

Activity	College re-opening on 8th March 2021 for on-site teaching	Date of Assessment	5th March 2021	Date of Last Review:	5th March 2021
Purpose of Risk Assessment	To take all appropriate steps to minimise the risks associated with exposing staff and students to COVID-19 when attending College by reducing the risk of infection spread and to take all appropriate steps in the event of a suspected or confirmed case within the College community.				

Assessment completed by:			
Name:	Shaun Godfrey, Estates Manager & Ruth Pender, Director of HR	Signature:	Ruth Pender Shaun Godfrey

What has the potential to cause harm? (Hazards)	What are the Hazards to Health and Safety	Who might be harmed and how?	Control Measures (preventative and protection measures)	Risk Level			What further action, if any, needs to be taken to reduce risk sufficiently	Residual Risk Level			Action by Who, When
				I	P	R		I	P	R	
<u>Entry & Exit to College</u> by Staff, students & visitors	Close contact with others increases risk of transmission	Risk to staff, students & visitors of exposure to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus, inadequate personal hygiene, inadequate social- 	Elimination <ul style="list-style-type: none"> Only essential visitors authorised in advance by Principal can attend College. Visitor log to be maintained by SLT Admin Officer to assist with track and trace; All parents and carers advised that they should not attend the College reception or entrance unless agreed in advance with the Principal or Director of Student Support Services; Meetings with parents during college day to be held remotely using Microsoft teams where possible. Control; <ul style="list-style-type: none"> All staff, students and visitors to wear face 	5	3	15	Staff presence outside main entrance every morning to ensure adherence to control measures; Staff presence in bus bay area at the end of each day. Regular reminders to	5	2	10	SLT to ensure rota in place for monitoring main entrance & bus bays – by 8/3/21 & ongoing SLT - ongoing

		distancing	<p>coverings in communal college areas and classrooms - also to be worn on entering college premises.</p> <p>NB. Face coverings remain optional for staff working on reception as Perspex screen in place</p> <ul style="list-style-type: none"> • Main-entrance split to allow 1 way-entrance and 1-way exit; • Signage outside main entrance to communicate & illustrate 2 metre-rule on entry (ground markings & wall signs); • Staff presence outside main entrance to ensure adherence to 2 metre-rule on-entry; • Inner entrance doors to be kept open to reduce points of hand contact; • Bridge doors to be open at end of day to allow students to access college bus stops– staff presence required in bus areas at end of day to monitor congestion • Hand-sanitiser station on entry and exit; plus by bridge door • Staff to be reminded of arrangements for full re-opening in advance of 8th March • College rules on infection control and social distancing measures to be communicated to students in advance of return • PPE (face-shield & mask) to be provided to gate security officer. • Clear signage on entry advising that no one should enter college buildings if they have any Covid19 symptoms; 				<p>staff and students regarding social distancing measures & hygiene measures – by email and instruction by staff.</p> <p>Staff to be advised that face visors/ face shields are not considered to be a suitable alternative to face-coverings as per updated gov guidance</p>				Director of HR/ Director of Student Services - Ongoing
Reception Area Close physical	Close contact with others increases risk of	Risk to staff, students & visitors of exposure to	<ul style="list-style-type: none"> • Perspex screens have been installed at student services reception desk; • Face coverings to be used by all staff and 	5	2	10	Reception staff to notify SLT or any students not	5	2	10	Reception Staff – Ongoing

