

Title of Risk Assessment	COVID-19 Return to Work & Study Information and Risk Assessment - Updated to reflect Step 4 coming out of lockdown
Activity	<p><i>COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.</i></p> <p><i>The virus seems to be transmitted mainly via small respiratory droplets through sneezing, coughing or when people interact each other for some time in close proximity (more than 15 minutes throughout the course of the day). Droplets can be inhaled, or they can land on surfaces that others may come into contact with, or who can get infected when they touch their nose, mouth or eyes.</i></p> <p><i>This is a generic Risk Assessment for dealing with the current COVID-19 situation in the College workplace. It is very dynamic and we are expecting all users and interested parties to continually feedback and enhance this document on a very regular basis. We have also attached key government links at the end that are often updated daily.</i></p>
Overview of the strategy and process for this risk assessment to ensure a safe and healthy environment for all the College community:	<p><i>As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.</i></p> <p><i>As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to young people's education - particularly given that the direct clinical risks to young people are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.</i></p> <p><i>The latest government guidance to DfE institutions</i></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision?utm_source=06%20July%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response/providing-apprenticeships-during-the-covid-19-pandemic</p> <p><i>The process followed in the production of this generic risk assessment, is compliance with current HSE legislation, ACOP, HSG 65 especially the hierarchy of controls, professional bodies guidance IOSH, ESFA, along with the gov.uk COVID-19 guidance packages, https://www.gov.uk/ Specifically:</i></p> <p>Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p>

COVID-19 Hazards	<p>The government, PHE and HSE have confirmed there are two ways in which the disease can be transmitted, and therefore only two key hazards:</p> <ul style="list-style-type: none"> ○ Direct contact with the virus, via coughing, sneezing, releasing airborne particles. ○ Physical contact with any contaminated surfaces and then contact with the individual via touch. 		
Government/PHE/HSE Guidance on the controls to be implemented to ensure a low risk work environment:	<p>System of controls</p> <p>You should:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone 2. Maintain appropriate cleaning regimes 3. Keep occupied spaces well ventilated 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. 		
Location of Activity	Askham Bryan College, all sites		
Date Compiled	<p>22/05/2020</p> <p>Updated on 28/08/2020 Updated on 26/08/21</p> <p>Updated on 17/02/2021</p> <p>Updated on 14/05/2021</p> <p>Updated on 19/07/2021</p>	Date to be Reviewed	Updated on 26/08/21 and as required, see final page
Author and Compiled by	John Freel	Supported by	Dr Tim Whitaker

Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures / mitigations to be implemented	Additional Action Required? (Yes / No)	Action Ref. No.
Spread of Covid-19 Coronavirus	Staff, Visitors to College sites, Learners, Cleaners, Contractors, Drivers, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions. Anyone else who physically comes in contact with College sites.	<p>Hand Washing</p> <p>Hand washing facilities with soap and water in place. Reminder signage/posters displayed at all locations.</p> <p>Stringent hand washing taking place.</p> <p>Staff and learners to be reminded on a regular basis to wash their hands for 20 seconds with water and soap, and to use proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues and closed lid bins will be made available throughout the College.</p> <p>Online accident management and reporting systems - OSHENS</p> <p>Drying of hands with disposable paper towels is recommended. Bins for disposal of used paper towels will be provided and bins will be emptied regularly. Stock of paper towels to be monitored/replenished as necessary.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</p> <p>Gel sanitisers in any area where washing facilities not readily available</p> <p>For more information see section: Staff, students, contractors and visitors not implementing suitable hygiene practices</p>	<ul style="list-style-type: none"> • Signage - Estates • Screens – Estates • Marketing • Soap/Gel/Emollient Estates • Tissues – Estates • RA - HS • OSHENS – Raise Staff Awareness of Near Miss reporting • Implementation date 1st July 2020 (ongoing) • Reviewed July 2021 	HS01

