

## Risk Assessment Record – Covid-19 Limited return to College by staff & learners

This risk assessment for college use identifies the common hazards and control measures associated with this type of activity. Before undertaking the activity, staff must also make an assessment of any specific risks associated with this particular activity in their own working areas.

Person/s at Risk	Potential Outcome	Value	X	Likelihood/Probability	Value	Value	Risk Rating
Teaching Staff	Minor Injury	1		Unlikely	1	1 – 5	LOW
Support Staff	Injury needing medical attention	2		Low possibility	2		
Students	Injury – off work/College	3		Possible	3	6 – 12	MEDIUM
Visitors	Serious Injury/long term	4		Probable	4		
Contractor	sickness			Near Certainty	5	12+	HIGH
Vulnerable & Disabled Persons	Fatality	5					

Location John Leggott College Site			
Hazards Identified	Person/s at Risk	Control Measures and Significant findings to Reduce the Risk	Risk Low Med/High
<p><b>Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19</b></p>	<p><i>Clinically vulnerable and clinically extremely vulnerable staff.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at work.</i></p>	<p>The college has contacted staff who have identified as being clinically vulnerable and individual risk assessments have been carried out. For those identified as clinically extremely vulnerable shielding has been paused nationally and staff are able to attend work provided they follow the measures we have in place.</p> <p>All work areas are laid out to allow for at least 1 plus metres metre distance between individuals.</p> <p>If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting;</p> <p>Staff who are clinically vulnerable (but not clinically extremely vulnerable) or who have been identified as living in a household with someone who is clinically extremely vulnerable (but are not clinically vulnerable or clinically extremely vulnerable themselves), a risk assessment has been carried out to ensure social distancing can be adhered to whilst at work.</p> <p>Following updated guidance, the government will write to you separately to inform you if you are advised to shield. You are not advised to follow this revised shielding advice unless you receive a new shielding notification advising you to do so because you or a member of your household is classed as CEV.</p> <p><b>Provisions will be made by the college to allow remote working/learning for those staff and students who are confirmed as CEV.</b></p>	<p><b>LOW</b></p>

		<p>There is no evidence that pregnant women are more likely to get seriously ill from coronavirus but pregnant women have been included in the list of people at moderate risk (<u>clinically vulnerable</u>) as a precaution. The government guidance for the clinically vulnerable remains in place and you should ensure you continue to follow the latest government guidance.</p> <p>Pregnant women should follow the latest government guidance on staying alert and safe (<u>social distancing</u>) and avoid anyone who has symptoms suggestive of coronavirus. If you are in your third trimester (more than 28 weeks' pregnant) you should be particularly attentive to social distancing.</p>	
<p><b>Students with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</b></p>	<p><i>Clinically vulnerable and clinically extremely vulnerable students.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 Whilst on site.</i></p>	<p>The well-being officer will contact any students identified as being in either of these vulnerable groups and she will carry out a separate risk assessment if the student(s) intend to return to college under the current guidelines.</p> <p>If we are made aware that a student lives in a household with someone who is extremely clinically vulnerable, as set out in the <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</u>, it is advised they only attend an education setting if stringent social distancing can be adhered to.</p> <p>Updated (28/10/20) government guidance states that -</p> <p>All students should continue to attend education settings at all local COVID alert levels unless they are one of the very small number of pupils or students under paediatric or other specialist care and have been advised by their GP or clinician not to attend an education setting. Advice on pregnant students can be found on the Royal college of obstetricians &amp; gynaecologists.</p> <p>02/12/2020 - Where a student is confirmed as CEV (clinically extremely vulnerable) provisions have been made by the college to allow remote working/learning for those students. From Dec 2<sup>nd</sup> they will be allowed able to return to College should they so wish, however if they would prefer then the College will support them in continuing their studies remotely.</p>	<p><b>Low</b></p>
<p><b>Lack of staff available to operate safe staff/ student ratios and/or operate site.</b></p>	<p><i>All.</i></p> <p><i>Various potential injuries as a result of lack of supervision, and/or lack of Site staff.</i></p>	<p>Estates staff to complete opening and closing of the site, routine monitoring - such as weekly fire alarm checks, and deal with any maintenance issues.</p> <p>Staff shortages in estates will be addressed by the Director of Operations</p> <p>There will always be at least one member of the estates team available to respond to emergencies.</p> <p>Teaching staff numbers will be adequate to cover the expected levels of students attending each day.</p>	<p><b>Low</b></p>