contact - staff, students, visitors	transmission	virus via: <ul style="list-style-type: none"> • inadequate social-distancing • physical inhalation of airborne virus. • inadequate personal hygiene, • physical contact with contaminated surfaces 	students visiting the reception area <ul style="list-style-type: none"> • Face coverings for reception staff optional when behind Perspex screen; • As above – only essential visitors to attend college with Principal / Director of Student Services consent. • Floor markings and signage surrounding reception area to communicate 2metre distance rule; • Student services reception staff to be provided with College mobile and students on site to be advised to telephone or text college mobile rather than contact reception in person. • SLT Duty Officers to patrol reception area to ensure that the area does not become congested; Face masks, visors & gloves to be provided to reception staff for use where necessary. 				adhering to social distancing rules. SLT Duty Officer to monitor congestion as part of regular patrols.				SLT Duty Officer Rota now in operation and being implemented
<u>Deliveries & Post</u>	Close contact with others increases risk of transmission Physical contact with contaminated surfaces	Risk to staff (in particular reception staff & estates) students & visitors of exposure to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus, • inadequate 	<ul style="list-style-type: none"> • Reduce frequency of supplies by bulk ordering and eliminate non-essential orders; • No delivery of personal items to College premises; • Clear demarcation of delivery points to save unnecessary physical interactions – including “non-touch” drop points to avoid unnecessary interaction between delivery person and staff; • Staff handling post to use gloves due to virus possibly being present on paper, cupboard and plastic and other packaging; • All staff advised to safely and quickly dispose of external packaging and immediately wash hands after handling incoming items; • Staff to collect deliveries as soon as possible to avoid build-up of packaging and multiple 	5	2	10	Review meetings to be held with reception staff on a half termly basis to review arrangements. Reception staff to notify Director of HR/ Estates Manager of any concerns re deliveries and post Staff to be reminded of	5	2	10	Review Meeting to be arranged – Estates Manager by 31 st March 21 Ongoing – reception staff Ongoing – Director of

		<ul style="list-style-type: none"> personal hygiene, inadequate social-distancing 	handling of items by staff.				<ul style="list-style-type: none"> arrangements for post and deliveries Clear signage & instruction for delivery drivers 				<ul style="list-style-type: none"> HR/ Estates Manager Estates Manager by 8/3/21
<u>Asymptomatic Testing for Staff (home-testing)</u>	<ul style="list-style-type: none"> Low take-up of home-testing by staff Home-testing is not undertaken correctly Close contact with others when collecting test kits increases risk of transmission 	<ul style="list-style-type: none"> Risk to staff, students & visitors of exposure to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus, inadequate personal hygiene, inadequate social-distancing 	<ul style="list-style-type: none"> Staff to be encouraged to participate in home-testing for Covid19 using lateral flow tests. Staff invited to collect home-test kits from Weds 3rd March and to test in accordance with government guidance. Staff who sign up to home-testing provided with 6 or 7 test kits to undertake tests at home. Staff advised to undertake first lateral flow test ideally on the morning of their first day back at work with a second test 3 to 5 days afterwards. Test Kits to be issued by SLT Administrator who is undertaking the role of Registration Assistant for the home-testing. Test kits to be collected from Room B2.05. Staff unable to collect before their first day) advised to attend for collection outside of break and lunchtimes to avoid congestion in corridors. Log of test kits including lot number to be maintained and staff to sign for collection. Staff to be issued with correct guidance for undertaking home-testing (v1.3.2) Registration Assistant to wear face-covering when issuing test kits and ensure social distancing maintained. 	5	3	15	<ul style="list-style-type: none"> Staff to be given clear guidance on the process for home-testing Staff to be provided with an instructional video for home-testing Staff unable to collect kits before their return to be encouraged to collect as soon as possible. Staff reminded to provide the results of their home-tests to both NHS and College – college will maintain log of results Director of HR 	5	2	10	<ul style="list-style-type: none"> Director of HR - completed 2ⁿ March 21 Director of HR - completed 2ⁿ March 21 Reminders sent on 5th March – Director of HR & SLT Administrator Ongoing – Director of HR Director of HR