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		<p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, using appropriate cleaning products and methods.</p>		
General approach to face coverings	<p>All</p> <p>Potential spread of COVID-19 between staff, students and others on site.</p> <p>Potential enhanced risk of transmission in areas such as staff toilets and restrooms</p>	<p>The government is not recommending face coverings are necessary for education settings generally because a system of controls, which are applicable to all education environments, provides additional mitigating measures.</p> <p>Consider permitting the use of face coverings where, on top of the hygiene measures and the system of controls, it would provide additional confidence to students to support a full return to education.</p> <p>Exemptions</p> <p>Some individuals are exempt from wearing face coverings. For example, people who: cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate</p> <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>Access to face coverings</p> <p>It is reasonable to assume that staff and students will now have access to face coverings due to their increasing use in wider society. Public Health England has published guidance on how to make a simple face covering. However, you should have a small contingency supply available for people who:</p> <ul style="list-style-type: none"> are struggling to access a face covering are unable to use their face covering as it's become soiled or unsafe have forgotten their face covering <p>No-one should be excluded from education on the grounds that they are not wearing a face covering.</p> <p>Wearing Face Coverings at College from 19th July 2021</p> <p>Following the latest government guidance on Monday 19th July</p> <p><u>Face coverings do not need to be worn in classrooms.</u> However, some students may still wish to wear face-coverings.</p>		

		<p>As a college, in order to follow the general guidance, we are asking staff to use their common sense and suggest that in order to play our part in reducing any risks, face coverings are recommended in certain situations:</p> <ul style="list-style-type: none"> a. in shared indoor spaces with close proximity to other people that you wouldn't normally meet b. as a point of common courtesy – if it will help to ensure a colleague feels comfortable <p>While our sites are quieter, if staff in offices want to adopt the continued wearing of face coverings, this can be agreed and arranged locally by managers.</p> <p>The wider use of face coverings may be reintroduced should there be a local outbreak or a rise in cases. We will continue to review our guidance and keep you informed of any changes, especially in advance of enrolment and the return of students in September.</p> <p>The continued safety of our staff and students remains our top priority. Good hand hygiene, ventilation and regular cleaning protocols will remain in place across our campuses.</p> <p>Please remember you should not come onto / remain on campus if you are experiencing Covid-19 symptoms. In line with guidance for managing a suspected or confirmed case of Covid-19, colleagues who experience symptoms must self-isolate, book a test, and inform the College as soon as possible. If you are still working on site over the summer, continue to access regular asymptomatic testing at a local testing centre or by collecting a self-test kit, and take the opportunity to be vaccinated when this is offered. These measures are important in order to keep yourself and those around you safe.</p> <p>For the latest guidance see the links below (Please note the guidance for FE applies also to HE staff/students):</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision?utm_source=06%20July%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response/providing-apprenticeships-during-the-covid-19-pandemic</p> <p>Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk)</p>		
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<p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, students, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to other staff, students and others on site.</i></p>	<p><i>If a student, member of staff, visitor or contractor becomes unwell with a new, continuous cough, a high temperature, or a loss of, or change in, their normal sense of taste or smell whilst on site; they must be sent home (avoiding public transport) and advised to follow the https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronaviruscovid-19-infectio They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999. If the student is under the age of 18 or a vulnerable adult, then you should consider requesting that a parent/ carer come to collect them.</i></p> <p><i>If a member of staff is diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent using the case of disease report form. Further information is available from the Health & Safety Executive (HSE).</i></p> <p><i>If a member of staff dies as a result of COVID-19 and there is reasonable evidence that a work-related exposure caused the worker's death then this must be reported to the HSE under RIDDOR 2013 as a death due to exposure to a biological agent using the case of disease report form. Workplace fatalities must be reported to the HSE by the quickest practicable means without delay, and a report of that fatality must be sent within 10 days of the incident. Further information is available from the Health & Safety Executive (HSE).</i></p>	<ul style="list-style-type: none"> • Isolation room identified at each site – Estates • RIDDOR if applicable H&S • Student support – SSS • Insurer informed- Insurance • Parents to be informed – SS 	
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		<p><i>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned in line with the guidance at COVID-19: cleaning of non-healthcare settings guidance after they have left to reduce the risk of passing the infection on to other people.</i></p> <p><i>Staff, contractors and students should be made aware that they must inform a member of staff prior to leaving the site (i.e. they should not just leave the site without informing that organisation that they have developed symptoms of COVID-19).</i></p>	<p>Implementation date 1st July 2020 (ongoing)</p>	

