

Risk Assessment Report

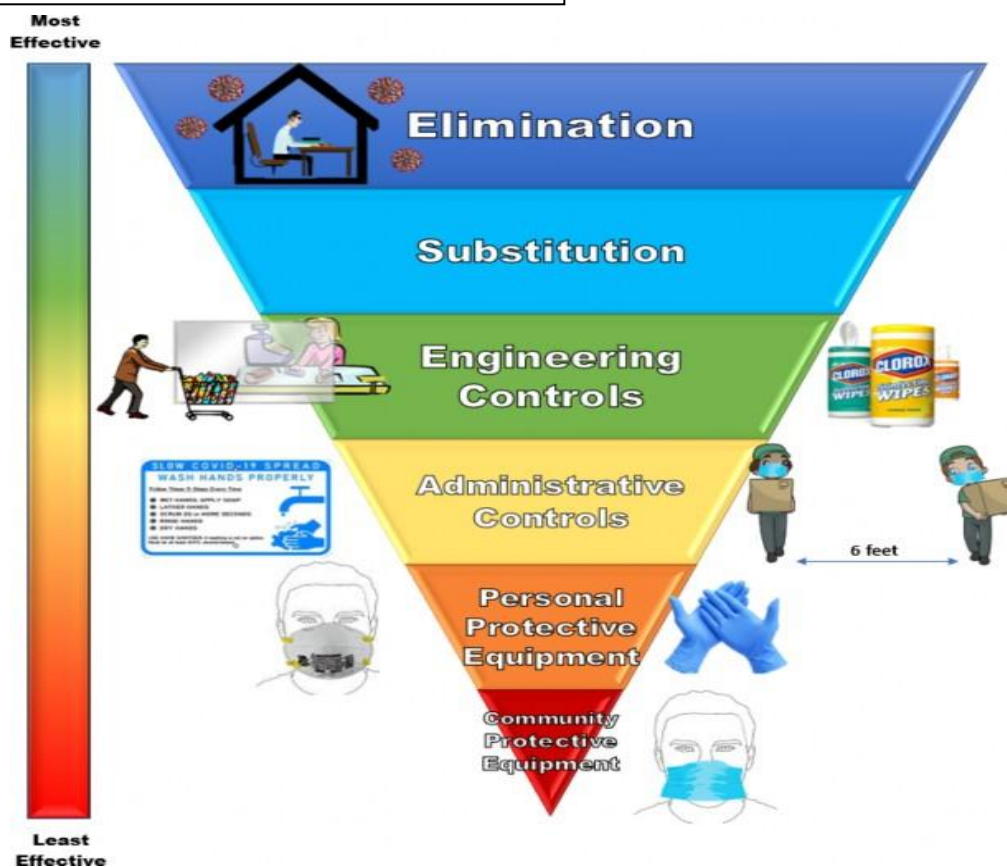
Risk Rating

High


Medium

Low

- **Elimination** – Completely eliminating exposure to the hazard.
- **Substitution** – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- **Engineering Controls** – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- **Administrative Controls** – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- **Personal Protective Equipment** – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- **Community Protective equipment** – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices.



Task/Activity/Process:	Frequency				
	Often X				
	Staff X				

Campus:	All	Assessment No:	CoWC/Virus/19/03	Assessment Date:	13/05/2020
Department:	All areas	Assessment Type (Delete as appropriate; see Note 1)			
		Specific	Generic	Dynamic	
Activity/Process:					
Supporting the College to deliver a robust educational programme that ensures safety first in this Covid 19 pandemic period for this academic year 2020-2021 and its onsite associated activities.					
Assessor			Line Manager Acceptance (See Note 2)		
Name:	Hugh Benson		Name:		
Appointment:	SHEF Manager		Appointment:		
Signature:			Signature:		