			<ul style="list-style-type: none"> Staff advised to self-isolate immediately in the event of a positive lateral flow test and undertake a confirmatory PCR Test 				and Estates Manager to ensure sufficient kits are available for the duration of testing				& Estates Manager - ongoing
<u>Asymptomatic Testing for Students on their return</u>	<p>Low take-up of testing by students</p> <p>Incorrect processing of on-site lateral flow testing by staff</p> <p>Risk of increased exposure to Covid19 for students and testing staff due to non-adherence of control measures for this activity.</p>	<p>Risk to staff, students & visitors of exposure to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus, inadequate personal hygiene, inadequate social-distancing 	<ul style="list-style-type: none"> All students have been encouraged to join the on-site Covid19 lateral flow testing programme which involves students carrying out 3 on-site tests supervised and results processed by testing operatives. Students consenting to the programme will be required to have a first test before returning to their lessons (year 13s initial tests on 3/3 and 5/3; year 12s initial tests on 9th/ 10th /11th March); Testing operatives and other necessary staff have been recruited for test centre, have been provided with appropriate training and are supervised by a lead for quality control, the H&S Manager and an SLT Covid Coordinator Students are required to wait in the test centre after their test until a negative test result can be confirmed before returning to college. 	5	4	20	<p>A separate risk assessment for the College's Asymptomatic Testing Programme is in place.</p> <p>Arrangements are being finalised for the process of student home-tests following their 3 on-site tests</p>	5	2	10	<p>Director of HR, Director of M&I, Estates Manager and Quality Control Lead to review control measures for testing centre for the duration of the on-site testing</p> <p>Arrangements for home-testing to be finalised by SLT during w/c 8th March</p>
<u>Staff attendance on College premises</u>	<p>Close contact with others increases risk of transmission</p> <p>Key staff unable on site due to illness etc.</p>	<p>Risk to staff, students & visitors of exposure to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, 	<ul style="list-style-type: none"> Staff to be encouraged to participate in home-testing for Covid19 using lateral flow tests. (as above). Staff to receive an email overview of the key health and safety measures in place prior to return and advised to notify SLT Administrator of any health and safety concerns they have 	5	3	15	<p>Further email to be sent to staff encouraging home-testing</p> <p>SLT Administrator to compile log of</p>	5	2	10	<p>Director HR by 12/3/21</p> <p>SLT to respond on an ongoing basis</p>

		<ul style="list-style-type: none"> • inhalation of airborne virus, • inadequate personal hygiene, • inadequate social-distancing 	<p>on their return and on an ongoing basis.</p> <ul style="list-style-type: none"> • Arrangements put in place to support staff working from home when they are in the extremely clinically vulnerable category and advised to shield (at least until 31/3/21) • Staff who are considered to be clinically vulnerable to be invited to attend a meeting to review the control measures put in place in the Autumn term if they feel their health or personal circumstances have changed since the Autumn term. • Staff to be provided with a further opportunity to attend single-therapy sessions with the College's staff counsellor (held remotely) in addition to the normal counselling service offered. • Staff who are required to self-isolate will carry out their duties remotely (unless illness prevents this). Staff are provided with on-going training and guidance for use of remote IT systems to support remote working where required; • Teachers are encouraged to work from home at times when they are not timetabled to teach but must be available to support students/attend meetings with their manager remotely during this time where necessary. • Other staff may be permitted to work from home on a rota basis to undertake specific tasks. 			<p>concerns for SLT to respond to</p> <p>Liaise with ECV staff regarding possible extension to current shielding period</p> <p>Arrange meetings with clinically vulnerable staff on request to review/undertake new risk assessments</p>			<p>Director of HR before 31/3/21</p> <p>On request form staff – Director of HR/ Estates Manager</p>
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			<ul style="list-style-type: none"> • Due to the likelihood of staff being required to self-isolate if they develop symptoms the number of cover teachers has been expanded to ensure classes can be supervised. Cover from consistent group of cover team staff or long-term agency is sought rather than intermittent staffing. • Ensure appropriate records are kept of staff who are required to self-isolate along with follow-up discussions about testing and test results (see below re dealing with suspected/confirmed case) • Staff should work between their workroom and classroom whilst on site and are encouraged to take breaks outside where weather permits (see sections on workrooms & staff social areas below)workroom or office and contact colleagues by phone rather than visit other areas in person (see below) • A list of essential college workers is in place for working during the pandemic and includes: a Designated Safeguarding Officer, qualified H&S Estates Team Member, First Aiders, Fire Marshals and a minimum of two SLT Duty Officers. An emergency meeting should be held should staff absence levels rise and contingency plans in place. 				<p>Induct new cover team members into H&S arrangements</p> <p>Continue to maintain records of staff who are required to self-isolate</p> <p>Essential Worker Staff List to continue to be reviewed</p>				<p>Cover Coordinator – prior to new cover team members starting in post</p> <p>Ongoing – HR and Cover Team</p>
<u>Use of Workrooms & Office Space</u>	Overcrowding and mixing of staff	Risk to staff, students & visitors of exposure to virus via:	<u>Workrooms – teaching staff</u> <ul style="list-style-type: none"> • The maximum occupancy in each work room for teaching staff has been identified based on a 2-metre. Appropriate signage is in place on 	3	5	15	Staff to be reminded of the requirement for social distancing	2	5	10	Completed - Director of HR on 5/3/21