<p><b>Suspected/ confirmed case of COVID-19 on site.</b></p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to other staff, Students and others on site.</i></p>	<p>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 will be sent home and advised to follow the <u>stay at home guidance</u>. 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 a parent/ carer should be contacted to come to collect them.</p> <p>Any member of staff, student, visitor, or contractor displaying symptoms is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Staff should be mindful of individual students' needs – for</p>	<p><b>Low</b></p>
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example, it may not be appropriate for some students to be left alone without adult Supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Suitable Personal Protective Equipment (PPE) should be worn by staff caring for the individual whilst they await collection if a distance of 2 metres cannot be maintained. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. (If they need clinical advice, they or their parent or carer) should go online to NHS 111 - or call 111 if no internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

Parents/ carers/ family members attending site to collect a student/ member of staff/ visitor/ contractor displaying symptoms may also have the virus themselves, and so should not be permitted to access any other areas of the site.

If a member of staff has helped someone who was unwell with a new, continuous cough, a high temperature, or a loss of, or change in, their normal sense of taste or smell; they do not need to go home unless they develop symptoms themselves or the individual subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting'). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Where a student or member of staff tests positive for COVID-19, the college will liaise with the relevant public agencies (North Lincolnshire public health) and will follow their advice with regard to isolation of others. To aid this process a register of student names will be taken at the start of each lesson.

Staff, contractors and students must inform a member of staff prior to leaving the site if they believe they have developed symptoms of COVID-19

(This will assist with "track & trace" once in full operation)

For suspected cases, <https://111.nhs.uk/covid-19> to be used for identifying symptoms. The medical room in A block will be used as an isolation room, this has its own toilet and handwashing facilities. If possible, any windows that can be reached safely should be opened to allow stale air to escape.

In fine weather it may be more practical to ask the person to sit outside in the fresh air whilst awaiting collection – there will need to be easy access to toilet facilities and at least 1 plus metre distance needs to be maintained.

No person with potential COVID-19 symptoms will be allowed to wait in the reception area for collection.

Suitable cleaning of all areas accessed by the unwell person will be undertaken as soon as possible and in line with the government guidance – this will be done by the contracted-out

		<p>cleaning service as they have the correct cleaning products and knowledge of cleaning Techniques and infection control.</p> <p>The cleaning contractors are expected to be issued with any required PPE by their company according to their own risk assessment.</p> <p>Public Health advice to be followed in relation to any suspected/ confirmed cases.</p> <p>To reduce the risk of having a case of COVID-19 on site no person should attend the site if they are displaying COVID-19 symptoms – this includes anyone who lives with someone who is suffering from COVID-19.</p> <p>This message will be communicated to all persons who may attend the site.</p>	
<p><b>Failure to implement suitable social distancing measures – all areas</b></p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, Students and others on site.</i></p>	<p>There will be 3 separate entry points to the site as of 14/09/2020 which will be staffed to manage flow and ease congestion to encourage social distancing.</p> <p>Classrooms will be laid out with at least 1 plus metres distance between student’s desks / tables will face forwards where possible. In rooms where students cannot face forwards – such as where there are rows of PC’s then “dividers” will be fitted to desks to reduce the risk of direct contact between individuals.</p> <p>There will be a clear 2 metre space at the front of each classroom and across the college there is signage to inform all persons of social distancing requirement’s as well as information on which toilets are to be used in each area.</p> <p>Doors will be left propped open during occupancy.</p> <p>The teacher will instruct students to fill rooms from the back and to remain at their desk during the lesson. If anyone needs to use the toilet facilities the teacher must ensure only one person leaves the room at a time.</p> <p>There are hand sanitising units at the entrance to each building and all persons are encouraged to use it when arriving on site and if they move around the site.</p> <p>Signage encourages good hand hygiene / hand washing &amp; use of hand sanitisers.</p> <p>8 social zones have been identified for operating a fully on site operating model. Some of these will be work areas only, others will be a combination of food and social areas. Each of these areas will be manned by staff to ensure that they do not exceed capacity and that social distancing measures are adhered to and face coverings worn (where appropriate/directed)</p> <p>Transport is arranged whereby coaches bringing in / taking home students will arrive at staggered intervals with the largest cohort being decanted and collected first. Students are being let out in accordance with these times in an attempt to ease “congestion” at bus drop off/pick up points. Students are encouraged to board their transport as soon as they are able to do so.</p> <p>Social distancing floor markings are in place in any areas where queues may form, lines are also marked on external areas / entrances to be used.</p> <p>A ‘keep to the left’ approach is being implemented around the college, particularly in corridor areas in an attempt to maintain flow, appropriate signage to be added throughout the college buildings.</p>	<p><b>Low</b></p>

