

Risk Assessment Report

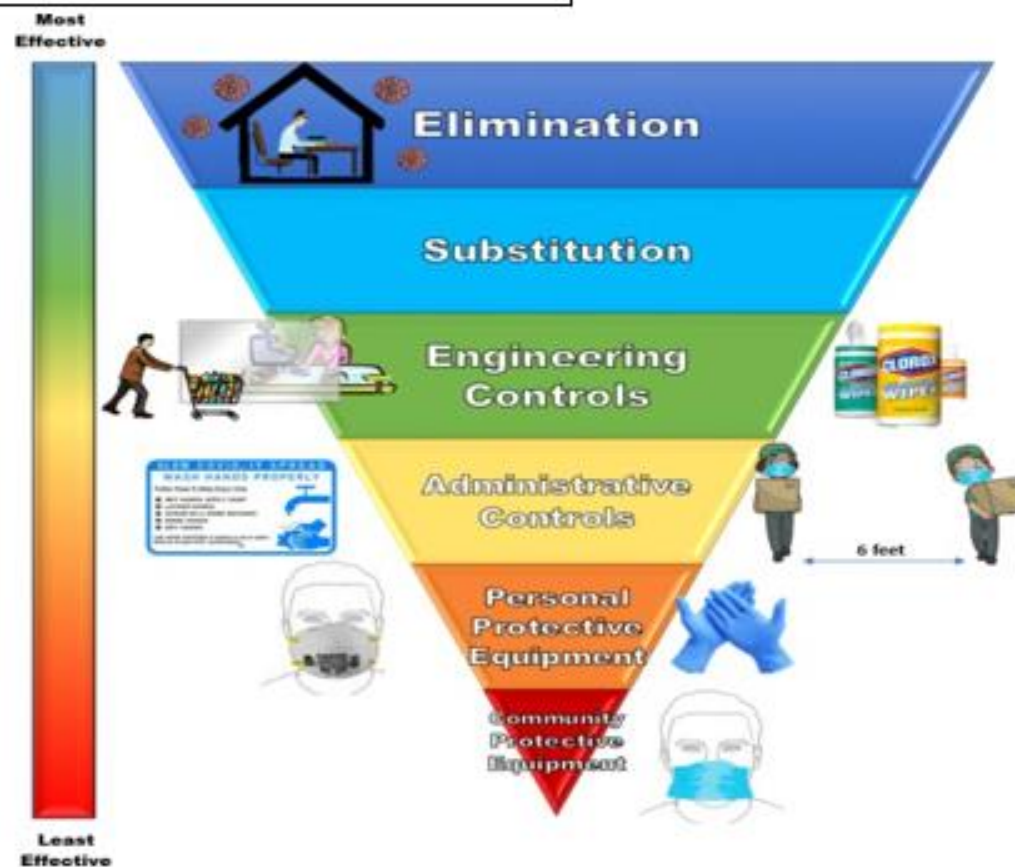
Risk Rating

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 defence 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:	20/05/2020
Department:	All areas	Assessment Type (Delete as appropriate; see Note 1)			
		Specific	Generic	Dynamic	
Activity/Process:					
Supporting the College to deliver a robust educational experience that ensures safety first in this COVID-19 pandemic for 2020-2021 and its onsite associated activities.					
Assessor			Line Manager Acceptance (See Note 2)		
Name:	Hugh Benson		Name:	Louise Fall	
Appointment:	SHEF Manager		Appointment:	Vice Principal Student Engagement	
Signature:			Signature:	Louise Fall	

