

# West Lancashire College

Covid 19 Risk Assessment      Version 9



Date: March 2021

## Background:

This risk assessment has been undertaken in regard to the Novel Corona Virus which can lead to the illness Covid 19 (C19). This a serious illness which can in some people lead to death. The UK Government has issued clear guidance on symptoms, actions to take and hygiene which as a college we will follow and require others to follow.

There is much guidance available to call on from both government and industry bodies to help steer a course through this time. This guidance, where applicable has been considered throughout the writing of this risk assessment.

In reading this risk assessment it may be the judgement of the reader that something has been omitted. If this is the case West Lancashire College is willing to receive comments, suggestions and input into this document. Please contact [lauren.reynolds@westlancs.ac.uk](mailto:lauren.reynolds@westlancs.ac.uk) with any concerns or queries.

All hazards have been risk assessed without controls; control measures identified; re-risk rated and then any additional control measures which have not been yet implemented are noted.

## Temporary Addendum to COVID-19 Risk Assessment due to Re-opening of Education March 2021

As the Government takes steps to slowly ease the restrictions of the lockdown that has been in place since 5<sup>th</sup> January 2021 West Lancashire College has taken the following steps in line with the guidance issued to education:

1. The college has prepared for the return to face to face learning commencing 10<sup>th</sup> March 2021.
2. The college The college is participating in the rapid asymptomatic testing programme and will follow the mass asymptomatic testing: schools and colleges guidance.
3. The college has set up its own Lateral Flow Test centre within college and is actively inviting and encouraging staff and students to come forward and consent to regular testing. The college has invited all staff to attend for a lateral flow test on Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> after this staff will be provided with kits to allow for twice weekly testing 3 – 5 days apart.
4. Testing for students will commence Monday 8<sup>th</sup> March. All students will be offered lateral flow testing and will be required, where consent is given, to return a negative lateral flow test before being allowed to attend classes on 10<sup>th</sup> March. 3 lateral flow tests will be offered to all students before home test kits will be distributed to students for twice weekly testing each test being 3 – 5 days part.
5. It is through regular testing and the close monitoring of negative and positive results the college will be able to reduce disruption to teaching and learning moving forward, therefore it is taking all steps available to ensure that as many people in the college community are tested regularly. However, though not mandatory we are encouraging these tests.
6. Face coverings will be required in all areas of the college including teaching spaces. In some areas, where social distancing to 2 metres is not possible the college will provide CE marked IIR masks to staff and students. Where this is the case, the masks are considered to be PPE and the wearing thereof is mandatory.
7. Staff and students who are **clinically extremely vulnerable** are advised to work/learn from home and **not** to go into work/college. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to formally shield in the past. Staff should talk to their manager about how they will be supported, including to work from home, during the period of national restrictions. Where staff are unable to complete their work from home, they should discuss this with their line manager who may need to seek advice from HR. Students will continue to be supported with their learning remotely.
8. **Clinically vulnerable** people are at higher risk of severe illness from COVID-19. Staff and students in this category can attend work/college if it is not possible for them to work/learn from home. If clinically vulnerable employees or students have to attend college to complete their work/learning they must take particular care to follow any COVID-19 Secure rules, minimise contact with others, continue to wash their hands thoroughly and more frequently than usual and maintain thorough cleaning of frequently touched areas.
9. Pregnant staff or students fall in the clinically vulnerable category, therefore they should follow the above advice (set out at point 6). The Government guidance Coronavirus (COVID-19): advice for pregnant employees should be followed. If a pregnant worker or student has to attend college to complete their work a specific risk assessment must be carried out. For pregnant staff or students who are 28 weeks pregnant and beyond, or who have

an underlying health condition that puts them at greater risk of severe illness from COVID-19 at any gestation, a more precautionary approach should be taken.

10. Staff or students living with someone who is clinically extremely vulnerable or clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the college and at home.
11. In line with government guidance, changes to requirements for the delivery of the curriculum may be required.

**This statement will be reviewed when Government guidance changes.**

All risks are scored 1–5 for Severity (S) and Likelihood (L) – these two numbers are multiplied together to give the risk rating.