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Provision of first aid/ medical treatment to asymptomatic/ symptomatic individuals.	<p>Staff administering first aid/ medical treatment.</p> <p>Staff administering first aid/ medical treatment could contract COVID19 from the individual being treated.</p>	<p>The government guidance document Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) states that when caring for someone with symptoms of COVID-19:</p> <p>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination."</p> <ul style="list-style-type: none"> • Review written first aid and medical procedures and risk assessments • Review PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical masks, disposable gloves, disposable aprons, and splash proof eye protection). • Ensure that first aiders and in-house medical staff are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE (N.B. any training should be recorded). • Review bodily fluid and infection control procedures. 	<ul style="list-style-type: none"> • Signage - Estates • Guidance - H&S • PPE for First Aiders – H&S • Training – L&D • 	HS13

Fear/ anxiety caused by returning to site.	<p><i>Staff, students, and parents/ carers.</i></p> <p><i>Staff, students, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the site.</i></p>	<p><i>Considerations:</i></p> <p><i>Individuals will respond in different ways to being asked to return to the site. Some may have little or no concerns, but for others it may cause high levels of fear and anxiety and have a negative impact on their mental health. It is important to try to establish the likely impact that returning to the site will have on mental health and take steps to alleviate worries or concerns where possible.</i></p> <ul style="list-style-type: none"> <i>Managers at all levels to have conversations with staff and use questionnaires to identify those who have serious concerns about returning to the workplace and who may suffer negative mental health effects if asked to do so.</i> <i>Provide staff, students and parents/ carers with details of the measures taken to minimise the risk of them contracting the virus at the site.</i> <i>Identify any specific concerns that employees, students, and/or parents/ carers have (e.g. certain activities or areas of the site) and address these concerns where possible.</i> <i>Make reasonable adjustments where possible to alleviate concerns.</i> <i>Review and update Bereavement Procedure.</i> <p><i>Identify students who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them.</i></p>	<ul style="list-style-type: none"> • SLT – Lead on policy/procedure review • Staff Wellbeing -HR • Student Wellbeing Advisor– SS • Health Assured Staff wellbeing - HR 	HS16
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Poor Ventilation	<p><i>All.</i></p> <p><i>Poor levels of ventilation leading to an increased risk of the spread of COVID-19.</i></p>	<p><i>The general aim is to supply as much outside air as possible, with a high air change rate.</i></p> <ul style="list-style-type: none"> <i>Staff advised to open windows where possible and safe to do so.</i> <i>Estates to assess which doors (if any) can be propped open to improve ventilation (N.B. this will be considered from a fire risk assessment perspective, and the fire risk assessment will be updated where appropriate, as well as considering safeguarding and security risks) and staff will be advised which doors can be propped open and the procedures to follow. Staff are advised to remove any wedges and close doors when rooms are left unoccupied. Where such procedures are implemented, close monitoring will be implemented to ensure that staff are complying with requirements.</i> <i>The building services operation will be reviewed against the guidance provided by the Federation of European Heating, Ventilation and Air Conditioning Associations in How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces.</i> 	<ul style="list-style-type: none"> • Estates • Health and safety Manager • Site Operations Manager 	

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Students with SEND	<p><i>SEND Students.</i></p> <p><i>SEND students are not adequately supported.</i></p>	<p><i>It is expected that every 16 to 19 student (or 19 to 25 with an EHC plan) undertakes the majority of their planned hours on site.</i></p> <p><i>Given the importance of therapists (for example speech and language, physiotherapy, occupational therapy) and other health professionals in supporting young people with SEND, all FE providers are reminded that specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual.</i></p> <p><i>Many students will have found restrictions exceptionally difficult socially and emotionally. Speak to the student or their parents, to find out if any challenging behaviours or social or emotional challenges are a response to restrictions. If they are, you should offer additional support. Reasonable</i></p>	NA	
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Lack of risk assessments for any new/adapted teaching activities.	<p><i>All.</i></p> <p><i>Various injuries arising from teaching activities.</i></p>	<p><i>Even after reopening, we may still have some staff working at home or some students learning at home, and we'll need to take steps to protect and promote their health, safety and welfare. Public Health England has produced some useful guidance on the mental health and wellbeing aspects of COVID-19 available here, together with guidance for parents and carers available here.</i></p> <ul style="list-style-type: none"> <i>Provide students with guidance on how to safely learn at home. Example top tips document here Top Tips for Students Learning from Home.</i> <i>Provide students learning from home and staff working from home with information on who they can speak to if they need help/ support (e.g. for students: teaching staff, personal tutor, IT support etc. and for staff: HR, line manager, IT support etc.).</i> <i>Review communication channels for academic and pastoral support.</i> <i>Provide employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing (you can download our guidance document Working from Home: A Brief Guide for Employees.</i> 	<ul style="list-style-type: none"> ALL – disciplinary action if contravened SLT – Lead on policy/procedure review Heads of Departments Signage - Estates Consumables - Estates/H&S /Cleaners Daily Briefings, Staff Notices, emails, <p>OSHENS – Raise Staff Awareness of Near Miss reporting</p>	