Review No: 11 - Updated: 20/05/2021

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 or students/apprentices having contact with person(s) who have been diagnosed with the virus (family, friend etc.) or become ill on site.</p>	<p>Staff Students Apprentices Visitors</p>	<p>On site activity confirmed through SMT and in accordance with the latest government guidance to support the reopening of education providers.</p> <p>Staff, students and apprentices are advised not to attend College or conduct business on behalf of the College if they:</p> <ul style="list-style-type: none"> • have coronavirus symptoms • have tested positive in the last 7 days • had contact with individuals who are unwell with coronavirus symptoms • have someone in their household who does <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</p>	<p>1 x 3 = 3</p>	<p>All staff to record sickness through iTRENT throughout lockdown. Where COVID-19 concerns are recorded, appropriate procedures will be followed.</p> <p>PCR kits can be made available directly from College.</p> <p>In positive cases – Asymptomatic cases reported to NHS Track and Trace and local tracking.</p> <p>PCR cases reported to local health protection team in line with their reporting procedures. Patterns monitored to prevent outbreaks.</p> <p>Isolation rooms are identified. Processes are in place to oversee this activity which will include</p>	<p>1 x 3 = 3</p>	<p>All staff. All students / apprentices.</p>		

		<p>as deemed by the latest government guidance.</p> <p>Staff and students can access Lateral Flow Testing Centres at College and across the City or home testing – testing in line with the government guidance.</p> <p>The College will adhere to the latest government guidance:</p> <p>Further education coronavirus (COVID-19) operational guidance</p> <p>Additional operational guidance for special schools, special post-16 institutions and alternative provision</p> <p>https://www.gov.uk/coronavirus</p> <p>and will disseminate information regularly via College website (external) and via Teams and All Staff emails (internally).</p>		<p>appropriate cleaning action to be taken based on outcome where anyone becomes ill whilst on campus.</p> <p>College COVID-19 protocols are outlined through re-opening documentation and briefing presentations.</p> <p>College COVID-19 protocols to be outlined to students and apprentices during their return.</p> <p>If not possible, social distancing mitigations are put in place. This should not prevent the delivery of a full curriculum offer.</p> <p>The College can supply and support replacements if needed, however everyone can choose to wear their own masks or face coverings. The Department of Health and Social Care is distributing 'Type IIR' masks to settings for use.</p>				
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		<p>Social distancing is strongly encouraged. Maintaining a distance between people whilst inside and reducing the amount of time in face-to-face contact lowers the risk of transmission.</p> <p>Ideally, staff should maintain a 2 metre distance from each other and from students/apprentices.</p> <p>Teaching staff may maintain distance from students/apprentices by staying at the front of the room. All classes will have a 'tutor zone' marked out for use.</p> <p>Student/apprentice seating plans to be used at all times and layout of rooms to be considered for front facing and side-to-side.</p> <p>Wearing of appropriate face coverings at all times whilst on any College campus by all.</p>		<p>Any removal of face covering would only be asked for identification processes or if communication is a barrier. This removal would observe social distancing.</p> <p>No student/apprentice will be denied education on the grounds that they are not wearing a face covering.</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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		<p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission. In an education setting environment they are unlikely to offer appropriate protection to the wearer and should only be used after carrying out a risk assessment for the specific situation.</p> <p>Use of temperature checking on entry to any College campuses by all.</p>		<p>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.</p>				
<p>Spreading the virus around the College by airborne secretions</p>	<p>Staff Students Apprentices Visitors</p>	<p>Washing your hands is still the best way to prevent the spread. Hand sanitiser and cleaning stations are available on entrance points and around the campuses.</p> <p>All staff are encouraged to take accountability for</p>	<p>1 x 3 = 3</p>	<p>Anyone that has symptoms and thinks that they may have the virus should self-isolate immediately, get a PCR test and stay away from College.</p> <p>Cleaning staff are on site for the whole day. All</p>	<p>1 x 3 = 3</p>	<p>SHEF Mgr. Facilities & Procurement Mgr. Estates Mgr. All staff. All students / apprentices.</p>		