		<p>In addition new signage is being placed around the site to remind staff and students to wear face coverings</p> <p>No “practical” science and sports lessons will take place so no additional equipment will be used.</p> <p>In the art &amp; photography areas antibacterial wipes will be supplied for use on any item which may be handled by more than one person.</p> <p>Cleaning will take place at the end of the college day, to include: all hard surfaces – Desks, counter tops, chair backs - where they are most likely to have been handled, door plates, handles, light switches, water machines, handrails, lifts. Toilets, medical room etc. All areas that have been in use – including offices, reception area, classrooms etc. will be cleaned at the end of each day.</p> <p>Those areas which require staff to work behind a counter are fitted with screens.</p> <p>Staff rooms are not in use and no face to face meetings will take place unless strict social Distancing can be adhered to at all times. Toilet areas are also cleaned throughout the day.</p> <p>02/12/2020 - In a number of teaching areas (top floor of D Block, A201, A210, A205, A209, B106, B115a, E012, E018 and G027), it is not possible for teaching staff and/or Learning Support Advisors to maintain 2m between themselves and the students due to room layout and capacity, however a 1m+ distance is maintainable at all times.</p> <p>JLC reverted to its blended delivery model on Thurs 26/11 with onsite classes only occurring each morning and Wednesday afternoon. Mon, Tue and Thurs afternoon classes are now being conducted remotely. Bus services have been amended to take students home at lunchtime on these days. Social zones and eating outlets availability have also been reduced to reflect this revised operating model. This in an effort to reduce the number of people onsite and limit the movement of students around the college site to protect both students and staff.</p>	
<p><b>Staff, students, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</b></p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 Between staff, students and others on site.</i></p>	<p>Adequate supplies of hand soap, alcohol-based hand sanitiser is available for use across the site – these are replenished as necessary.</p> <p>All areas used for teaching which contain PC’s will have adequate supplies of antibacterial wipes to be used by individuals on keyboards etc. during &amp; after use.</p> <p>Staff, students, contractors and visitors have access to suitable hand washing facilities Guidance is in place via posters and a “video” which will be used to brief staff &amp; students on good hygiene practices and the need for social distancing.</p> <p>Staff, students, contractors and visitors are reminded to use hand sanitiser and to wash hands thoroughly.</p> <p>The college will endeavour to ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. This will be encouraged by signage and provision of litter bins which are readily accessible.</p>	<p><b>Low</b></p>