	<p>Close contact with others increases risk of transmission</p> <p>Physical contact with contaminated surfaces</p>	<ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus, • inadequate personal hygiene, • inadequate social-distancing 	<p>workroom doors;</p> <ul style="list-style-type: none"> • Staff should not exceed the maximum occupancy at any one time and maintain a 2-metre distance at all times; <ul style="list-style-type: none"> ▪ Staff will work between their workroom and classroom as their base for the day; ▪ Staff should continue to agree a rota for use of the workroom based on staff 'free' periods and liaise with colleagues regarding their base during the working day; ▪ Teachers who have a free period at the start or end of the day are encouraged to work from home during this time but should be available for work in case timetables change or face to face meetings required; ▪ Students are not permitted to visit staff in their workrooms. 1-2-1 meetings with students should take place in vacant classrooms where a 2-metre distance can be maintained. Break-out social spaces for students will be re-designated for 1-to-1 meetings with students. <p><u>Workroom Arrangements - Tutors</u></p> <ul style="list-style-type: none"> ▪ Maximum occupancy has been identified for each of the two tutor rooms; ▪ Staff should remain at a 2-metre distance from each other; ▪ To ensure maximum occupancy is not exceeded personal tutors will work between the workroom and 1-2-1 meeting booths in the staffroom and agree a rota for this. <p>Office Arrangements for non-teaching staff</p> <ul style="list-style-type: none"> • Sole occupancy – meetings should only be held where a 2-metre distance can be maintained, or Perspex screen can be provided 			<p>/ maximum occupancy in workrooms prior to their return on 8/3/21</p> <p>Regular reminders to staff regarding the importance of social distancing to be issued by SLT. SLT patrols to monitor</p> <p>Further reminder to be given to students about not visiting staff in workrooms - socially distanced meetings in classrooms with teachers only</p>			<p>Ongoing - SLT</p> <p>Director of Student Services - by 12/3/21</p>
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			<ul style="list-style-type: none"> Multiple Occupancy – majority of rooms provide 2 metre spacing. Where this is not possible additional measures will be in place for staff to work flexibly <p>General</p> <ul style="list-style-type: none"> Staff should avoid visiting other offices unannounced wherever possible – use phone or email. Staff should avoid unnecessary travel around college – make prior ‘appointments’ if you need to speak to colleagues face to face. Staff to maintain cleanliness in workrooms & offices during the day. Staff should keep personal items to a minimum, ensure workrooms are free from clutter and avoid shared use of desks, cups, cutlery etc. Wipes will be provided in work rooms. All workrooms and offices will be disinfected by cleaning staff on a regular basis as part of the Covid19 Cleaning Schedule. <i>Face-coverings are not required in workrooms and offices provided social distancing / other mitigation measures such as Perspex screen can be put in place. However, face-coverings are now a requirement under government guidance unless staff/student has a personal exemption</i> <p><u>Ventilation</u> – staff have been advised of the importance of good ventilation in all workrooms and classrooms</p>													<p>Staff to raise concerns regarding cleaning with estates manager & cleaning manager</p> <p>Further reminders regarding ventilation to be provided</p>				<p>Ongoing – staff to raise any concerns they have with Cleaning Manager/ Estates Manager</p> <p>Ongoing – SLT & Estates Mgr</p>
Social Spaces	Overcrowding	Risk to staff,	<ul style="list-style-type: none"> Maximum occupancy of 1 person in kitchen – 	5	2	10	Arrangements to	5	2	10	Ongoing – SLT									