		<p>cleanliness – this includes your own working area(s) and classrooms.</p> <p>Wearing of appropriate face coverings at all times whilst on any College campus by all.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission. In an education setting environment they are unlikely to offer appropriate protection to the wearer and should only be used after carrying out a risk assessment for the specific situation.</p>		<p>rooms are cleaned daily before use.</p> <p>Regular general cleaning of communal spaces corridor doors, toilets etc. will continue.</p> <p>Cleaning facilities are assigned to IT labs where staff, students and apprentices are encouraged to wipe down equipment before and after activities.</p> <p>Communal resources and equipment, such as printers, have cleaning facilities nearby for before and after use.</p> <p>The College can supply and support replacements if needed, however everyone can choose to wear their own masks or face coverings. The Department of Health and Social Care is distributing 'Type IIR' masks to settings for use.</p>				
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				<p>Any removal of face covering would only be asked for identification processes or if communication is a barrier. This removal would observe social distancing.</p> <p>No student/apprentice will be denied education on the grounds that they are not wearing a face covering.</p> <p>Regular cleaning of 'safe flow' pathways such as stairwell hand rails. Isolation rooms are identified.</p>				
Spreading the virus by contact with secretions on surfaces.	Staff Students Apprentices Visitors	<p>Washing your hands is still the best way to prevent the spread.</p> <p>Please wash your hands thoroughly and regular throughout the day and encourage students and apprentices.</p> <p>Hand sanitiser and cleaning stations are available on</p>	1 x 3 = 3	<p>Anyone that has symptoms and thinks that they may have the virus should self-isolate immediately, get a PCR test and stay away from College.</p> <p>Cleaning staff are on site for the whole day. All rooms are cleaned daily before use.</p>		<p>SHEF Mgr.</p> <p>Facilities & Procurement Mgr.</p> <p>Estates Mgr.</p> <p>All staff.</p> <p>All students / apprentices.</p>		

	<p>entrance points and around the campuses.</p> <p>All staff are encouraged to take accountability for cleanliness – this includes your own working area(s) and classrooms.</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 on site • After using the toilets or ablutions • Before preparing or eating food • Before leaving. <p>This list is not exhaustive.</p> <p>Social distancing is strongly encouraged. Maintaining a distance between people whilst inside and reducing the amount of time in face-to-face contact lowers the risk of transmission.</p> <p>Ideally, staff should maintain a 2 metre distance</p>		<p>Regular general cleaning of communal spaces corridor doors, toilets etc. will continue.</p> <p>Cleaning facilities are assigned to IT labs where staff, students and apprentices are encouraged to wipe down equipment before and after activities.</p> <p>Communal resources and equipment, such as printers, have cleaning facilities nearby for before and after use.</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 continue quarantine processes.</p> <p>Furniture and equipment in social areas will be removed to prevent use. In</p>				
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		<p>from each other and from students/apprentices.</p> <p>Where possible, areas will be cashless.</p> <p>The College Clean Desk Policy should be followed.</p>		<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/apprentices returning from an identified risk area/or aboard.	Staff Students Apprentices Visitors	<p>Staff, students and apprentices to act in line with the latest government guidance and restrictions: https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p>	1 x 3 = 3	No trips aboard to be authorised.	1 x 3 = 3	HoFs. All staff. All students / apprentices.		
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Students Apprentices	<p>Good ventilation reduces the concentration of the virus in the air, which reduces the risks from airborne transmission.</p> <p>It is important to ensure it is well ventilated and a comfortable teaching and learning environment is maintained. This can be achieved by:</p> <ul style="list-style-type: none"> • using mechanical ventilation systems 	1 x 3 = 3	<p>Estates Manager is to maintain air circulation systems in line with manufacturers' recommendations.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference 	1 x 3 = 3	All staff. All students / apprentices. Estates Manager.		

		<ul style="list-style-type: none"> opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space) opening internal doors can also assist with creating a throughput of air if necessary, external opening doors may also be used (as long as they are not fire doors and where safe to do so). <p>Alternative rooms will be sourced if rooms have been identified that do not have windows or ventilation is an issue.</p>		<p>to low level to reduce draughts</p> <ul style="list-style-type: none"> increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) rearranging furniture where possible to avoid direct draughts heating should be used as necessary to ensure comfort level 				
Failure to keep social distancing whilst moving around the College.	Staff Students Apprentices Visitors	Social distancing is strongly encouraged. Maintaining a distance between people whilst inside and reducing the amount of time in face-to-face contact lowers the risk of transmission.	1 x 3 = 3	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.	1 x 3 = 3	All staff. All students.		