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Key: Likelihood

- 1- Very unlikely never happened before
- 2- Slight, rarely occurs
- 3 -Possible but not common
- 4- Likely
- 5- Very Likely

Key: Severity

- 1 - Minor
- 2 – Major injury/illness
- 3 - 7 day absence
- 4 – Significant injury up to 7 days
- 5 - Fatality

Risk Rating: 25 – unacceptable      16-20 High      10-15 Medium      3-9 Low      1-2 Minimal

Hazard Observed	Who may be harmed?	Risk rating before controls?			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Minimising contact with those who are unwell (Step 1)</b>	Staff Students Visitors Contractors	4	4	16	Clear signs at building entrance’s reminding people of the C19 symptoms, asking them to stay at home if they feel unwell or have tested positive for Covid-19 in the past 10 days and outlining the current guidance on what to do if you have symptoms (get a Test).  Poster reminding of the current Test and Trace requirements to isolate if you have been contacted and reiterating the college support of those who have to do this.  Tutors are required to regularly ask students if they are feeling well and anyone reporting any	4	2	8		

			<p>Covid symptoms being isolated as per the procedure.</p> <p>Anyone who becomes ill on-site with Covid-19 symptoms to be moved to an isolated room, behind a closed door, preferably with an opening window.</p> <p>If they need to use the bathroom whilst waiting, they will use an accessible toilet as these are single use and more easily decontaminated.</p> <p>All staff dealing with the individual whilst they wait will wear PPE (IIR Mask, Visor, Apron &amp; Gloves), unless a 2M distance can be maintained.</p> <p>Everyone will wash their hands thoroughly for 20 seconds or use hand sanitiser after any contact with someone who is unwell.</p> <p>The person who is displaying Covid symptoms will be asked to contact a member of their household (or the college will do this on their behalf) and ask them to collect them asap, preferably in a private vehicle avoiding public transport.</p> <p>The area around the person with symptoms will be cleaned in line with government guidance after they have left to reduce the risk of passing the infection on to other people.</p> <p>Staff to receive support when returning to work following a positive test.</p>			
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				<p>Students to receive information and guidance on what they should do and how learning will be supported during any periods of self isolation.</p> <p>Update RAMS and Covid policy for contractors to provide confidence they have procedures in place for their staff who are contacted via Test and Trace and/or have symptoms and/or a positive test.</p> <p>Ensure deliveries are taken outside wherever possible, if not possible ensure social distancing. If social distancing is not possible PPE must be worn.</p> <p>First Aiders and other key staff to be briefed on the procedure in place if someone suddenly becomes ill on site (quarantine following dynamic risk assessment).</p> <p>First Aider Grab Bags are available containing essential PPE that may be required for use by a First Aider.</p>				
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Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Cleaning Hands (Step 2)</b>	Staff Students Visitors Contractors	4	5	20	<p>Hand gel is available across the site, focusing on area's which are deemed open and in use (e.g. classrooms, practical training rooms, some staff rooms, dining areas etc) in addition to entrance's and exit's and circulation spaces.</p> <p>Hand Gel dispensers are checked on a regular basis to ensure they are serviceable.</p> <p>At the start of the term, every member of staff was issued with their own pocket sized, refillable bottle of hand gel and the college provide refilling opportunities for these bottles upon request. <i>This is in addition to the sanitising stations placed around the college in classrooms, practical training rooms, some staff rooms, dining areas, entrance's and exit's etc.</i></p> <p>Yellow, foot operated bins have been placed by all sanitising stations for the disposal of used tissue following sanitisation.</p>	4	2	8		





<p><b>Ensuring good respiratory hygiene</b> <b>(Step 3)</b></p>	<p>Staff Students Contractors Visitors</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Support staff and students to follow the ‘catch it, bin it, kill it’ advice by providing tissues and double bagged, lidded bins in all regularly used spaces.</p> <p>The college cleaning team will re-stock tissues daily and empty and sanitise bins.</p> <p>Staff supporting learners with complex needs will identify early on in the term what support they require with ensuring that they have good respiratory hygiene and ensure this support is put in place immediately.</p> <p>Any persons who do have difficulties in maintaining good respiratory hygiene will have an individual risk assessment undertaken by a competent individual.</p> <p>To aid room ventilation and encourage good respiratory health, staff will be required to keep windows open as much as possible.</p>	<p>4</p>	<p>2</p>	<p>8</p>		

Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Introducing enhanced cleaning (Step 4)</b>	Staff Students Contractors Visitors	4	5	20	<p>A summer re-opening clean was performed across the site in accordance with college requirements, prior to spaces being available for staff and student use.</p> <p>Any clutter or difficult to clean items have be removed, in order to make regular cleaning of spaces efficient and to ensure that thorough cleaning can be facilitated.</p> <p>Cleaning frequency and durations have been increased to meet the changing needs of the college operation, whilst maintaining the minimum standards of the enhanced cleaning regime.</p> <p>Staff and Students were briefed at College Induction regarding what cleaning expectations are placed upon them.</p> <p>As a minimum, frequently touched surfaces will be wiped down twice per day, with one of these cleans being at the beginning or end of the day. <i>(Frequently touched surfaces are deemed to include but not be exclusively limited to; welfare facilities (toilets and kitchens including sinks and taps), door handles, hand rails, light switches, touch to exit buttons, work surfaces, lifts,</i></p>	4	3	12		

*electronic devices (including telephones, mice, key boards, photocopiers, remote controls etc).*

Any tables allocated for eating will be cleaned between every user.

Laundry will be washed in accordance with manufacturer's instructions unless there is reason to believe the laundry has been in contact with a symptomatic or infected person.

Kitchenware (crockery, utensils, drinking cups etc) will not be shared.

Sanitising stations will be available around the college including in all teaching areas, and will provide building users access to, a viricidal surface spray, disposable cloth, hand gel, tissues and a lidded bin for disposal of used cloth and tissues.

Staff and students will be instructed and expected to sanitise their work area and any equipment before and after use – those who apply cleaning/sanitising products will have been provided with suitable instruction, information and training and posters will be on display as an aide memoir.

Any shared items, including teaching aids, stationery etc will be disinfected by the user before and after use. Items which are unable to be disinfected will not be shared or will be left 72 hours between uses.



Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Minimise contact between individuals and Social Distancing (Step 5)</b>	Staff Students Contractors Visitors	4	5	20	<p>Through the use of social distancing, the college will do everything it can to minimise the number of contacts an individual has, and keep their group as consistent as possible. <i>It should be noted that, whilst the college will take steps to reduce the number of close contacts a person has, it cannot guarantee that an individual won't be identified as part of the Contact Tracing system as a close contact, in the event of a positive case of Covid-19 being notified to the college.</i></p> <p>Visual aids, such as floor strips and signage are used for maintaining a social distance, where necessary.</p> <p>Staff are required to maintain a 2M distance from others, including students as much as possible, and are expected to make adaptations to the way they deliver lessons in order to allow for this physical distance. 2M markings are provided in classrooms to help facilitate this.</p> <p>Individuals should avoid face to face contact and minimise their time spent within 1 or 2 metres of anyone.</p> <p>Where staff cannot maintain a 2M distance from another person, mitigation should be used</p>	4	3	12		

at all times **(this is required to be an IIR Face Mask and a Visor).**

All measures possible will be taken to ensure that as much as possible students when seated are sat side by side, all facing forwards (exam style) within 1M+ of each other.

Staff are strongly advised to work in their individual staff rooms or teaching spaces wherever possible (or consider agile home working if appropriate) to minimise the use of staff rooms.

Where staff rooms must be used, staff must ensure that they are seated 2M from the next person, side by side or back to back, and only face to face if mitigation steps are taken (i.e. Perspex/glass screens).

Communal kitchens will be used on a 1 person per time only basis, staff will be required to sanitise surfaces before and after use, cleaning materials will be provided for this purpose.

Staggered start/finish and break/lunch times will be utilised as much as possible.

Face coverings are mandatory on public transport, college transport, in all communal area's around the college and when using any of the college's takeaway food provisions (as directed by signage and staff guidance). Face Coverings may be removed when eating and drinking.