Review No: 10 - Updated: 10/01/2021

Hazards (Include Hazard Survey Number where applicable)	Who is at Risk?	Control Measures Specific existing Control Measures	Risk Rating Likelihood X Consequence (See Note 3)	Additional Controls Each Control Measure is to be specific and managed	Residual Risk Rating (See Note 4)	Management Plan		
						Owner(s)	Target Date	Comp Date
<p>Contamination of others.</p> <p>Anyone contracting the virus or those that are showing the symptoms.</p>	<p>Staff Students Apprentices Visitors</p>	<p>On site activity only confirmed through EMT and in accordance with the latest government guidance will be undertaken to limit contamination of others.</p> <p>Onsite activity to be contained to a specific campus and named areas.</p> <p>The main symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough and a loss or change to your sense of smell or taste – or as deemed by the latest government guidance.</p> <p>All staff to record sickness through iTRENT throughout lockdown. Where COVID-19 concerns are recorded, appropriate procedures will be followed.</p> <p>The College will adhere to the latest government</p>	<p>1 x 3 = 3</p>	<p>Planner of activity formed and overseen by aligned daily Duty Principal. Where agreement is not in place for any staff, students or apprentice's access will not be allowed.</p> <p>Anyone that has symptoms and thinks that they may have the virus should self-isolate immediately, contact 111 for guidance and stay away from College.</p> <p>Staff can access Lateral Flow Testing Centres.</p> <p>College will deliver Rapid Flow Device (LFD) testing on a voluntary basis.</p> <p>If required, the College can make a full COVID test referral through the Head of HR.</p>	<p>1 x 3 = 3</p>	<p>EMT lead. Marketing Mgr. SHEF Mgr. HR Head. All staff. All students / apprentices.</p>		

		<p>guidance: https://www.gov.uk/coronavirus and will disseminate information regularly via College website (external) and via Teams and All Staff emails (internally).</p> <p>Social contact is prohibited.</p> <p>Wearing of face coverings whilst on any College campus by staff, students and apprentices.</p> <p>Use of temperature checking on entry to any College campuses by staff, students, apprentices and visitors.</p>		<p>In positive cases, reports may be reported to local health protection team in line with their reporting procedures.</p> <p>College COVID-19 protocols are outlined re opening documentation and briefings.</p> <p>College COVID-19 protocols are outlined in student and apprentices briefing/inductions.</p> <p>If temperature results are 37.8C or greater, this is indicating a fever. The individual will need to be asked to leave the entrance area, and wait away from others and return in 10 minutes and a second reading will take place.</p> <p>If the second reading is still showing 37.8C or greater, then individual's name is to be noted and then should be requested to go home and follow the</p>				
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				current government guidance in relation to COVID-19 as potentially they may be displaying symptoms. If a student, name to be reported to Curriculum Manager. If a staff member, name to be reported to Human Resources.				
Spreading the virus around the College by airborne secretions	Staff Students Apprentices Visitors	Onsite activity to be contained to a specific campus and named areas. Posters and advice in high profile locations. Provision of sanitiser in points of entry. Wearing of face coverings whilst on any College campus by staff, students and apprentices. Provision of COVID-19 related PPE.	1 x 3 = 3	Anyone that has symptoms and thinks that they may have the virus should self-isolate immediately, contact 111 for guidance and stay away from College. Additional cleaning facilities provided and cleaning of communal areas. Additional sanitiser points. Provision of COVID-19 related PPE – face shields. Regular cleaning of 'safe flow' pathways such as stairwell hand rails.	1 x 3 = 3	SHEF Mgr. Facilities & Procurement Mgr. Estates Mgr. All staff. All students / apprentices.		

				<p>Isolation rooms are identified.</p> <p>Procedures are outlined re opening documentation and briefings.</p> <p>Staff can wear their own face coverings.</p>				
<p>Spreading the virus by contact with secretions on surfaces.</p>	<p>Staff Students Apprentices Visitors</p>	<p>Onsite activity to be contained to a specific campus and named areas.</p> <p>Appropriate hand washing should be followed using the latest government guidance: https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Staff, students and apprentices to practice a robust, effective and frequent handwashing regime as follows:</p> <ul style="list-style-type: none"> • Before leaving home • On arrival at on site • After using the toilets or ablutions • Before preparing or eating food 	<p>1 x 3 = 3</p>	<p>Anyone that has symptoms and thinks that they may have the virus should self-isolate immediately, contact 111 for guidance and stay away from College.</p> <p>On site activity only confirmed through EMT and in accordance with the latest government guidance will be undertaken to limit contamination of others.</p> <p>Use of only key rooms for activity overseen by HoFs and CM working with, Estates SHEF and IT Mgrs.</p>		<p>SHEF Mgr.</p> <p>Facilities & Procurement Mgr.</p> <p>Estates Mgr.</p> <p>HoFs.</p> <p>All staff.</p> <p>All students / apprentices.</p>		

