BISHOP BURTON College

Risk Assessment Form

Issue 1

Campus:	Bishop Burton & Riseholme	Date:	May 2020, latest review date 28th April 2021	Completed By:	Colin Brighton
Department:	HR				
Risk Assessment:	Returning to College post Covid-19 (Coronavirus) pandemic Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This is a college generic Risk Assessment for dealing with the current COVID-19 situation in the workplace. It is not likely to cover all scenarios and each Head of Department has carried out a department specific assessment considering their own unique circumstances. Lincolnshire County Council health protection team were contacted for support and advice when making this COVID risk assessment	**Reference No:**	CV02		

Keeping up to date with official guidance			
Lack of up to date information regarding the virus	Staff Students Customers Contractors	• Government advice regularly checked and followed - www.gov.uk • NHS advice regularly checked and followed - www.nhs.uk • Department for Education advice regularly checked and followed • All staff are made aware by college e-mail of the increased risk of the new variant of the virus and the heightened risk of virus spread within the college. Communication regularly sent to all staff to reiterate the importance of maintaining the Government guidance on social distancing, increased hand washing/sanitising and regular testing.	

List significant hazards	List groups of people who are at risk from the significant hazards identified?	List existing control measures or note where the information may be found	List actions for risks which are not adequately controlled
Preventing the spread of Covid-19 (Coronavirus) in the building			
Access points to premises: No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area	Staff Students Customers Contractors	• Restricted entry/exit on some external doors (not compromising emergency exits) • One way systems in place where possible with maps to show direction of travel	
No restriction on visitor access to public areas increasing potential spread of bacteria/virus	Staff Students Customers Contractors	• Restricted areas kept locked to prevent unauthorised access • Reduced need for people to move around the site as far as possible, communicated by e-mail, staff bulletin. This will reduce the potential spread of any contamination through touched surfaces • Non-essential visitors/contractors not to attend the site • Government advice followed - www.gov.uk • https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres	
Door mechanisms: Contact points on doors / revolving doors creating increased risk of bacteria/virus contamination	Staff Students Customers Contractors	• Robust cleaning regime in place, touch points and high traffic areas regularly cleaned by cleaning team. • Hand sanitation provided on entry/exit • Hand washing signage in place (NHS signs) • Increased cleaning regime in place in accordance with Government guidelines. • Regular stock checks to ensure cleaning / sanitising products are fully available at all times. • Cleaning team briefed regarding COVID-19, use of PPE and increased awareness of Infection Control.	

List significant hazards	List groups of people who are at risk from the significant hazards identified?	List existing control measures or note where the information may be found	List actions for risks which are not adequately controlled
		• Everyone to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.	
Lack of hand washing facilities leading to increased risk of spread of bacteria/virus	Staff Students Customers Contractors	• Hand sanitation points provided • Hand soap dispensers kept refilled • Hand dryers maintained in working order • Paper towels provided where required • Hot water system maintained to provide constant supply • Hand washing signage in place	
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Students Customers Contractors	• Follow HSE guidance on cleaning, hygiene and hand sanitiser • Water, soap and drying facilities at wash stations. Hand sanitisers strategically placed around the college campus where people can't wash their hands • Learners arriving at the campus to wash/sanitise their hands immediately on arrival and dispose of temporary face coverings in a bin or place reusable face coverings in a plastic bag • Information/signage on how to wash hands properly and display posters • Self-check of skin for dryness and cracking and to report if there is a problem	

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Lack of toilet paper increasing risk of unhygienic hand sanitation	Staff Students Customers Contractors	• Sufficient planning with consumables suppliers in place • Hot water and hand soap available at all times.	
Incorrect social distancing	Staff Students Customers Contractors	• Government guidance on social distancing followed • Departmental assessment on social distancing and actions carried out to reduce as far as is practicable e.g. Floor Markers, table spacing (classrooms), staggered classroom timetable, training on social distancing, reduced bus seating/transport where possible, staggered meal times, staggered leaving times where possible, limiting the number of people on site at one time – reduced timetable, analysis of site to ensure clear flow of human traffic in line with Government guidance (corridors etc) circular roots i.e. one-way systems, essential visits only, essential contractors only, use of floor tape/markers • Perspex screens on reception, hospitality areas, office space and contactless payment • Moving/removing furniture to ensure correct social distancing of 2 metres - where it is not possible to stay 2m apart, people should keep a distance of "one metre plus" - this means staying one metre apart, while observing precautions to reduce the risk of transmission such as wearing face coverings, regular hand washing. • Students bring in packed lunches where possible • Use of drinks/water machines (cleaning)	