<p>& Catering Facilities for Staff</p>	<p>and mixing of staff</p> <p>Close contact with others increases risk of transmission</p> <p>Physical contact with contaminated surfaces</p>	<p>students & visitors of exposure to virus via:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus, • inadequate personal hygiene, • inadequate social-distancing 	<p>appropriate signage to illustrate this.</p> <ul style="list-style-type: none"> • Staff will be told to bring own cups, cutlery and plates from home – any personal items left in kitchen will be locked away • Staffroom has been temporarily re-designated to 1-to-1 meeting booths for staff to meet safely with students • Canteen and shop open for staff and students (see details below) plus reduced arrangements in place for w/c 8/3 and w/c 15/3 • Staff can use the outside balconies provided they sit at a safe distance. Staff are encouraged to take breaks in other outside areas where weather permits. Maximum occupancy on outside balcony now in place • Staff are encouraged to avoid use of shared microwaves and fridge where possible. Facilities must be cleaned after each use. <ul style="list-style-type: none"> ▪ Small groups of staff can meet and each lunch in a vacant classrooms in their area provided a 2 metre distance is maintained (average occupancy in classrooms for 2 metre distance is 8 members of staff). 				<p>be reviewed by SLT.</p> <p>Staff to raise any concerns with SLT via SLT Administrator</p>				<p>Ongoing when required – staff</p>
<p><u>Staff Meetings</u></p>	<p>Close contact with others increases risk of transmission</p>	<p>Risk to staff, students & visitors of exposure to virus via:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus, 	<ul style="list-style-type: none"> • ‘All staff meetings’ will only take place remotely on Teams; • Essential meetings may take place with small groups of staff (max 10 – 15 staff members) where larger spaces such as the refectory / large sports hall are vacant to provide 2 metre social- distancing; • Only essential participants should attend; • Meetings should be kept as short as possible; • Social distancing should be maintained throughout; 	5	2	10	<p>Staff to be provided with a reminder regarding meeting arrangements</p>	5	2	10	<p>Director of HR vy12/3/21</p>

		<ul style="list-style-type: none"> inadequate personal hygiene, inadequate social-distancing 	<ul style="list-style-type: none"> Avoid use of shared objects and shared refreshments; Meetings should take place in a well-ventilated room; Staff can meet with team colleagues on an informal basis in vacant classrooms provided a 2 metre social distance maintained (average occupancy in classroom based on a 2 metre distance is 8). 								
Student attendance on College premises	Close contact with others increases risk of transmission	<p>Risk to staff, students & visitors of exposure to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus, inadequate personal hygiene, inadequate social-distancing 	<ul style="list-style-type: none"> A staggered return of students will be in place during the first 2 weeks of reopening: <ul style="list-style-type: none"> w/c 8th March 21: Year 13 students return to face-to-face lessons Year 12 students taught remotely w/c 15th March 21: Year 12 students return to face to face lessons Year 13 students taught remotely w/c 22nd March 21 year 12 and year 13 students at college Students will be sent a reminder of health and safety covid19 rules on their return and that sanctions are in place for deliberate/ ongoing non-compliance Additional Student supervisors will continue to be in place during covid19 pandemic but all staff are expected to support these arrangements by addressing students re any non-compliance of Covid rules when this is identified 	5	3	15	<p>Students to receive updated guidance regarding college health and safety measures on their return to college</p> <p>Students to be reminded regularly of the importance of not attending college if they develop Covid19 symptoms</p> <p>Expectations regarding behaviour and consequences of not adhering to H&S measures to be reiterated on</p>	5	2	10	<p>Director of Student Services & Director of HR by 8/3/21</p> <p>Ongoing – by SLT</p> <p>Ongoing - by SLT</p>