		<ul style="list-style-type: none"> • Before leaving. This list is not exhaustive. <p>Use of hand sanitiser if hand washing is not available or convenient.</p> <p>Do not touch your eyes, nose, mouth with unwashed hands.</p> <p>Staff, students and apprentices are encouraged to take accountability for the cleanliness of their own areas and cleaning products such as antibacterial sprays and wipes will be made available to help maintain the high levels of sanitisation.</p> <p>Prohibition of social contact.</p> <p>Where possible, areas will be cash less.</p>		<p>Appropriate practises are outlined in student and apprentices briefing/inductions.</p> <p>Regular cleaning of ‘safe flow’ pathways such as stairwell hand rails and more communal areas.</p> <p>Cleaning facilities will be assigned to high traffic areas of IT equipment where staff, students and apprentices will be encouraged to wipe down IT equipment before and after activities.</p> <p>The use and seating capacity of the refectory areas will be limited due to social distancing measures being in place.</p> <p>Discrete areas such as the Study Hub will introduce quarantine processes.</p> <p>Furniture and equipment in social areas will be removed to prevent use. In</p>				
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				<p>certain areas, soft furnishing and equipment will be removed.</p> <p>Any use of the communal kitchen areas by staff should observe appropriate cleaning and hygiene measures.</p>				
Staff or students returning from an identified risk area/or aboard.	Staff Students Apprentices Visitors	Staff, students and apprentices to act in line with the latest government guidance: https://www.gov.uk/guidance/travel-advice-novel-coronavirus	1 x 3 = 3	<p>College trips or visits are prohibited.</p> <p>No trips aboard to be authorised.</p>	1 x 3 = 3	<p>HoFs</p> <p>All staff.</p> <p>All students / apprentices.</p>		
Staff or students having contact with person(s) who have been diagnosed with the virus (family, friend etc.) or become ill on site.	Staff Students Apprentices	<p>Staff, students and apprentices are advised not to attend any College Campus or conduct business on behalf of the College if:</p> <ul style="list-style-type: none"> • they have coronavirus symptoms • have tested positive in the last 7 days • had contact with individuals who are unwell with coronavirus symptoms 	1 x 3 = 3	<p>Anyone that has symptoms and thinks that they may have the virus should self-isolate immediately, contact 111 for guidance and stay away from College.</p> <p>Staff are classed as essential workers and can access testing for them and households. If required, the College can make a referral for a full</p>	1 x 3 = 3	<p>All staff.</p> <p>All students / apprentices.</p>		

		<ul style="list-style-type: none"> • have someone in their household who does <p>All staff to record sickness through iTRENT. Where COVID-19 concerns are recorded, appropriate procedures will be followed.</p> <p>If anyone in the College becomes unwell with symptoms and is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation.</p> <p>Signing in of staff and those identified to access facilities during lockdown to track if required. Seating plans in place to identify contact points.</p>		<p>COVID test through the Head of HR.</p> <p>The College will deliver Rapid Flow Device (LFD) testing on a voluntary basis.</p> <p>In positive cases, reports may be reported to local health protection team in line with their reporting procedures.</p> <p>Isolation rooms are identified.</p> <p>Processes are in place to oversee this activity which will include appropriate cleaning action to be taken based on outcome where anyone becomes ill.</p>				
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Students Apprentices	Onsite activity to be contained to a specific campus and named areas.	1 x 3 = 3	Estates Manager is to maintain air circulation systems in line with manufacturers' recommendations.	1 x 3 = 3	All staff. All students / apprentices. Estates Manager		

		<p>Follow HSE guidance on heating ventilation and air conditioning (HVAC).</p> <p>Staff to monitor and identify if additional ventilation to increase air flow in all or parts of their workplace is required, while ensuring room temperature is as comfortable as is practicable.</p> <p>Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) this can help.</p> <p>When using windows to provide adequate ventilation, try and use windows that are high up in preference to those at lower levels, in order to minimise draught onto staff and students.</p> <p>If you need additional ventilation as provided, it is safe to use mechanical</p>						
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		<p>ventilation, desk fans, air movers etc.</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air.</p>						
Failure to keep social distancing whilst moving around the College.	Staff Students Apprentices Visitors	<p>On site activity only confirmed through EMT and in accordance with the latest government guidance will be undertaken to limit contamination of others. One DP stationed at any opened campus.</p> <p>A safe flow of moving will be recommended specific to each campus as per the latest government guidance: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Lifts will be limited for essential use only. If required for essential use,</p>	1 x 3 = 3	<p>Everyone is responsible for ensuring social distancing is maintained at all times while in the College or areas where the College has a duty of care.</p> <p>Provision of COVID-19 related PPE – face shields.</p> <p>If queues form, markings will be placed on the ground in the surrounding entrance areas to encourage social distancing whilst waiting.</p> <p>Onsite activity to be contained to a specific campus and named areas.</p>	1 x 3 = 3	<p>All staff.</p> <p>All students.</p>		