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		- Use of lifts (1person at any time where appropriate) - Constant review of work schedules including start & finish times/shift patterns, working from home to reduce number of workers on site at any one time. Also relocating workers to other areas / tasks. Managers to review all staff working arrangements. - Social distancing also to be adhered to in canteen area and smoking area, signage placed to identify social distancing requirements, smoking shelters to be monitored and increased marked areas to allow for social distancing. - Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre space recommended by the Public Health - where it is not possible to stay 2m apart, people should keep a distance of "one metre plus" - this means staying one metre apart, while observing precautions to reduce the risk of transmission such as face coverings, limiting face to face time, installing screens, hand washing - Increased use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around - use of Microsoft Teams for meetings - Non-fire doors left open to reduce the amount of contact with doors and improve workplace ventilation - Near miss reporting procedure in place to identify where controls are not being followed or people are not doing what they should	

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		- Staff to monitor and supervise to ensure social distancing rules are applied and enforced - Reducing the number of contacts between learners and staff. This can be achieved through keeping groups separate (in 'bubbles') where possible and through maintaining social distance between individuals. - Keeping learners in the smaller, class-sized groups where possible - When timetabling, groups should be kept apart and movement around the site kept to a minimum where possible	
Lack of social distancing and gatherings in corridors	Staff Students Customers Contractors	- Government guidance on social distancing to be followed and enforced - Departmental assessment on social distancing and local actions carried out to reduce as far as is practicable e.g. analysis of area to ensure clear flow of human traffic in line with Government guidance (corridors) circular roots i.e. one-way systems, use of floor tape/markers - Moving/removing furniture to reduce gatherings - Near miss reporting procedure in place to identify where controls are not being followed or people are not complying - Staff to monitor and supervise to make sure social distancing rules are applied and challenge students who neglect to maintain a COVID safe environment and report gatherings in corridors/areas.	Teaching staff to reinforce COVID safe guidance prior to start of session including: Wearing of face coverings Not gathering in groups Social distancing Not congregating in corridors Problematic areas to be identified and appropriate actions taken

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		• Face coverings are required to be worn in indoor areas such as corridors and communal areas unless exempt from doing so. • Disciplinary procedures in place to manage individual behaviour	
Lack of knowledge and guidance from the Government in the Education sector	Staff Students Customers Contractors	• https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care?utm_source=fa5c435a-a499-414b-94e8-fb159d30f4df&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily • https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#aerosol-generating-procedures-agps • Planned entrance and exit routes, use of more exits including fire exits. • Flow of traffic – one way system where possible • Organised classrooms and other learning environments such as workshops and science labs maintaining space between seats and desks where possible. • Refresh the timetable in line with government guidance in the link above. • Keep young people in small groups 2 metres away from each other - where it is not possible to stay 2m apart, people should keep a distance of "one metre	

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		plus" - this means staying one metre apart, while observing precautions to reduce the risk of transmission. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk. • Government advice regularly checked and followed - www.gov.uk • Department for Education advice regularly checked and followed • https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term • https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term	
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Students Customers Contractors	• Follow HSE guidance on heating ventilation and air conditioning (HVAC) • Fresh air is the preferred way of ventilating the workplace so opening windows and doors (that are not fire doors) can help • Estates department maintain air circulation systems in line with manufacturers'	

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		recommendations • Switch heating ventilation and air conditioning (HVAC) systems to draw in fresh air where they can be, rather than recirculating air • Air extraction throughout most buildings, some areas it is air recycling but these also have air extraction in so they draw in fresh air.	
Exposure to workplace hazards because it isn't possible to get personal protective equipment (PPE)	Staff Students	• Follow HSE guidance on PPE during the outbreak • Please note face coverings are not PPE. Public Health England does not (based on current evidence) recommend the use of face coverings in classrooms in schools or further education settings. Face coverings are required at all times on public transport (for children, over the age of 11) • Departments to keep PPE supplies under review to prevent running out • PPE must be worn by staff carrying out First Aid or caring for any individual suspected of having COVID-19 while they await collection if a distance of 2 metres cannot be maintained (such as a person with complex needs).	
Not wearing face coverings where they are required	Staff Students Customers Contractors	• Face coverings are required in libraries and food outlets. The LRC and food outlets have signage in place to remind everyone that wearing a face covering is a requirement prior to entering the building. • Anyone with an exempt card/badge will not be required to wear a face covering.	