			<p>(NB. Reduced student supervisor presence during w/c 8th and 15th March due to partial redeployment to test centre</p> <ul style="list-style-type: none"> Regular review of arrangements with trade unions including review of local transmission rates. Arrangements in place to respond to the requirement to teach remotely on a full-time basis or extend blended model if required. 				a regular basis					Ongoing – SLT with TU reps
<u>Student Contacts at College</u>	Close contact with others increases risk of transmission	<p>Risk to students and staff of exposure to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus, inadequate personal hygiene, inadequate social-distancing 	<p>Minimising contacts and mixing between students: Students will continue to be split into half year group bubbles - 12A/12B/13A /13B – their bubble can be identified from their lanyard and ID badge</p> <p><u>Curriculum time</u></p> <ul style="list-style-type: none"> Students will work within 3 or 4 classes (depending how many courses chosen) Students need to sit next to the same partners each lesson (thereby limiting ‘mixing’ within each classes); Seating plans should be recorded, retained and shared with SLT Administrator; Seating is arranged with a 12A/12B split or 13A/13B split within the class Group work should be with students who sit adjacent to them in class and always be the same groups (sub-groups within classes set for the year); Classroom layouts have been configured so that all student desks face the front; 2-metre space between teacher and students must be maintained. Government guidance now requires that face 	5	3	15	<p>Students to be reminded of the requirement to remain in their half year group bubbles and in class to adhere to the set seating plan.</p> <p>Staff to be reminded to share updated seating plans with SLT Administrator</p>	5	2	10	<p>Director of Student Services / Principal - on students return to college and ongoing</p> <p>Ongoing - teaching staff</p>	

			<p>coverings are now worn in classrooms up to Easter (face-visors and shield not a suitable substitute)</p> <p>Minimising contacts and mixing between students: <u>Tutor time, subject support, enrichment</u></p> <ul style="list-style-type: none"> • Remote Tutor Group Sessions to continue until Easter (reviewed for summer term): • 1-to-1 reviews between students and tutors will still take place on site • Face-to-Face Group Subject Support Sessions limited to students from the same class and/or bubble • 1-to-1 subject support can take place in classrooms but not in workrooms. 2-metre distance must be maintained • Enrichment activities will mainly be held remotely with limited socially distanced face to face sessions <p>Minimising contacts and mixing between students: <u>Social Arrangements and Study Spaces for Students</u></p> <ul style="list-style-type: none"> • Students encouraged to socialise outside at a safe distance where weather permits; • Students will be assigned social space for breaks and for free periods according to their year group and bubble; • Students lanyards will indicate bubble to ensure they remain in designated social space; • Classrooms have been designated for overflow social space at breaktimes and lunchtimes to accommodate all students. Appropriate signage has been placed in all classrooms around college. However, these areas will be reduced in warmer months. • Students are not permitted to stand in social areas and are limited to groups of 6 or 8 			<p>Student supervisors will continue to be employed to oversee arrangements in social spaces supported by SLT patrols</p> <p>Staff to be reminded that management of students in college is a</p>			<p>Student supervisors & SLT- ongoing</p> <p>Principal - w/c 8/3/21</p>
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			<p>dependant on table size. Students have been reminded to spend lunch and break times with the same group of friends from their year group bubble wherever possible.</p> <ul style="list-style-type: none"> • Students will be only be permitted to eat and drink in their designated social space during lunch and break times. In designated social spaces, face coverings are mandatory except when students are eating and drinking • Staff assigned to monitor social spaces to ensure adherence to rules. • Exemption cards for a small number of students who cannot wear a face covering have been issued 				collective responsibility and all staff are expected to encourage students to comply with covid19 health and safety measures				Staff to encourage students to adhere to rules - ongoing
Provision of communal catering facilities	Close contact with others & poor hygiene practices increase risk of transmission	<p>Risk to staff and students - Transmission of virus through:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces • inhalation of airborne virus <p>inadequate physical distancing inadequate personal hygiene standards</p>	<ul style="list-style-type: none"> • Risk Assessment undertaken by sub-contracted Catering Provider based on government guidance for food businesses. Estates manager to monitor adherence to control measures • The canteen and shop will be open for staff and students (reduced provision until 22/3); • Face coverings to be worn in all food outlets (except students eating in zoned dining area of refectory) • Hand-sanitiser stations in place at food outlets and signage to remind of importance of hand washing • Only 'Grab and Go' options (hot and cold food) will be available to avoid queues and handling of food; • Seating in the refectory has been reduced to allow airport-style queuing. Remaining seating is for use only by students in assigned bubbles • Seating will not be available in the shop and socially distanced queue in place; • Drinking fountains will not be in operation – 	3	5	15	<p>Regular audit of arrangements in kitchen & address concerns with Catering Manager</p> <p>SLT Duty Officer, Student Supervisor & Estates Team to oversee canteen areas and shops to ensure that congestion avoided and social distance maintained in queues</p>	2	5	10	<p>Estates Manager – ongoing</p> <p>Designated student supervisors in refectory at all times supported b by SLT patrols</p>