		<p>this is only for one person at a time.</p> <p>Wearing of face coverings whilst on any College campus by staff, students and apprentices.</p> <p>Areas not in use or areas that are too small to allow social distancing may be closed off.</p>		<p>Set up of rooms overseen by HoFs and CM working with, Estates SHEF and IT Mgrs.</p> <p>The use and seating capacity of the refectory areas will be limited due to social distancing measures being in place.</p> <p>Non-compliance of College protocols will lead to disciplinary action.</p> <p>Where possible, movement between campuses should be avoided.</p> <p>All meetings should be held via Teams to avoid groups forming.</p>				
<p>Poor well-being and culture for working safely.</p> <p>Anxiety, concerns, uncertainties as to theirs and others safety etc.</p>	Staff	<p>On site activity only confirmed through EMT and in accordance with the latest government guidance will be undertaken to limit contamination of others.</p> <p>Reassurance and communication with staff if</p>	1 x 3 = 3	<p>The College will adhere to the latest government guidance: https://www.gov.uk/corona virus</p> <p>College COVID-19 protocols are outlined re</p>	1 x 3 = 3	<p>EMT lead.</p> <p>SMT.</p> <p>SHEF Mgr.</p> <p>Head of HR.</p> <p>All staff.</p>		

		<p>required to attend to support onsite activities.</p> <p>Line managers will deem the requirements of staff. Working from home should be in place, unless required to support onsite activities.</p> <p>A Clean Desk Policy will be introduced.</p> <p>Staff are expected to wipe down surfaces of areas that are to be worked at before and after use. It is recommended that staff do not move desks during the day.</p> <p>Provision of COVID-19 related PPE – face shields.</p>		<p>opening documentation and briefings.</p> <p>Face to face desk working should be avoided. Where staff offices are small, it is recommended that these are avoided and only used if social distancing allows.</p> <p>Use of own desks may not be permitted due to social distancing.</p> <p>Where possible, movement between campuses should be avoided.</p> <p>Where possible, staff are expected to use their laptop that has been provided for working at home.</p> <p>Individual risk assessments to take place to work through concerns/situations.</p> <p>Mental health and wellbeing awareness, information on how to</p>				
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				<p>access support is readily available.</p> <p>Staff can access external support via AVIVA via FE Protect on 0117 934 0105 AVIVA will provide a 24/7 confidential counselling service helpline.</p>				
Increased risk of infection and complications for vulnerable workers.	Staff	<p>Identify who in your work force fall into a clinically extremely vulnerable category.</p> <p>Discuss with employees what their personal risks are and identify what managers need to do in each case, working in line with current government guidance.</p>	1 x 3 = 3	Individual Risk assessment are in place via relevant line manager, SHEF Manager.	1 x 3 = 3	SHEF Mgr. All staff.	0712 20	1012 20
Use of appropriate PPE.	Staff	<p>Appropriate PPE to be adhered to in line with sector, industry or latest government guidance: https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe</p>	1 x 3 = 3	<p>Where required, specific sectors or industries a risk assessment Covid-19 specific can be completed with support by the SHEF Mgr.</p> <p>Provision of COVID-19 related PPE – face shields.</p>	1 x 3 = 3	SHEF Mgr. All staff. Facilities & Procurement Mgr.		