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		• Face coverings are required to be worn in indoor areas such as corridors and communal areas. The requirement to wear face coverings in classrooms has been introduced, and as with all measures, it will be kept under review. • https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education • Face coverings should be used in all HE learning environments, providing the use of face covering does not impact teaching and learning. Some individuals are exempt from wearing face coverings, and we expect staff and students to be sensitive to those needs. • https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own	
Staff, students, customers presenting symptoms whilst in the facility			
Staff / Students continuing to work if feeling unwell. Students displaying symptoms of COVID-19	Staff Students Customers Contractors	• Staff / Students must self-isolate if they feel unwell and have flu like symptoms. New continuous cough, high temperature, loss or change to your sense of smell or taste etc and get a test • Government guidance followed • **East Riding of Yorkshire Council – suspected outbreak/positive test response protocol** in place • Follow below procedure for students displaying symptoms of coronavirus COVID-19	

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		• https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915508/Symptomtic_children_action_list_FE.pdf • Local college procedures in place for students or staff showing symptoms, COVID response team in place. • DJ3 to be used for isolation until the student can be collected which has separate toilet facilities, windows should be opened for ventilation. Sledmere accommodation block to be used for residential students. • Rooms available at Riseholme Chaplin 2 and at Showground.	
Customers entering the premises with flu-like symptoms	Staff Students Customers Contractors	• All customers tactfully asked about symptoms and where necessary refused entry and directed to self-isolate and call/email NHS 111 • Government guidance followed • Tell young people, parents, carers or any visitors, such as suppliers, not to enter the education setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	
Lack of Risk communication	Staff Students Customers Contractors	• Tell young people, parents, carers or any visitors, such as suppliers, not to enter the education setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	

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		- Staff communicated about the plans (for example, safety measures, timetable changes and staggered arrival and departure times) - Senior team to co-ordinate monitoring government and other advice and guidance. - Different communication tools and technologies are utilised to enable risk communication messages to reach a variety of audiences – website, i-learn, staff bulletin, e-mail, posters and signage. - College to notify Public Health England authorities about COVID-19 cases - RIDDOR reporting in place. - Regular contact with line manager - Videos and training packs implemented for staff and students for returning to site. Information such as one way systems, hand sanitisers, social distancing and college signage etc.	
High risk employees / students (as defined by government, including pregnant, those with underlying health issues, employees over the age of 70 years)			
Those employees / Students who are at higher risk from contracting Covid-19 – Shielding, clinically vulnerable, clinically extremely vulnerable	Staff Students	- Government guidance followed – links below - Home working arranged as appropriate - Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions) have been advised to take extra care in observing social distancing and continue to wash hands carefully and more frequently than usual and maintain thorough	

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		cleaning of frequently touched areas in your home and/or workspace • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace or college. • More evidence has emerged that shows there is a very low risk of children becoming very unwell from COVID-19, even for children with existing health conditions. • https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 • Women less than 28 weeks pregnant with no underlying health conditions should have an individual risk assessment and should only continue to work if the assessment advises that it is safe to do so. • Women more than 28 weeks pregnant or with underlying health conditions should have an individual risk assessment and the employer should ensure you are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). Link below • https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-	

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		employees/coronavirus-covid-19-advice-for-pregnant-employees • https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#staff-who-are-clinically-extremely-vulnerable	
Staff Behaviour			
Staff in workplace increasing risk of community transmission	Staff	• Government advice followed: https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf • Staff observe 'social distancing' in line with Government guidelines i.e. setting up the workspace to reduce working opposite each other. Staff sit back-to-back or side-by side rather than face-to-face where possible • Managers to look at work place environments and make appropriate changes where necessary. 'cohorting' work teams so they consistently work together where possible • Improving ventilation, open doors (non fire doors) /windows - Display signs to remind people to socially distance • Managers to advise staff to work from home if they can do so to reduce staff numbers on campus and to provide cover in case of staff absence.	