		<p>Ideally, staff should maintain a 2 metre distance from each other and from students/apprentices.</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, this is only for one person at a time.</p> <p>Use of own desks may not be permitted due to social distancing. Face-to-face desk working should be avoided. Small offices should only be used if social distancing allows.</p>		<p>Encouragement of social distancing measure if any queues form.</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>Discrete areas such as the Study Hub will continue quarantine processes.</p> <p>Furniture and equipment in social areas will be removed to prevent use. In certain areas, soft furnishing and equipment will be removed.</p> <p>It is recommended that staff do not move desks during the day.</p> <p>Where possible, movement between</p>				
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		<p>All meetings should be held via Teams, unless by exception.</p> <p>Wearing of appropriate face coverings at all times whilst on any College campus by all. Face visors or shields should not be worn as an alternative to face coverings.</p>		campuses should be avoided.				
<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 confirmed through SMT and in accordance with the latest government guidance to support the reopening of education providers.</p> <p>Reassurance and communication with staff if 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>The College Clean Desk Policy should be followed.</p>	1 x 3 = 3	<p>The College will adhere to the latest government guidance:</p> <p>Further education coronavirus (COVID-19) operational guidance</p> <p>Additional operational guidance for special schools, special post-16 institutions and alternative provision</p> <p>https://www.gov.uk/coronavirus</p> <p>and will disseminate information regularly via College website (external)</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>Use of own desks may not be permitted due to social distancing. Face-to-face desk working should be avoided. Small offices should only be used if social distancing allows.</p> <p>Work surfaces should be cleaned before and after use.</p> <p>It is recommended that staff do not move desks during the day.</p> <p>All meetings should be held via Teams, unless by exception.</p> <p>Social distancing is strongly encouraged. Maintaining a distance between people whilst inside and reducing the amount of time in face-to-face contact lowers the risk of transmission.</p> <p>Ideally, staff should maintain a 2 metre distance from each other and from students/apprentices.</p>		<p>and via Teams and All Staff emails (internally).</p> <p>College COVID-19 protocols are outlined through re-opening documentation and briefing presentations.</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>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>				
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		Teaching staff may maintain distance from students/apprentices by staying at the front of the room. All classes will have a 'tutor zone' marked out for use.		<p>Mental health and wellbeing awareness, information on how to access support is readily available.</p> <p>Staff services such as the *new* Employee Assistance Provider – AVIVA via FE Protect can be accessed if you feel you need additional support at what is still a concerning time. AVIVA provides a 24/7 confidential counselling service helpline, support and assistance. Please ring 0117 934 0105 and confirm that you work for City of Wolverhampton College to access support.</p> <p>The College website/intranet has lots of advice and guidance on well-being that can be accessed 24/7 https://www.wolvcoll.ac.uk/mental-health/</p>				
Increased risk of infection and	Staff	Identify who falls into a clinically extremely	1 x 3 = 3	Discuss with employees what their personal risks	1 x 3 = 3	SHEF Mgr. All staff.	0712 20	1012 20

<p>complications for vulnerable workers.</p>		<p>vulnerable category and support with shielding measures.</p> <p>Each member of staff to have an individual risk assessment (on request) taking into consideration, their health, wellbeing, concerns and personal circumstances with appropriate control measures to be considered and responded as appropriate.</p>		<p>are and identify what managers need to do in each case, working in line with current government guidance.</p>				
<p>Use of appropriate COVID related PPE.</p>	<p>Staff</p>	<p>Appropriate COVID related 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> <p>Wearing of appropriate face coverings at all times whilst on any College campus by all.</p>	<p>1 x 3 = 3</p>	<p>Where required, specific sectors or industries a risk assessment specific to COVID-19 can be completed with support by the SHEF Mgr.</p> <p>Staff may choose to wear their own masks or face coverings.</p> <p>The College can supply and support replacements if needed, however everyone can choose to wear their own masks or face coverings. The</p>	<p>1 x 3 = 3</p>	<p>SHEF Mgr. All staff. Facilities & Procurement Mgr.</p>		