		<p>Wearing of face coverings whilst on any College campus by staff, students and apprentices.</p> <p>All equipment to meet appropriate standards.</p>		<p>Staff may choose to wear their own masks or face coverings.</p> <p>For staff mainly carrying out off site duties such as assessors, in addition masks and hand sanitiser will be provided as washing facilities may be difficult to access.</p> <p>For staff dealing with students in the ISP base and Futures provision, in addition masks, disposable aprons, goggles and gloves will be made available and stored within areas.</p> <p>On front line service desks, screens will be used and social distancing measures put in place.</p>				
<p>Cleaning Regimes</p> <p>Poor cleaning regimes will enhance the spread of the virus.</p>	<p>Staff Students Apprentices Visitors</p>	<p>Onsite activity to be contained to a specific campus and named areas.</p> <p>All staff are encouraged to take accountability for the cleanliness of their own</p>	<p>1 x 3 = 3</p>	<p>Preventative measures such as colour coding systems are in place to mitigate cross contamination from cleaning activities.</p>		<p>Facilities & Procurement Mgr.</p> <p>SHEF Mgr.</p>		

	<p>areas and cleaning products such as antibacterial sprays and wipes will be made available to help maintain the high levels of sanitisation.</p> <p>All rooms earmarked for occupation will be cleaned prior to use at the beginning of each day before activity commences.</p> <p>There will be an 'enhanced' clean which involves more frequent cleaning of high-touch areas, such as reception desks, lift controls, door handles and handrails with disinfectants that are compliant with European standard EN144476 which are effective against Coronavirus.</p> <p>In the classroom, the Cleaning Team will pay special attention to cleaning desks, chairs, lighting controls, keyboards and mice.</p>		<p>Additional bins will be provided. The Cleaning Team will empty internal waste from disposal bins via the correct waste disposal route.</p> <p>Practical areas not to be used during current lockdown.</p> <p>Cleaning facilities will be assigned to high traffic areas of IT equipment where staff, students and apprentices will be encouraged to wipe down IT equipment before and after activities.</p> <p>There will be regular general cleaning of communal areas, such as reception desks, corridor doors (as per walking system), toilets and refectory areas.</p> <p>Cleaning after a suspected case has been reported</p>				
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		<p>In the cases of staff using equipment such as wheelchairs, walking frames etc., cleaning is expected to be completed on arrival and departure (if required). Cleaning facilities will be made available in reception areas. In the cases of students, greeting tutors will be expected to support this activity working with families of the students.</p> <p>Communal equipment such as printers, will have cleaning stations nearby for use before and after.</p>		will follow the appropriate government guidance.				
<p>Vulnerable students and students/ apprentices with EHCPs</p> <p>Vulnerable staff (due to age, underlying health conditions and pregnancy.)</p>	<p>Staff Students Apprentices</p>	<p>All individual risk assessment to take place to for those classed as vulnerable students. On site activities planned for those only necessary.</p> <p>Each member of staff to have an individual risk assessment (on request) taking into consideration, their health, wellbeing, concerns and personal</p>	1 x 3 = 3	<p>For students or apprentices, this may involve discussion with curriculum, SEN Mgrs and third-party parties plus parents/carers etc.</p> <p>Where requested, SHEF Manager to carry out risk assessment in liaison with the individual staff member and with support of the line manager, where</p>	1 x 3 = 3	<p>SHEF Mgr. Individual staff. Individual students/ apprentices. CMs. SEN Mgrs. Line Mgrs.</p>		

		<p>circumstances with appropriate control measures to be considered and responded as appropriate.</p> <p>Provision of COVID-19 related PPE.</p>		<p>required. This could lead to additional provision of COVID-19 related PPE.</p> <p>For further support GPs or Occupational Health may be consulted with.</p> <p>Mental health and wellbeing awareness, information on how to access support to be readily available.</p> <p>Staff can access external support via AVIVA via FE Protect on 0117 934 0105 AVIVA will provide a 24/7 confidential counselling service helpline.</p>				
<p>Vulnerable staff. Categories: BAME</p> <p>Disproportionate numbers of deaths from COVID-19 pandemic as indicated in the 'Disparities in the risk and outcomes of COVID-19 Report' of BAME people</p>	Staff	<p>Each member of staff to have an individual risk assessment (on request). Most importantly, the conversation supporting the risk assessment should also be on an ongoing basis, should consider feelings particularly regarding both physical and psychological safety, and mental health.</p>	1 x 3 = 3	<p>Where requested, SHEF Manager to carry out risk assessment in liaison with the individual staff member and with support of the line manager, where required. This could lead to additional provision of COVID-19 related PPE.</p>		<p>Individual BAME staff.</p> <p>SHEF Mgr.</p> <p>Line Mgrs.</p>		