<p><b>Contractors/ visitors attending site</b></p>	<p>All.</p> <p><i>Potential spread of COVID-19 Between staff, students and others on site.</i></p>	<p>Visitors and contractors must have a pre – booked appointment before coming into the premises, staff greeting visitors must not shake hands – maintain at least 1 plus metres distance and encourage use of hand sanitizer by each visitor.</p> <p>All college lettings are currently cancelled</p> <p>Contractors will be given an induction to ensure safe working practice whilst on the college site</p> <p>Records are kept of all contractors/ visitors attending site.</p> <p>Only allow access to the areas of the workplace that contractors/ visitors need to be in.</p> <p>Contractors/ visitors attending site must not interact with staff and students</p> <p>Deliveries are to be dropped off at the site office (gatehouse), near to the entrance to prevent the need for couriers to enter the building.</p> <p>No Parcels / deliveries should be accepted at reception if possible.</p>	<p><b>Low</b></p>
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<b>Lack of adequately trained fire personnel.</b>	<p>All.</p> <p><i>Various injuries ranging from minor to serious, or death arising from poorly executed fire Evacuation.</i></p>	<p>The normal fire procedure will be followed as staffing levels will be back to normal, buildings will all be evacuated &amp; students &amp; staff will need to maintain social distancing whilst waiting at the assembly points.</p> <p>External gates will be opened by the designated staff and the estates team will inform the relevant director or in their absence the site manager if the fire service is required or they will indicate if it is an accidental activation or false alarm, the Premises officer will ensure the fire service can safely access the site.</p> <p>Teaching staff will close all doors behind them as they evacuate the building and will alert estates, SLT or a fire marshal if anyone is left in a building.</p>	<b>Low</b>
<b>New fire hazards as a result of implementing control measures for COVID-19.</b>	<p>All.</p> <p><i>Increased risk of fire, and/or delays in persons evacuating From the building.</i></p>	<p>Doors will be propped open for short time periods whilst rooms are in use to minimise multi-touch points and improve ventilation and will be closed by teaching staff in the event of emergency evacuation.</p> <p>Due to the layout of buildings any physical barriers used to assist with social distancing will not hinder evacuation as there are adequate emergency exits in these areas &amp; the barriers can be easily removed in an emergency if necessary.</p> <p>Hand sanitiser stock is stored in a secure location with restricted access to key personnel only and the dispensers are refilled as required. All dispensers are secured to walls inside buildings away from direct sunlight.</p>	
<b>Lack of adequately trained first aid/ medical/ administration of Medication personnel. Provision of first aid/ medical treatment to asymptomatic/</b>	<p>All.</p> <p><i>Various injuries/illness as a result of delayed access to first aid/ administration</i></p>	<p>There will always be a first aid trained staff member on site if required. PPE – gloves, masks, visors and disposable aprons are included in the first aid bag for the duty first aider in case they are dealing with a person showing symptoms of COVID-19. Students who take regular medication are known to the Wellbeing Officer and they will usually self-medicate. If administration of emergency medication is required such as an “epi-pen” this will be known and logged on Cedar.</p> <p>At least 1 plus metres distance should be maintained where possible when dealing with First aid incidents but if this is not possible then PPE must be used.</p>	<b>Low</b>

Symptomatic individuals.	<p><i>of medication Staff administering first aid/ medical treatment could contract COVID-19 From the individual being treated.</i></p> <p>.</p>		
Increase in staff lone/ remote working whilst on site.	<p><i>Staff.</i></p> <p><i>Various injuries arising from a lack of direct supervision.</i></p>	<p>Staff working on site will not carry out any “high risk” work whilst alone, this includes work from ladders, dangerous machinery such as band saws &amp; grinders or tasks which would normally be carried out by 2 persons such as moving heavy or awkward items.</p> <p>Two-way radios are used by Estates staff when working remotely during normal college Hours.</p> <p>Office &amp; classroom-based staff need to ensure their location is known and how to get help in an emergency – usually by contacting reception.</p>	<b>Low</b>
Poor ventilation	<p><i>All. Poor levels of ventilation leading to an increased risk of the spread Of COVID-19.</i></p>	<p>Staff are directed to open windows where it is safe to do so &amp; keeping doors open will assist with good air flow and with a high air change rate to reduce the build-up of stale and potentially infected air particles in the room.</p> <p>To negate cold room temperatures students will be allowed to wear jackets in class., it is important to ensure rooms are well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</li> <li>• Natural ventilation – 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</li> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul>	<b>Low</b>