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Travel between campuses	Staff	• Travel between campuses should be reduced as much as possible • Video conferencing used for meetings where possible • College vehicles have cleaning equipment for all staff to sanitise all touch points	
Handshaking or other greeting increasing risk of transferring bacteria/virus	Staff Students Customers Contractors	• Handshaking and general close personal greetings are discouraged e.g. fist pump, elbow etc • Hand washing protocols and hygiene facilities in place	
Poor workspace hygiene leading to increased risk of transferring bacteria/virus	Staff Students Customers Contractors	• Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance • Cleaning products available for wiping down work surfaces and equipment • Hand sanitiser available • Robust cleaning schedule in place • Catering staff handling and serving food/drinks to wear protective gloves at all times • Staff to use electronic documents rather than paperwork where possible • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects • Staff to store personal belongings and keep personal items out of work areas where possible	

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Lack of Mental health support	Staff (at work & working from home) Students	- Access to student support services who provide counselling, chaplaincy, careers advice, sexual health clinics - Access to student association - Safeguarding team and welfare support - Wardens on campus 24/7 and Duty Manager on call - Support provided by course leaders - Staff to discuss with line managers - Mental health champion/first aider on campus - College Mental Health coach – 'Slack' on line communication tool. To join the group, type in the below, through the slack app you can also access the group by phone by downloading the app – "staffmentalhe-al04464.slack.com" using your college email and Google Chrome - Counselling service provided for staff through the college - Resources available in the HR folder on the staff intranet - https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19?dm_i=26BG,6T9LH,B1LAK,RA2LL,1#additional-advice-for-groups-with-specific-mental-health-needs - Staff Wellbeing folder on the College intranet	

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Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff	• There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks will be assessed • For all people working at home using display screen equipment (DSE) information and training provided by HSE links on how to protect themselves in the H & S folder on the college intranet, eg take regular breaks, stretching exercises, set the equipment up properly • Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's Protect homeworkers page https://www.hse.gov.uk/toolbox/workers/home.htm	
Lack of support for Home working/lone working	Staff	• Managers maintain regular contact and communication with staff to make sure they are healthy and safe by: TEAMS, E-mail, phone calls etc. • Mental health support provided noted in the Mental Health section above. • IT support provided where required • College H & S COVID folder on intranet has information on: Home Working, Health and Wellbeing, Home Fire Safety, DSE wellness • DSE wellness session on induction and information on college intranet (H&S folder). DSE section	

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		above. • DSE training provided through e-learning module • Access to HR to report any issues or concerns • Staff take regular breaks away from workstation • • https://www.hse.gov.uk/toolbox/workers/home.htm • https://www.shponline.co.uk/lone-working/home-working/	
First Aid			
Withdrawal of first aid to a person in need could put their life at risk	Staff Students Customers Contractors	• First aid trained personnel available • Preservation of life a priority • Strict hygiene protocols in place to try and reduce transmission and adhered to New Resuscitation Council guidance followed on carrying out CPR: • Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth, Place cloth/towel over the victims mouth and nose, Do not carry out rescue breaths – chest compressions only, If the rescuer has access to personal protective equipment (PPE) (e.g. FFP face mask, disposable gloves, eye protection), these should be worn.	

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First Aid / Cardiopulmonary Resuscitation (CPR) training	Staff Students Customers Contractors	• Staff displaying flu-like symptoms excluded from First Aid training
		 • Only compressions practiced during ongoing training
		 • Compressions and rescue breaths demonstrated during a qualification course
		 • If rescue breaths carried out, then:
		   ○ Lungs/airways to be replaced and disposed of safely
		   ○ Face and mouth of manikin wiped with disinfectant wipes in between each use, and disposed of safely
		 • Manikin face thoroughly washed with disinfectant at the end of training session	

No safe area to provide first aid with someone showing symptoms and becoming unwell	Staff Students Customers Contractors	• If anyone becomes unwell with a new, continuous cough, a high temperature or loss or change to your sense of smell or taste they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • DJ3 to be used for isolation until the student can be collected which has separate toilet facilities, windows should be opened for ventilation. Rooms available at Riseholme Chaplin and at Showground. • Room and Toilet deep cleaned and disinfected after use. • PPE worn by staff caring for the person while they await collection if a social distance cannot be maintained (such as for a student with complex	

