-going
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"> <li>Review Fire Risk Assessment for each College to consider fire warden cover, evacuation routes, Assembly points, dispersal arrangements and other social distancing measures impact on Fire evacuation arrangements.</li> <li>Issue revised Information and guidance to fire wardens, staff, students, visitors and contractors as appropriate.</li> <li>All staff students accessing the STCG Sites to enter via the main entrance only.</li> <li>Fire alarm tests and inspections are up to date.</li> <li>In the event of an alarm activation, all staff and students will evacuate the site by the nearest fire exit.</li> </ul>	2 x 4 = 8	FM HR Duty Manager Staff Students	On-going

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12)	College Wet Systems	Students Staff, Visitors and Contractors.	2 x 4 = 8	<ul style="list-style-type: none"> <li>Ensure wet services protocols are up to date in compliance with L8 Approved Code of Practice.</li> </ul>	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"> <li>Arrangements for discussing in detail plans for all staff including individually have been discussed elsewhere in this risk assessment.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul>	1 x 1 = 1	Group Principal and CEO SPG Student Services Curriculum	
14)	COVID Controls Declaration	All	4 x 4 = 16	<ul style="list-style-type: none"> <li>The government has produced a declaration poster for employers to display which can be used by Colleges: COVID Secure Poster Link <a href="https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf">https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf</a>:</li> </ul>	1 x 1 = 1	Group Principal and CEO College Principals.	

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15)	Monitoring and Review	All	4 x 4 = 16	<ul style="list-style-type: none"> <li>Overall responsibility for the monitoring and review of this Risk assessment is the responsibility of the Senior Post Holder Group of STCG.</li> <li>Responsibility at a local level is with the College Principal, College Duty Manager and Curriculum Area Managers.</li> <li>Duty Manager and Curriculum area Managers will undertake and record a daily check of controls and measures in place.</li> <li>Any incidents, issues or matters requiring escalation will be reported to the College Principal and SPG.</li> </ul>	2 x 4 = 8	SPG Duty Manager Curriculum Area Manager
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**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.

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### Risk Assessment/Safe System of Work\* Acknowledgement Record \*(Delete as appropriate)

<b>Risk Assessment/ Safe System of Work Details:</b>					
<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.</p> <p>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

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Guidance note: COVID 19

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