		<p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission. In an education setting environment they are unlikely to offer appropriate protection to the wearer and should only be used after carrying out a risk assessment for the specific situation.</p>		<p>Department of Health and Social Care is distributing 'Type IIR' masks to settings for use.</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</p> <p>Students</p> <p>Apprentices</p> <p>Visitors</p>	<p>Washing your hands is still the best way to prevent the spread.</p> <p>Please wash your hands thoroughly and regularly</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>throughout the day and encourage students and apprentices.</p> <p>Hand sanitiser and cleaning stations are available on entrance points and around the campuses.</p> <p>All staff are encouraged to take accountability for cleanliness – this includes your own working area(s) and classrooms.</p> <p>Cleaning staff are on site for the whole day. All rooms are cleaned daily before use.</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>Additional bins will be provided. The Cleaning Team will empty internal waste from disposal bins via the correct waste disposal route.</p> <p>Cleaning after a suspected case has been reported will follow the appropriate government guidance.</p> <p>Cleaning facilities are assigned to IT labs where staff, students and apprentices are encouraged to wipe down equipment before and after activities.</p> <p>Communal resources and equipment, such as printers, have cleaning facilities nearby for before and after use.</p> <p>In the classroom, the Cleaning Team will pay special attention to cleaning desks, chairs, lighting controls, keyboards and mice.</p>				
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				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>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. Each member of staff to have an individual risk assessment (on request) taking into consideration, their health, wellbeing, concerns and personal circumstances with appropriate control measures to be considered and responded as appropriate.</p>	<p>1 x 3 = 3</p>	<p>For students or apprentices, this may involve discussion with curriculum, SEN Mgrs and third-party parties plus parents/carers etc. 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>1 x 3 = 3</p>	<p>SHEF Mgr. Individual staff. Individual students/ apprentices. CMs. SEN Mgrs. Line Mgrs.</p>		

				For further support GPs or Occupational Health may be consulted with.				
<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> <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>	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>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 services such as the *new* Employee Assistance Provider – AVIVA via FE Protect can be accessed if you feel you need additional support at what is still a concerning time. AVIVA</p>		<p>Individual BAME staff.</p> <p>SHEF Mgr.</p> <p>Line Mgrs.</p>		

				<p>provides a 24/7 confidential counselling service helpline, support and assistance. Please ring 0117 934 0105 and confirm that you work for City of Wolverhampton College to access support.</p> <p>The College website/intranet has lots of advice and guidance on well-being that can be accessed 24/7 https://www.wolvcoll.ac.uk/mental-health/</p>				
Travelling to work and use of College transport.	Staff Students Apprentices Visitors	<p>Travel safely by walking and cycling. Where this is not possible, use public transport or drive.</p> <p>Adhere to government guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>It is the law that you must wear a face covering when travelling in England on</p>	1 x 3 = 3	Non-essential travel on College business should be kept to a minimum.	1 x 3 =3	Estates Mgr. All staff. All students / apprentices.		

		<p>public transport and follow the latest government guidance: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Staff, students and apprentices to adhere to hygiene regimes prior to and after 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</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</p>	1 x 2 = 2	<p>All Staff.</p> <p>Line Mgrs.</p> <p>SHEF Mgr.</p>		

		<p>individuals wellbeing etc. in line with College protocols.</p> <p>Ensure eye sight tests are followed up every 2 years or when DSE user feels deterioration in their eyesight.</p>		<p>and vouchers towards the cost of glasses via Specsavers are available via SHEF Manager</p> <p>Mental health and wellbeing awareness, information on how to access support to be readily available.</p> <p>Staff services such as the *new* Employee Assistance Provider – AVIVA via FE Protect can be accessed if you feel you need additional support at what is still a concerning time. AVIVA provides a 24/7 confidential counselling service helpline, support and assistance. Please ring 0117 934 0105 and confirm that you work for City of Wolverhampton College to access support.</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.

Staff, students and apprentices will return on a phased basis.

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 Centres will be established within the College to ID individuals that are asymptomatic.