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		needs). • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	
Cleaning and Waste			
Reduced levels of cleaning staff available increasing risk of being unable to provide adequate cleaning services	Staff Students Customers Contractors	• Staff rostered to carry out cleaning tasks • Restriction of areas available to staff/public to reduce facilities to be cleaned • Increased cleaning regime in place in accordance with Government guidelines. • Regular stock checks to ensure cleaning / sanitising products are fully available at all times. • Cleaning team briefed regarding COVID-19, use of PPE and increased awareness of Infection Control.	
Untrained staff using cleaning substances and equipment	Staff Students Customers Contractors	• COSHH assessments for all substances in place • Work instructions for tasks in place • Only staff trained in safe methods and use of substances carry out cleaning tasks, including mechanical cleaning equipment • Staff provided with COSHH e-learning training	
Poor cleaning practice increasing risk of bacterial/viral contamination	Staff Students Customers	• Robust general cleaning schedule in place • Cleaning tasks monitored by supervisor • Additional cleaning programmed for high touch	

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	Contractors	points – including light switches, door handles, lift buttons, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, lockers, photocopiers, kettles, microwaves etc. • Thorough deep clean regime in areas where identified/possible covid-19 cases. • Government guidelines followed https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	
Inappropriate disposal of waste, in particular used tissues increasing risk of contamination	Staff Students Customers Contractors	• Work instructions in place on disposal of waste in line with government guidance in above link • Personal protective equipment available, including gloves, aprons, face masks • Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle	
Handling post or packages			
Handling post, packages or food	Staff Students Customers Contractors	• Work instructions in place • Personal protective equipment provided for handling items if required • Government guidelines followed https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19	
Business Continuity			

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Covid-19 infected person having been or suspected to have been in the premises	Staff Students Customers Contractors	- Deep clean and sanitisation of facility. Government advice followed. - COVID response team set up and in place to oversee COVID related situations - Contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on **0800 046 8687** and selecting option 1 for advice on the action to take in response to a positive case **East Riding of Yorkshire Council** – **suspected outbreak/positive test response protocol** - Contain any outbreak by following local health protection team advice **North Yorkshire and the Humber HPT** Public Health England - Telephone (including out of hours) 0114 304 9843 - manage confirmed cases of coronavirus (COVID-19) amongst the FE provider community **East Midlands HPT** – covering Lincoln Public Health England Telephone 0344 2254 524 (option 1) Out of hours advice 0344 2254 524 HealthProtectionTeam@lincolnshire.gov.uk	
Not following NHS test and trace/ home testing kit	Staff Students Customers	Everyone to follow Government advice and engage the NHS test and trace process and app.	

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	Contractors	• https://www.gov.uk/guidance/contacts-phe-health-protection-teams • https://www.gov.uk/government/news/businesses-urged-to-prepare-for-nhs-covid-19-app • Home test kits are supplied to residential students who can't access a test centre. • All food outlets use the NHS test and trace QR code system and where phones are not compatible names and numbers are written down by members of staff for test and trace purpose. • Other commercial departments to use the app to enhance safety measures. https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers • https://www.gov.uk/government/publications/letter-from-phe-and-nhs-test-and-trace-to-school-and-college-leaders/letter-from-phe-and-nhs-test-and-trace-to-school-and-college-leaders • https://www.gov.uk/government/publications/g	

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		uidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person • https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person • College Covid-19 response team will liaise with students to record all cases, so that effective and prompt contact tracing can be completed by tutors. The team have been trained in order to advise about what actions need to be given to students – for example, who should isolate and for how long • Test kits should only be used on campus in exceptional circumstances. • Individuals should visit the get a coronavirus (COVID-19) test page to book a home test kit. of 18 or a child's parent or carer (Staff).	