			<p>'Face Covering Stations' will be positioned close by to the building entrance's, providing face coverings to anyone whom has not supplied their own.</p> <p>Departmental leaders should carry out curriculum/department specific risk assessments to understand the impact which Covid-19 guidance and social distancing will have on the delivery of their lessons or work activity. In particular, leaders should keep abreast of government guidelines for their specialist areas and how industry practices currently differ to the pre-Covid ways of working (for example, mandatory PPE when delivering close contact beauty treatments etc)</p> <p>Any practical learning which occurs will have an individual activity risk assessment completed prior to the task taking place, which considers the control measures required relating to Covid-19, in addition to those which would be required if Covid-19 were not a factor.</p> <p>Consideration will be given in departmental risk assessments as to which activities <b>cannot</b> be undertaken at a 2M distance, and what mitigations can be put in place to reduce the risk in these circumstances. (e.g. LSA's delivering a scribe or reader functionality).</p> <p>Curriculum leaders will carry out specific individual risk assessments for any students or staff members who regularly move between</p>			
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			<p>more than one setting, for example, an apprentice moving between the college and the workplace as part of their programme.</p> <p>Teaching spaces which are deemed to be open and in use will be socially distanced and tables / PC's numbered – the same person will work from the same work area, each lesson, as much as possible, to reduce risk of cross infection.</p> <p>Students will be required to provide their own resources for learning (pens, pencils etc), these will be kept on their person and not shared. Any items which need to be shared will be sanitised by the user, before and after use.</p> <p>Staff are expected to maintain accurate seating plans for all lessons to enable the college to carry out adequate and effective contact tracing in the event we are notified of a positive Covid-19 case.</p> <p>The college has its own QR code which should be used by staff and students to 'check in' to college, for the purposes of contact tracing, using the free NHS app. These QR code's are displayed in many places around the campus.</p> <p>The use of social spaces will be kept to a minimum however, where these are available (i.e. seating in the college Diner) these areas will be laid out to a 2M social distance.</p> <p>Large gatherings will be avoided as much as possible. No groups of 30 or more will gather</p>			
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			<p>without an activity specific risk assessment being carried out in advance of the activity going ahead and the activity being sanctioned in advance by a member of the Senior Leadership Team.</p> <p>For buildings with multiple entrances and exits, and multiple floors, a one way system will be implemented with the use of appropriate floor markings to indicate the requirements.</p> <p>Lifts will be restricted to single person use only.</p> <p>Staff are strongly encouraged to meet visitors virtually over TEAM's or similar and not to invite visitors onto the college campus. Where this cannot be avoided, they should be briefed on the colleges procedures in relation to Covid-19 when collected from the reception area by the staff member whom they have come to see.</p> <p>Students must register in all of their classes, every day that they are on-site, in order to permit that the college has satisfactory contact tracing abilities in the event that the college is advised of a positive case.</p> <p>Staff will be required to follow all college procedures to ensure that their presence on-site each day is recorded in order that they can also be adequately contact traced in the event of a positive case.</p> <p>Contact Tracing information should be collected from Visitors and Contractors when they</p>			
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					<p>initially arrive on-site as part of the sign in process.</p> <p>Staff and students will undertake a Covid-19 induction prior to attending their first working day, or first timetabled day on campus.</p> <p>Drinking Fountains are open and safe to use, in cases where the water spout has been adapted to prevent mouth to apparatus contact.</p> <p>The designated smoking shelter is closed to prevent social gatherings, <b>the campus has been deemed a 'No Smoking' campus.</b></p>					
Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
Wearing PPE where appropriate (Step 6)	Staff Students Contractors Visitors	4	5	20	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work.</p> <p>Face coverings are mandatory on public transport, college transport, in all communal area's around the college and when using any of the college's takeaway food provisions (as directed by signage and staff guidance). Face</p>	4	3	12		

					<p>Coverings may be removed when eating and drinking.</p> <p>Where via a process of risk assessment, an individual or class group are identified as requiring PPE either on a regular basis or for a specific activity, suitable PPE will be provided by the college. The type of PPE will be specific in nature depending on the activity, individual and environment within which it is being used.</p> <p>The college will support individuals who choose to wear a face mask, covering or visor for purposes of personal reassurance providing the wearing of this PPE is safe in the environment they are working in. (e.g. staff working in Motor Vehicle and other CEL Centre trades will likely require an impact resistant visor as appose to a standard issue one).</p> <p>The college currently holds a stock of frequently requested Covid-19 PPE items and this stock will be regularly checked and replenished throughout the academic year.</p> <p>Any specialist PPE requests should be discussed with the college Health and Safety Manager and will need to be ordered.</p> <p>Staff will be made aware of SSOW where they are identified and this will include the instruction in the safe use of PPE including its limitations.</p>					

Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Engaging with the NHS Test &amp; Trace Process</b>	Staff Students Contractors Visitors	4	5	20	<p>Any staff and students who report that they are experiencing Covid-19 symptoms will be strongly advised to get Tested and will be encouraged to keep an open dialogue with the college during this process, including the immediate sharing of their test result in a confidential manner.</p> <p>The college has identified its Local contact within the Public Health England North West team and has nominated <b>Lauren Reynolds</b> as the West Lancashire College Covid-19 Single Point of Contact (SPOC). Contact details have been exchanged between both parties to ensure rapid communication lines can be opened in the event of a Covid-19 related query relating to WLC.</p> <p>Staff are expected to maintain accurate seating plans for all lessons to enable the college to carry out adequate and effective contact tracing in the event we are notified of a positive Covid-19 case.</p> <p>The college has its own QR code which should be used by staff and students to 'check in' to college, for the purposes of contact tracing,</p>	4	2	8		