		<p>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> <li>• opening high level windows in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>• rearranging furniture where possible to avoid direct drafts</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>On 23/10 review was undertaken by our external 3<sup>rd</sup> Party air conditioning and ventilation supplier. 02/12/2020 - Their subsequent report has been reviewed internally, and the college is now liaising with the 3<sup>rd</sup> Party to determine what work is required to address those units where action is being recommended in line with BESA VG002 guidance.</p>	
<p><b>Performing arts /drama/ music activities PE</b></p>	<p>Staff / Students</p>	<p>Teaching staff follow government guidelines by ensuring social distancing between each individual – if this cannot be maintained then face coverings will be worn for that activity. Quiet singing should be encouraged but microphones will be used where necessary to allow students who need to sing to do so at the lowest level possible.</p> <p>Students should be positioned back-to-back or side-to-side when playing instruments or singing (rather than face-to-face) whenever possible, wind and brass players should be positioned so that the air from their instrument does not blow into another player.</p> <p>All equipment must be cleaned after individual use if it is then to be used by others. Musical equipment such as trombones, trumpets which can only be used by using the mouth are not be shared by other individuals.</p> <p>Dance Studio – all performing arts staff and students to maintain 2m between staff and student, and 1m between students during any practical's/rehearsal activity.</p>	<p><b>Low</b></p>

<p><b>Art / Art foundation/ photography &amp; textiles</b></p>		<p>No physical activities are taking place currently in the sports department.</p> <p>Social distancing is maintained by use of “cardboard dividers” on desks which have PC’s and forward facing seating, any shared equipment is cleaned between each person using antibacterial wipes. Darkrooms will be used with a reduced occupancy to ensure social distancing can be adhered to &amp; PPE is provided &amp; mandatory for use within the dark rooms &amp; the air conditioning provides safe effective ventilation.</p>	
<p><b>Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/ emotional wellbeing.</b></p>	<p><i>Staff.</i></p> <p><i>Aches and pains from adopting poor posture whilst using DSE.</i></p> <p><i>Fear/ anxiety/ stress caused by difficulty in completing work, and lack of social interaction.</i></p> <p><i>Lack of insurance cover for FE/ HE provider-owned equipment used in the home.</i></p>	<p>The HSE have confirmed that there is no increased risk for DSE work for those working at home temporarily.</p> <p>Few (if any) staff will be working from home at the start of the new term in September. HR / well-being teams provide support to staff where necessary</p> <p>No member of staff should be working to very tight deadlines or under extreme pressure, Line managers will support individuals to complete work and monitor workload. The college has a wide range of resources to support staff including and Employee Assistance Programme, in house wellbeing support and regularly shared external resources which are well-being related.</p> <p>Equipment is of low value and is unlikely to pursue a claim for damaged property which is under normal use.</p> <p>The IT team are aware of all items currently “on loan” to staff.</p>	<p><b>Low</b></p>
<p><b>Students learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/ emotional</b></p>	<p><i>Students.</i></p> <p><i>Aches and pains from adopting poor</i></p>	<p>Even after reopening for the new term, the College will still have a significant number of students learning at home, and will need to take steps to protect and promote their health, safety and welfare.</p> <p>Control measures include:</p>	<p><b>Low</b></p>