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		If a parent or carer, staff member or FE student does not have internet access, kits can also be ordered by calling 119. • Identified staff will wear PPE including an FFP2 face mask (minimum), gloves and apron when entering residential accommodation in order to deliver, collect and post the test kits. All PPE must be safety disposed of and double bagged. • Staff must keep a minimum of 2 metres away at all times. • https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges • The college has a test centre which allows testing of staff and students using the Lateral Flow Devices through the return to campus and ongoing. There is a separate risk assessment for the testing centre.	
Unsafe Teaching areas	Staff Students	• Government guidance on social distancing followed where possible. Where it is not possible to stay 2m apart, people should keep a distance of "one metre plus" - this means staying one metre apart, while observing precautions to reduce the risk of transmission such as increased cleaning, hand washing etc. • In line with local Health Protection Team	

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		guidance where 1-meter plus is not possible due to room capacity/layout and all options have been considered then enhanced cleaning procedures must be in place to mitigate the risk as far as is reasonably practicable. • https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses?utm_source=a6e519f1-2c39-4e3d-ad65-a1ef4337b2ba&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily • https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses • https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=47c78d6e-9a2c-48b4-9591-2bc5e665494b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily • https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-	

List significant hazards	List groups of people who are at risk from the significant hazards identified?	List existing control measures or note where the information may be found	List actions for risks which are not adequately controlled
		childcare-settings-excluding-universities • https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term • Non-fire doors left open to reduce the amount of contact with doors and improve workplace ventilation • Fire doors must not be propped open • Staff to monitor and supervise to make sure social distancing rules are applied and regular hand washing/hand sanitising • Staff to maintain 2-meter social distancing from students • Tutor is to use the sanitisation resources available in each classroom to clear the door handles, tables, touch points before starting the session using the antibacterial spray provided in each classroom. All staff to clean the laptops/computers after every use. • Resources used in lessons will be for individual use only (and the student takes the resource/handout away with the, or be recycled not reused with another students/group) or be laminated so they can be disinfected between use	

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		• Face coverings are generally not required in an educational setting. Staff to discuss any PPE requirements with head of department. Staff will have the option of using face masks/Face shields. Should students prefer to wear a mask they are permitted to. Staff must also be mindful of their learners and those students who rely on lip reading or facial cues.	
		• The overarching principle to apply is reducing the number of contacts between learners and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining social distance between individuals where possible.	
		• Group and Paired activities. Students will remain in the space they chose to sit in based on the classroom set up at 1m / 2m / mitigation controls such as enhanced cleaning. Students will avoid facing each other when talking or engaging in group activity to minimise respiratory droplet movement	
		• When staff or learners cannot maintain distancing, the risk can also be reduced by keeping learners in the smaller, class-sized groups	
		• When timetabling, groups to be kept apart and movement around the site kept to a minimum	
		• 2 metre area around teaching staff marked out to ensure safe social distancing	

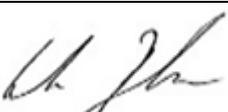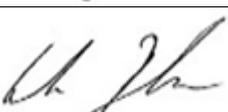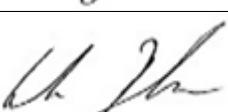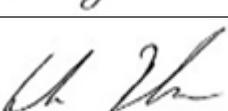| List significant hazards	List groups of people who are at risk from the significant hazards identified?	List existing control measures or note where the information may be found	List actions for risks which are not adequately controlled
		Prevention 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. 2) Where recommended, the use of face coverings in schools. 3) Clean hands thoroughly more often than usual. 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Minimise contact between individuals and maintain social distancing wherever possible. 7) Where necessary, wear appropriate personal protective equipment (PPE). 8) Always keeping occupied spaces well ventilated. Numbers 1 to 5, and number 8, must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.	

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Unsafe use of the LRC during lockdown.	Staff Students	- LRC identified suitable due to size, IT availability and layout which can safely ensure 2 metre social distancing - Enhanced robust cleaning of LRC areas including toilets (3 times per day) by the cleaning team - One-way system in place - Reduced numbers of students and staff on campus - Hand sanitiser provided and maintained - Cleaning equipment provided to clean down IT equipment before/after use - Staff to utilise free space/classrooms to work safely - Ground floor to be opened in phases due to new carpet fitting. LRC Manager to oversee phased opening of ground floor space - Reporting and recording procedures in place to identify any issues or concerns – with potential to open 2nd floor for staff (STEM centre) - Face coverings to be worn in communal areas and the library in line with Government guidelines – signage in place	