		<p>There has been no specific guidance in response to the 'Disparities in the risk and outcomes of COVID-19 Report': https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/891116/disparities_review.pdf however, the College will follow when available.</p> <p>Provision of COVID-19 related PPE.</p>		<p>For further support GPs or Occupational Health may be consulted with.</p> <p>Mental health and wellbeing awareness, information on how to access support to be readily available.</p> <p>Staff can access external support via AVIVA via FE Protect on 0117 934 0105 AVIVA will provide a 24/7 confidential counselling service helpline.</p>				
Travelling to work and use of College transport.	Staff Students Apprentices Visitors	<p>All staff, students and apprentices should avoid non-essential travel.</p> <p>If needed travel safely by walking and cycling. Where this is not possible, use public transport or drive.</p> <p>It is the law that you must wear a face covering when travelling in England on public transport and follow the latest government guidance: https://www.gov.uk/guidance</p>	1 x 3 = 3	<p>Use of College transport is prohibited for students and apprentices.</p> <p>Non-essential travel on College business should be kept to a minimum.</p> <p>Avoid car sharing is required, the latest government guidance should be following: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	1 x 3 =3	<p>Estates Mgr.</p> <p>All staff.</p> <p>All students / apprentices.</p>		

		<p>e/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Staff, students and apprentices to adhere to hygiene regimes prior to and after use travel.</p> <p>College transport is to be only used by one member of staff at a time. This is to be cleaned internally prior to and after use, this is to be recorded by the driver or designated person.</p>						
<p>Home working.</p> <p>Unsafe environment, DSE ergonomics, hours of work, lack of social interaction.</p>	All staff	<p>Staff to strictly follow College guidance and implement homeworking risk assessments and complete ELearning training.</p> <p>Managers to ensure there are clear lines of communication, regular checks are made with individuals well – being etc. in line with College protocols.</p>	1 x 2 = 2	<p>Staff are to take appropriate breaks as per training guidelines.</p> <p>Managers to identify if additional DSE equipment is required on an individual basis, considering known health problems.</p> <p>Display Screen Equipment (DSE) eye test vouchers and vouchers towards the cost of glasses via Specsavers are available via SHEF Manager</p>	1 x 2 = 2	<p>All Staff.</p> <p>Line Mgrs.</p> <p>SHEF Mgr.</p>		

		<p>Ensure eye sight tests are followed up every 2 years or when DSE user feels deterioration in their eyesight.</p>		<p>Mental health and wellbeing awareness, information on how to access support to be readily available.</p> <p>Staff can access external support via AVIVA via FE Protect on 0117 934 0105 AVIVA will provide a 24/7 confidential counselling service helpline.</p>					
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Line Manager Assessment Review (See Notes 2 and 5)							
Review Date:	As government guidance evolves.	Review Date:		Review Date:		Review Date:	
Name:	Hugh Benson	Name:		Name:		Name:	
Appointment:	SHEF Manager	Appointment:		Appointment:		Appointment:	
Signature:		Signature:		Signature:		Signature:	

Notes:

- 1 If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.

3

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Consequence			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

- 4 Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
- 5 Risk Assessments are to be reviewed:
 - Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or near miss.
 - Following significant changes to the task, process, procedure or Line Management.
 - Following the introduction of more vulnerable personnel.
 - If "Generic" prior to use.

Notes:

Method Statement:

Relevant Line Manager to make adjustments to this assessment (as required) for the activities, processes and staff, students and apprentices' individual needs, making this assessment specific to their area of responsibility.

Only those identified as vulnerable person and permitted to be on site will access.

If specific control measures are required for staff, students or apprentices due to underlying health problems, then this assessment **is for their eyes only** as it will contain information they may not wish other people to know (possible GDPR implications).

A robust cleaning regime in place that is monitored and adjusted as required to meet government guidelines.

Isolation rooms on each site identified and clearly marked, locations and how to access known by all staff.

Staff, students or apprentices to follow good hygiene procedures.

Social distancing to be observed.

PPE to be worn as appropriate, in line with College direction and Government Guidance.

Government guidelines and College protocols to be strictly adhered to.

Appropriate individual training and assessments to be completed by all staff, (pandemic, home working, return to work etc.).

This generic risk assessment is to be brought to the attention of all staff prior to or immediately on working on site.

Adjusted specific risk assessment pertaining to an area or individual(s) to those affected by it.

Rapid Flow Device (LFD) Testing Centre will be established within the College to ID individuals that are asymptomatic.