		<ul style="list-style-type: none"> Consider any students or employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.). Staff working from home temporarily have been asked to complete a homeworker checklist to assist in identifying any individual issues. 		
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<p>Failure to update the child protection/safeguarding policy to reflect new procedures as a result of COVID-19</p> <p>Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff</p>	<p>Staff and students</p> <p>Various potential child protection/safeguarding issues</p> <p>All</p> <p>Lack of suitable child protection/safeguarding staff leading to issues with recording and reporting</p>	<p>DSL REVIEWED Government guidance on requirements to update our Safeguarding Policy in March 2020 and a Covid Annex to the policy was created and distributed to all staff, once approved by SLT. Safeguarding Policy uploaded to the website and is under review in line with government guidance on a regular basis by the DSL, including incorporation of the annual changes to Keeping Children Safe in Education</p> <p>DSL currently has 2 Safeguarding leads based at our 2 main sites who are responsible for operational management of safeguarding across all of our centres.</p> <p>In the annual update of the Safeguarding Policy and procedures the list of trained safeguarding officers is reviewed. Each centre has at least one further designated safeguarding officer and a list of those people and their contact information is included in the Procedure document and circulated to all staff.</p> <p>If the DSL is absent due to illness, the deputy safeguarding leads have been trained in all aspects on the DSL role.</p> <p>Future developments:</p> <ul style="list-style-type: none"> Identification of one of the Exec team who could step in should the DSL and both deputies be absent. Identification of further local safeguarding officers to ensure sufficient cover on the larger sites Consider option of sharing DSL with local colleges where appropriate 	<ul style="list-style-type: none"> CEO DSL SLT – Lead on policy/procedure review 	

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Failure to consult with staff and others on the risks presented by COVID-19.	<p><i>Staff.</i></p> <p><i>Staff are not provided with the opportunity to actively contribute to the risk assessment process.</i></p>	<p><i>At its most effective, full involvement of staff creates a culture where relationships between employers and staff are based on collaboration, trust and joint problem solving. Askham Bryan college has fully engaged with Staff, Students all other third parties throughout lockdown and now continue to engage through these stages of opening up to welcome students back on site. The following list is a brief summary of just some of the communications to date:</i></p> <p>STUDENT UPDATES/BRIEFINGS</p> <ul style="list-style-type: none"> • <i>Online Postings</i> • <i>External website updates</i> • <i>Student Moodle updates</i> • <i>Social media promoting links to content on web/Moodle</i> • <i>ABC staying safe at College and UCAB briefing – parents and students (in development with Craig, Clare and Chloe to publish this week) other materials</i> • <i>‘What to expect from College’ video (4 mins) – link circulated to all applicants (done)/returning students (happening this week), and on website</i> • <i>Letter to students from Principal (being drafted for circulation/promotion in next week)</i> • <i>On-campus Covid internal comms plan (in development with MaC Internal Comms and Estates): FoH plasma screens, computer screen savers, posters supporting key messaging in key locations, etc</i> <p>STAFF UPDATES/BRIEFINGS</p> <p><i>Meetings</i></p> <ul style="list-style-type: none"> • <i>Covid Planning meetings for SLT/key staff chaired by senior member of staff (3 per week)</i> • <i>All staff briefings at Staff Development Day</i> • <i>SLT to Manager Covid update briefings (manager meetings framework)</i> • <i>Local cascade briefings on from managers to staff</i> • <i>Health and Safety briefings email briefings</i> <p><i>Staff Notices: SLT Staff briefing updates within the existing Staff Notices ‘all staff’ email circulation (3 weekly in term time, and once week out of term time) – direction/content from Covid Planning meeting Staff Moodle links and content</i></p>	<ul style="list-style-type: none"> • Covid working Group • SLT – Lead on policy/procedure review • Health & Safety Manager • Staff Wellbeing -HR • Student Wellbeing Advisor– SSS • Transport to liaise with contract providers • Estates to liaise with cleaning, catering and other contractors • Apps Steering Group 	