<p><b>Wellbeing.</b></p> <p><b>Host Families for International Students</b></p>	<p><i>Posture whilst using DSE.</i></p> <p><i>Fear and anxiety caused by difficulty in completing Work, and lack of interaction with friends.</i></p>	<ul style="list-style-type: none"> <li>• Weekly well-being email to all students on how to access support internally and external agencies they can use</li> <li>• Weekly newsletter with top tips for students when working from home</li> <li>• Students are contacted regularly by their Academic Advocate.</li> </ul> <p>(02/12/2020) JLC International Office have added a Covid section to their Risk Assessment. These Risk Assessment are being conducted virtually. Stay at home factsheets have also been produced by the team and given to the host families. Other measures taken include providing updates to host families on changing guidelines along with further communications regarding self-isolation measures.</p>	
<p><b>Fear/ anxiety caused by returning to site.</b></p>	<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>The college has consulted with staff via group zoom meetings and most staff have been back at work before the start of the summer break.</p> <p>We have highlighted our support mechanisms such as EAP</p> <p>A video is available for staff and students which demonstrates what measures have been put in place to support their return to college.</p> <p>The well – being team provides support to students and staff if required. In addition, the college has an EAP scheme.</p> <p>Face coverings are available from student services and in each zones.</p> <p>From Monday 14<sup>th</sup> September, it will be mandatory for all staff/students to wear face coverings in corridors, in communal areas and on JLC dedicated buses (throughout the journey).</p> <p><i>*unless exempt for health reasons. These exemptions need reporting to <a href="mailto:wellbeing@leggott.ac.uk">wellbeing@leggott.ac.uk</a> whereby the individual will be offered the option to a wear a badge to indicate this and prevent being challenged whilst onsite/JLC transport.</i></p>	

<p><b>Lack of adequate communication related to COVID-19 procedures to staff, students, parents/ carers, contractors and visitors</b></p>	<p><b>All</b></p> <p>Staff, students, parents, contractors and visitors not being made aware of procedures</p>	<p>Staff and students have been informed of safety measures and expectations from them in regards to following safe working practices and following current guidelines.</p> <p>This risk assessment will be made available upon request, to anyone who may be affected by it.</p> <p>SLT send out frequent updates to staff, Students etc via email to inform of any changes.</p>	<p><b>Low</b></p>
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<p><b>Staff and students contracting the virus through direct/ indirect transmission when travelling to/ from the site using their own means or college transport methods</b></p>	<p><i>All</i></p> <p><i>Staff and students may be at risk of contracting the virus whilst travelling to/ from the site, especially if using public transport.</i></p>	<p>Government guidance is that people should walk, cycle or drive to work where possible &amp; avoid public transport.</p> <p>Students travelling to &amp; from college will be issued with face coverings and will be encouraged to wear them whilst travelling on the busses, where they are using transport shared with other colleges then they should try to avoid close contact with anyone not wearing a face covering as much as possible.</p> <p>Drivers &amp; passengers on college mini busses will have access to face coverings &amp; all students using these vehicles will be strongly encouraged to wear one – unless they are medically exempt. Hand sanitiser is fitted to all college mini busses and passengers will be asked to use it as they alight &amp; disembark from the vehicles.</p> <p>Where possible windows will be opened to encourage air flow in vehicles.</p> <p>Screens will be fitted to the mini busses and they will be cleaned after each journey.</p> <p>A forehead temperature thermometer will be carried on all mini buses for and learners will be encouraged to allow the driver to ‘test’ them, particularly if they feel unwell.</p> <p>On arrival at college all staff &amp; students are encouraged to use hand sanitiser. There is ample car parking on site for staff, students &amp; contractors / visitors.</p> <p>For anyone travelling on public transport the government has stated that face coverings should be worn as a matter of course.</p> <p>A fogging machine has been purchased to clean each of the college’s 4 mini buses daily. In between travel runs, where turnaround times are tight, the driver will wipe down areas where passengers would typically place touch when boarding/alighting the vehicle.</p>	<p><b>Low</b></p>
<p><b>Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)</b></p>	<p><b>All.</b></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</p>	<p>This risk assessment will be reviewed and agreed at SLT level prior to reopening.</p> <p>ALL staff will take overall responsibility for the implementation. SLT will take responsibility for monitoring of the risk assessment and any related policies/procedures.</p> <p>SLT to carry out routine checks for compliance with this document.</p> <p>SLT to be responsible for cascading / sharing information from this assessment to all persons affected by it.</p>	<p><b>Low</b></p>

	Criminal prosecution and/ or civil litigation.		
<b>Monitoring /Review</b>		<ul style="list-style-type: none"> <li>Keep up to date with government/medical/college advice as this will change regularly</li> <li><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-furt-her-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term">https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-furt her-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term</a></li> </ul> <input type="checkbox"/>	