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		Name	Signature	Date	Actions added
Review	Review Conducted by:	Colin Brighton		11th May 2020	First Aid / New Gov guidance
	Review Conducted by:	Colin Brighton		14th May 2020 5th February 2021	Mental Health support Homeworking/Loneworking
	Review Conducted by:	Colin Brighton		2nd June 2020	Updated Information i.e. symptoms
	Review Conducted by:	Colin Brighton		9th June 2020	East Riding council suspected outbreak/positive test response protocol
	Review Conducted by:	Colin Brighton		26th June 2020	New social distancing guidance from 4th July
	Review Conducted by:	Colin Brighton		3rd July 2020	New guidance from DfE and HSE
	Review Conducted by:	Colin Brighton		10th July 2020	New guidance from 1st August on shielding and clinically vulnerable/ clinically extremely vulnerable. Link to guidance on what FE colleges will need to do from start of the 2020 autumn term

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Review Conducted by:	Colin Brighton			20th July 2020	Link to guidance on HE: reopening buildings and campuses
Review Conducted by:	Colin Brighton			17th August	Classroom
Review Conducted by:	Colin Brighton			1st September 2020 12th November 2020	Updated link to gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term
Review Conducted by:	Colin Brighton			4th September 2020	Link to letter from PHE and NHS test and trace to college leaders
Review Conducted by:	Colin Brighton			7th September 2020	Removed previous guidance on shielding
Review Conducted by:	Colin Brighton			8th September 2020	Link – what to do if a student is displaying symptoms of coronavirus (COVID-19)
Review Conducted by:	Colin Brighton			10th September 2020	Updated Link to guidance on HE: reopening buildings and campuses
Review Conducted by:	Colin Brighton			14th September 2020 25th February 2021	Face coverings required in corridors and communal areas. Face coverings required to be worn in classrooms until Easter and will be kept under review.

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Review Conducted by:	Colin Brighton		17th September 2020		Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person
Review Conducted by:	Colin Brighton		18th September 2020		Update on FE guidance and using the DfE helpline in cases
Review Conducted by:	Colin Brighton		23rd September 2020		Test and trace app
Review Conducted by:	Colin Brighton		8th October 2020 15th December 2020		Updated link to testing kit for schools and FE providers College test centre and link to asymptomatic testing in schools and colleges
Review Conducted by:	Colin Brighton		15th October 2020		Updated link to Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
Review Conducted by:	Colin Brighton		16th October 2020		Updated link to HE reopening buildings and campuses - new 3 tiers of COVID-19 measures.
Review Conducted by:	Colin Brighton		30th October 2020 14th December 2020 8th January 2021		Updated Link to guidance on what FE colleges will need to do from start of the 2020 autumn term Link: covid-19-maintaining-further-education-provision
Review Conducted by:	Colin Brighton		3rd November 2020 13th November 2020 25th November 2020 14th December 2020		New link to: www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-new-national-restrictions-guidance

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Review Conducted by:	Colin Brighton		4th November 2020 26th November 2020	New guidance on clinically extremely vulnerable Education-and-childcare-settings-new-national-restrictions-from-5-november-2020 New guidance from 2nd December 2020
Review Conducted by:	Colin Brighton		5th November 2020 14th December 2020	New links - face-coverings-in-education actions-for-schools-during-the-coronavirus-Outbreak/guidance-for-full opening-schools
Review Conducted by:	Colin Brighton		9th November 2020 13th November 2020 26th November 2020 8th December 2020	New link - what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak -in-the-autumn-term New link - guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term
Review Conducted by:	Colin Brighton		11th November 2020	New link https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses
Review Conducted by:	Colin Brighton		16th November 2020	College COVID-19 Response Team Staff working from home
Review Conducted by:	Colin Brighton		11th January 2021	Use of LRC during lockdown

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Assessment Acknowledgment – COVID-19

I have read and understood the above Risk Assessment(s) that I will be adhering to in the course of my work at Bishop Burton / Riseholme College Or

I have had explained to me and I understand the Risk Assessment(s) that I will be adhering to in the course of my work at Bishop Burton / Riseholme College.

NAME – BLOCK CAPITALS	SIGNATURE	DATE