					<p>using the free NHS app. These QR code's are displayed in many places around the campus.</p> <p>In addition to signing in using the QR Code, Staff are required to sign the manual contact trace register to note their presence on site and students attendance on site will be managed using the college registers, which must be marked timely and accurately by staff.</p>					
Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Managing confirmed cases of Covid-19 within the college community</b>	Staff Students Contractors Visitors	4	5	20	<p>The college will take swift and immediate action to contact the local Health Protection team if it is made aware that someone from within the college community has tested positive for Covid-19.</p> <p>The colleges contact tracing records and procedures are critical to supporting the activities discussed above and will be</p>	4	3	12		

					<p>maintained on a daily basis with this use in mind.</p> <p>The college will not share the name or any other personal information of any persons who test positive for Covid-19, without express advance permission from the individual unless it is essential to do so in order to protect others.</p> <p>The college will keep records for the purposes of tracking Covid – 19 detailing students and staff members who are self-isolating or awaiting the outcome of a Covid-19 test.</p>					
Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
Risk Assessing individuals with an increased risk	Staff Students	4	5	20	Where staff identify themselves as being within a vulnerable, or shielded category (from a Covid-19) point of view, or where they are living with an individual in a shielded category, they will identify themselves to their manager, prior to returning to work so an individual risk assessment can be completed.	4	2	8		

					<p>Any staff whom consider themselves to be from within a BAME ethnic group will be offered an individual Covid-19 Risk Assessment prior to returning to work.</p> <p>During induction, teachers will identify learners whom are perceived to be at an increased risk from Covid-19 and will arrange for an individual risk assessment for these individuals. This may include where the learners or someone within their household is in a shielded category, or where the learner falls into one of the vulnerable categories.</p>					
Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
Rapid asymptomatic testing	Staff Students	4	5	20	<p>Designated areas identified and set up.</p> <p>Area is easily cleaned and all surfaces are nonporous to allow cleaning between people undertaking the test.</p> <p>One-way system in a well-ventilated area.</p> <p>Test results available within 30 minutes.</p> <p>Trained staff undertaking test processing.</p> <p>Online consent for everyone.</p> <p>Booking system for testing to minimise queuing but maximise testing capacity.</p>	4	3	12		

				<p>Procedure in place to deal with positive asymptomatic test result.</p> <p>People who require assistance with testing will be allowed to bring someone with them to assist them with the process.</p> <p>All tests from the same supplier and provided by the Government for the type of testing being undertaken.</p> <p>PPE used is all appropriately CE marked and of the correct type for the task.</p> <p>Where required Face fit testing has been undertaken.</p> <p>The wearing of face coverings will be mandatory in all areas of the college except where a test is being undertaken.</p>				
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Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
Transport	Staff Students	4	5	20	<p>Business related travel should be reduced to essential journeys only.</p> <p>The wearing of face coverings is mandatory on public transport from 15<sup>th</sup> June 2020.</p> <p>The wearing of face coverings will be mandatory on all college arranged transport from the 1<sup>st</sup> September 2020.</p>	4	3	12		
					<p>Any third parties who provide transport exclusively for college students will be required to provide their Covid-19 Risk Assessment for review by the college Health and Safety Manager prior to the use of that transport route commencing.</p> <p>For transport provided by the college directly, the college leaders will produce a Covid-19 Transports Risk Assessment identifying how it will implement the system of controls.</p> <p>The college will actively promote walking and cycling as preferred mode's of transport when travelling to the college campus.</p> <p>Car sharing with members from outside of your household is strongly discouraged.</p>					

<b>Staff involvement</b>	Staff	4	4	16	<p>The college's Covid-19 Risk assessment will be posted on the college intranet and website.</p> <p>Staff will be encouraged to raise concerns and suggest alternative means of working to ensure as a community we are doing all we can to control the virus.</p> <p>Staff are required to comply with the provisions of any national law or local lockdown arrangements regarding the wearing of Face Coverings, Social Distancing, gathering in groups and any other Covid-19 measures that should apply, as determined by Government Policy whilst they are both on and off campus, representing the college. <i>(representing the college is considered to be any activity where the person can be identified as a West Lancashire College Staff Member).</i></p>	4	3	12		
<b>Student and Parents</b>	Staff Students Others	4	4	16	Students and parents of those under 18 years will be encouraged to raise concerns and suggest alternative means of working to ensure	4	3	12		



Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Educational Visits</b>	Staff Students Others	4	5	20	All educational visits are suspended until further notice.	4	1	4		
<b>Understanding the requirements</b>	Staff Students Visitors Contractors	4	5	20	<p>WLC will provide a range of signs which clearly identify what is expected of all using their premises with regard to hygiene in college.</p> <p>Signs will be in a range of styles – wall, screen, banner, floor, email, screensaver to ensure we reach everyone with each message.</p> <p>Signage will use pictograms and words wherever possible using reader friendly fonts and colours.</p> <p>Information is available in other languages upon request.</p> <p>Students and Staff will regularly receive email updates providing key information or messages relating to Covid-19.</p>	4	3	12		



Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Fire and fire evacuations</b>	Staff Students Visitors Contractors	4	5	20	<p>All classrooms have a preferred evacuation route which should be followed where possible – this will allow for a more even use of routes and prevent overcrowding. Information about the preferred route will be displayed in classrooms (as and when each room comes into use).</p> <p>Guidance will be issued to staff about how fire evacuation practices will run in the 20/21 academic year, taking into consideration the need for social distancing.</p> <p>Social distancing must be maintained at assembly points.</p> <p>Where PEEPS are required the ability to socially distance will be assessed. If social distancing is not possible then appropriate PPE or other measures will be agreed.</p> <p>The Fire alarm is regularly tested and the Fire Alarm will be regularly sounded to ensure Staff and Students are familiar with the sound.</p> <p>All fire safety devices are checked including dry risers, fire extinguishers, fire blankets.</p> <p>Means of escape are clearly marked.</p>	4	2	8		



Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Gas installations</b>	Staff Students Visitors Contractors	4	5	20	Gas installations e.g. boilers have been inspected, tested and maintained at required frequencies and have remained so through lockdown.  Gas guards deployed where live gas is present.  Gas cylinders stored and used safely – these are stored outside. When handling appropriate PPE is required.	4	2	8		
<b>Electrical installations</b>	Staff Students Visitors Contractors	4	5	20	Computers and other non-essential equipment will remain unplugged until required.  Electrical testing remains in test date.  Switches and sockets will be sanitised regularly and in classrooms and offices local sanitising products will be available.	4	2	8		
<b>Telecommunications</b>	Staff	4	5	20	Regular sanitising of telephones is required by users.	4	2	8		



Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Ventilation</b>	Staff Students Visitors Contractors	4	5	20	<p>Ventilation and air conditioning systems have been maintained and cleaned.</p> <p>Air handling systems have been checked to ensure there is no air cross over.</p> <p>Modifications have been made to cooling circuits to ensure no heat exchange can occur.</p> <p>The college is following industry guidance on the operation of all air conditioning and air handling units (HHIC and CIBSE)</p> <p>BMS CO<sub>2</sub> has been set to 400ppm to give maximum fresh air into the building.</p>	4	2	8		
<b>Heating systems</b>	Staff Students Visitors Contractors	4	5	20	<p>Heating systems including Thermal Wheels have been inspected by a competent person to ensure that are safe for use during the pandemic, in line with the latest industry guidance.</p>	4	3	12		

					All heating plant remains maintained and pumps running to prevent stagnation.				

Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Statutory Inspections</b>	Staff Students Visitors Contractors	4	5	20	These are unaffected by C19 and are all in date.  When inspectors attend they will be treated as all other contractors and will be required to observe our infection control requirements and social distancing.	4	2	8		
<b>Contractors</b>	Staff Students Visitors Contractors	4	5	20	Contractors will be allowed on site only by appointment and wherever possible not operating in public areas when the college is open.  Contractors will follow the college hygiene requirements, failure to do so will result in them being asked to leave site.  Contractors or their company will be asked for their C19 risk assessments.  Contractors working in teams will be kept within their own bubble – changes of personnel	4	3	12		

Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
					mid task will not be considered a safe means of working unless it is a skill based consideration in which case the bubble will be expanded.					
<b>Covid-19 Mobile Testing Unit (MTU)</b>	Staff Students Contractors Visitors	4	4	16	The college is used on Saturdays and Sundays as a Covid-19 Mobile Testing Unit. Given that no staff or students are on-site during the weekend, and none of the activity happens within buildings on campus, there is no risk of transmission to college staff, students or visitors.	4	3	12		

Completed by: Lauren Reynolds