Risk Assessor	Risk Assessor Signature	Date
Marie Powell	<i>M Powell</i>	29 <sup>th</sup> May 2020

REVIEW – Significant Findings New Hazards Identified	Control Measures Taken By Who and When?	Date	Risk Assessor (Name and Signature)
Changed due to more staff being in the workplace & reduction in social distancing to 1plus metres	No significant change to control measures	6 <sup>th</sup> July 2020	<i>M Powell</i>
Updated to DFE guidance	2 metre to 1 metre plus	13/07/20	<i>M Powell</i>
Updated to reflect college transport / travel to college by students	Face coverings will be issued at the start of term for all students who travel by coach / mini bus into college	30/07/20	<i>M Powell</i>
Updated to comply with government & Local authority guidance (see link above) and correspondence from NASUWT correspondence dated July 2020	Start of term access for all site users increased to 3 entrances	11/08/20	<i>M Powell</i>
Updated before the start of the new term	To include control measures for college transport - mini busses and antibacterial wipes for Classrooms with computers.	26/08/20	<i>M Powell</i>
Updated following changes to government guidance (dated 29/08/20	Increase in number of entrances / exits, changes to cleaning & provision of antibacterial wipes for all areas.	4/09/20	<i>M Powell</i>
Further update following changes to	Assessment of performing arts/music/sports	08/09/2020	<i>M Powell</i>

government guidance (dated 29/08/20	Areas conducted.		
SLT Meeting to determine whether to remain blended or move to fully reopened model.	As of 14/09/2020 JLC to move to a full re- open model, with 8 zones identified as food/social/work areas. Face coverings to be worn in these zones, unless eating or socially distanced. Keep left system to be introduced to ease Congestion around site, and face coverings to be mandatory in corridors, unless exempt for healthcare reasons. Additional signage to be installed to reflect the above.	08/09/2020	M Dobson
Updated information based on face coverings	As of 14/09/2020 this will be mandatory, Included information on those exempt.	11/09/2020	M Dobson
Updated to remove the use of air conditioning units	All units except darkrooms are to be turned off	30/09/20	M Powell
Updated to reflect new guidance in respect of ventilation, pregnancy & CEV people.	No changes to current practices	2/11/20	M Powell
Updated to capture ventilation report received and is being reviewed internally.	M Powell to review and action accordingly.	03/11/2020	M Dobson
<ul style="list-style-type: none"> <li>• CEV students</li> <li>• A number of classrooms identified as not being able to maintain 2m between staff and their students.</li> <li>• Air conditioning unit report in line with BESA VG002.</li> <li>• Support by JLC International Office for host families.</li> <li>• Blended delivery model reintroduced.</li> </ul>	<ul style="list-style-type: none"> <li>• Studying from home provisions for students classed as CEV (now and post 2<sup>nd</sup> national lockdown).</li> <li>• Teachers/LSA's able to maintain, 1m+ in those classrooms where 2m is not possible.</li> <li>• Estates liaising with 3<sup>rd</sup> party to works to commence on Dec 11<sup>th</sup> to address those units that require remedial action.</li> <li>• JLC International Office is providing support for host families by conducting a Risk Assessment with reference to COVID-19, in addition a COVID-19 factsheet, has been provided to these households and support remains ongoing as and when national guidance changes.</li> <li>• JLC reverted back to its blended delivery model on 26/11</li> </ul>	02/11/2020	M Dobson
Updated to reflect new guidance on	Along with the other protective measures we are taking, these tests will help staff and	04.01.2021	B Kirk

<p>Mass asymptomatic testing, in respect of COVID-19 tests known as 'lateral flow tests.</p>	<p>students to remain in college safely. By testing we will help to stop the virus spread and help to keep our college open as safely as possible. We will be testing all staff and college students from week commencing 4<sup>th</sup> January 2021 The college will be producing a separate risk assessment for testing facilitators.</p>		
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