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Non-compliance of the use of PPE by staff	Staff Students	<ul style="list-style-type: none"> <i>If the use of PPE has been identified as necessary and has not been adhered to an informal investigation will be carried out to identify root cause by manager.</i> <i>A supervision will occur between staff member and line manger to discuss and action any support needs identified by the informal investigation</i> <i>Training materials and support will be offered where required</i> <p><i>The Public Health England PPE training video is available to demonstrate appropriate use of PPE along with the Public Health England guide to applying PPE poster If an underlying issue is identified that mitigates the staff member from adhering to the PPE guide then an individual risk assessment will be completed by their line manager and reviewed by HR</i></p>	<ul style="list-style-type: none"> Covid working Group SLT – Lead on policy/procedure review Health & Safety Manager HR Heads of Departments Estates to liaise with cleaning, catering and other contractors 	
Failure to develop a contingency plan for outbreaks.	All.	<p><i>The nominated SPOC for the College is working with all relevant local Health protection teams and Public Health representatives from those authorities to ensure that we have a localised Outbreak Management Plan, including management of the residential provision in that respect.</i></p> <p><i>Senior staff will be nominated to fulfil the role of SPOC for our centres,</i></p> <p><i>A Track and Trace system has been devised to enable us to capture information where students are in communal areas i.e. non-timetabled activity should that information be required in the event of someone presenting with symptoms or a positive test.</i></p>	<ul style="list-style-type: none"> CEO ALL – disciplinary action if contravened SLT – Lead on policy/procedure review Heads of Departments Signage - Estates Consumables - Estates/H&S /Cleaners Daily Briefings, Staff Notices, emails, 	

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Failure to implement and adhere to the latest government advice/ guidance	<p>All.</p> <p>Failure to adhere to government advice/guidance resulting in increased risk of infection.</p>	<p>Considerations</p> <p>As the pandemic evolves the College SLT together the various Covid Working Groups, use all available advice together with best practice, approved codes of conduct update risk assessments regularly. It is imperative that we keep up to date with the latest public health and other advice on COVID-19 available at websites such as:</p> <ul style="list-style-type: none"> • https://www.gov.uk/coronavirus • https://www.aoc.co.uk/covid-19-resources-coronavirus • https://www.nhs.uk/conditions/coronavirus-covid-19/ • <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u> • <u>https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Health,safety-and-safeguarding/Coronavirus-essential-information</u> • <u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> • <u>Coronavirus-covid-19-maintaining-further-education-provision/what-fe-collegesand-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term</u> • <u>Coronavirus (COVID-19): guidance on isolation for residential educational settings</u> • <u>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u> • <u>Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</u> • <u>Safeguarding and remote education during coronavirus (COVID-19)</u> • <u>Coronavirus: travel guidance for educational settings</u> • <u>COVID-19: cleaning in non-healthcare settings outside the home</u> • <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> • <u>Association of School and College Leaders (ASCL)</u> • <u>Association of Colleges (AoC)</u> • <u>Office for Students (OfS)</u> <p>College control measures include:</p> <ul style="list-style-type: none"> • Nominate a member of staff (or number of staff) to complete a daily/weekly review of the above and any other key information channels and feedback key points to SMT/SLT (N.B. you can sign up to the Department for Education update 	<ul style="list-style-type: none"> • CEO • ALL – disciplinary action if contravened • SLT – Lead on policy/procedure review • Heads of Departments • Signage - Estates • Consumables - Estates/H&S /Cleaners • Daily Briefings, Staff Notices, emails, • OSHENS – Raise Staff Awareness of Near Miss reporting 	

		<p>service here which will alert you via email to any changes in the guidance for education).</p> <ul style="list-style-type: none"> • SLT to review key points and decide on any actions required. • Develop action plans with SMART targets to implement any changes to college operations, with periodic monitoring by SLT. • Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and students. 		
Description of Hazard	Who could be harmed and how?	Existing Control Measures / mitigations to be implemented	Additional Action Required? (Yes / No)	Action Ref. No.
Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/procedures)	<p>All.</p> <p>Failure to adhere to the content of this risk assessment and any related policies/procedures leading to increased risk of the spread of COVID-19 on site and possibility of criminal prosecution and/or civil litigation.</p>	<p>Considerations</p> <p>As the pandemic evolves the College SLT together the various Covid Working Groups, use all available advice together with best practice, approved codes of conduct update risk assessments regularly. It is imperative that we keep up to date with the latest public health and other advice on COVID-19 available at websites such as:</p> <ul style="list-style-type: none"> • https://www.gov.uk/coronavirus • https://www.aoc.co.uk/covid-19-resources-coronavirus • https://www.nhs.uk/conditions/coronavirus-covid-19/ • COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Health,safety-and-safeguarding/Coronavirus-essential-information • Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection • Coronavirus-covid-19-maintaining-further-education-provision/what-fe-collegesand-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term • Coronavirus (COVID-19): guidance on isolation for residential educational settings • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) • Coronavirus (COVID-19): safeguarding in schools, colleges and other providers • Safeguarding and remote education during coronavirus (COVID-19) • Coronavirus: travel guidance for educational settings • COVID-19: cleaning in non-healthcare settings outside the home • Coronavirus (COVID-19): safer travel guidance for passengers • Association of School and College Leaders (ASCL) 	<ul style="list-style-type: none"> • CEO • ALL – disciplinary action if contravened • SLT – Lead on policy/procedure review • Heads of Departments • HR • Signage - Estates • Consumables - Estates/H&S /Cleaners • Daily Briefings, Staff Notices, emails, • OSHENS – Raise Staff Awareness of Near Miss reporting • 	

		<ul style="list-style-type: none"> • Association of Colleges (AoC) • Office for Students (OfS) <p>College control measures include:</p> <ul style="list-style-type: none"> • Nominate a member of staff (or number of staff) to complete a daily/weekly review of the above and any other key information channels and feedback key points to SLT (N.B. you can sign up to the Department for Education update service here which will alert you via email to any changes in the guidance for education). • SLT to review key points and decide on any actions required. • Develop action plans with SMART targets to implement any changes to college operations, with periodic monitoring by SLT. • Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and students. <p>What we have recorded:</p> <ul style="list-style-type: none"> • risk assessments • the measures taken to reduce these risks • expected outcomes <p>What we will do; review this assessment if:</p> <ul style="list-style-type: none"> • it is no longer valid • there has been a significant change in related matters. <p>It is advised that this risk assessment is discussed and agreed at Board level regularly.</p> <p>We will:</p> <ul style="list-style-type: none"> • Put measures in place to ensure that the content of this risk assessment and any related policies/procedures are being properly implemented and adhered to; and • Ensure that the circumstances under which this risk assessment will be reviewed are clearly defined, e.g.: <ul style="list-style-type: none"> ○ Periodically (e.g. daily, weekly, monthly etc. – to be determined by the FE College/Provider); ○ Following any confirmed cases of COVID-19 amongst the staff or student population; ○ Following any accidents/incidents/near misses associated with measures you have implemented for COVID-19; and/or ○ Following any changes to the matters to which it relates (i.e. changes in legislation, Government guidance, phased return, phased closing due to partial/full lockdown, changes in ways of working/procedures etc.). <p>Further control measures may include:</p>		
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		<ul style="list-style-type: none"> • Ensure that this risk assessment is reviewed regularly and agreed at Board level. • Nominate a member of SLT to take overall responsibility for the implementation and monitoring of the risk assessment and any related policies/procedures. 		
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This risk assessment has been completed in accordance with **The Management of Health & Safety at Work Regulations 1992** and the **Health & Safety at Work Etc. Act 1974** to the best knowledge and understanding of the assessors.

Compiled by John Freel

Signature



Date 28/08/2020

Approved by Dr Tim Whitaker

Signature

Date As per original
version

Next review due:	25/05/2020	Version-Draft-update
	31/05/2020	Version-update
	03/06/2020	Updated-change-to-Guidance-Gov
	02/07/2020	Updated-change-to-Guidance-Gov
	01/08/2020	Updated-using-Hettle-Andrews-advice
	12/08/2020	Updated-change-to-Guidance-Gov
	25/08/2020	Prior-to-start-of-Term
	10/09/2020	Pre-Risk-Management-Meeting
	10/10/2020	Pre-H&S-Meeting
	08/01/2021	Pre-LFD-Test-Site-set-up
	19/01/2021	Post-PHE-visit-to-Test-Site-(York-only)
	10/02/2021	Testing-weekly
	17/02/2021	Pre-Re-opening-to-All-Learners-Spring-2021
	01/04/2021	Re-opening-Phase-1
	14/05/2021	Updated-change-to-Guidance-Gov
	19/07/2021	Step-4-of-the-road-Map-changes
	26/08/2021	Ready for Sept Term 21