			<p>students encouraged to bring their own water or purchase from outlets;</p> <ul style="list-style-type: none"> Vending machine available - hand sanitiser station to be installed next to machines and signage regarding students washing hands near vending machines; Where weather permits students advised to take breaks outside. 								
Sports Hall Usage	Close contact with others & poor hygiene practices increase risk of transmission	<p>Risk to staff, students & visitors of exposure to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus, inadequate personal hygiene, inadequate social-distancing 	<p>Note – The large Sports Hall and Small Sports Hall are currently being used as the College’s Asymptomatic Testing Centre for students – in place until 19/3 (possibly w/c 22/3 also). Limiting services for testing a very small number of students after this date may be required- venue for this not yet determined.</p> <p>Following cessation of the sports hall for testing the following arrangements will be in place:</p> <ul style="list-style-type: none"> Facilities not currently by members of the public; No team games or fixtures currently planned; When sports resumed identify how the risks associated with ‘travelling’ coaches who visit a number of schools can be managed; Social seating removed and reception are designated into space for 1-to-1 meetings for staff and students; Signage and instructions to students that social space can’t be used. Classrooms to remain unlocked for students to access on arrival to avoid congestion in reception area; Classroom furniture reconfigured, cabinet removed and Perspex screen installed at 	5	3	15	<p>See separate risk assessment for asymptomatic covid19 testing centre</p> <p>Advise students of their designated social space areas whilst sports hall is required as a testing centre.</p> <p>When team games / fixtures are resumed undertake a risk assessment with sports staff & review use of casual staff who work across different colleges</p>	5	2	10	<p>Principal / Director of Student Services – o students return to college</p> <p>Estates Mgr & Director of HR with Sports Staff - when required</p> <p>Director of</p>

			<p>teachers desks;</p> <ul style="list-style-type: none"> • Workroom arrangements (as above for all workrooms) • Only BTEC sport students with classes can access reception area to enter classrooms • Hand sanitiser stations at various locations in sports hall – on entry, outside classroom, in sports hall etc • Communal corridor and toilets (as above) – signs and floor • Where practical units for A level and BTEC sport resume, a risk assessment for these activities should be undertaken in line with any relevant government guidance re sports activities; • Large Sports Hall will resume as a year 13 study space (see above) following initial testing of students during first two weeks of return. Access to be gained via side entrance (not via reception) and dedicated staff presence to oversee arrangements 				<p>Review risk assessment before practical units are delivered to identify appropriate control measures.</p> <p>Following use of sports hall as testing centre ensure signage to advise that only BTEC students attending lessons can access reception area</p>				<p>C&Q and Sports Staff in conjunction with Estates Mgr/ Director of HR – as practical activities resume</p> <p>Estates Manager when sports hall testing ceases</p>
Travel to College	<p>Close contact with others & poor hygiene practices increase risk of transmission</p> <p>Congestion at bus queues</p>	<p>Risk to staff, students & visitors of exposure to virus via:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus, 	<ul style="list-style-type: none"> • Refer to the SKILLS GROUP RISK ASSESSMENT for students travelling on college buses. • Students will be required to wear face coverings at all times when waiting for buses and whilst on college buses • Students will be asked to hand sanitise as they get on and off the bus (gel provided by Skills) • Students should sit next to the same people each day on the bus to limit contacts. • Windows open for better ventilation the buses. 	5	3	15	Remind students of the arrangements for safe travel on college buses	5	2	10	Principal & Director of Student Services w/c 8/3 and 15/3 and then ongoing

		<ul style="list-style-type: none"> inadequate personal hygiene, inadequate social-distancing 	<ul style="list-style-type: none"> Appropriate disinfection of buses by skills <p>Seating on College buses is in zones according to half year group bubble - 12A, 12B, 13A and 13B</p> <ul style="list-style-type: none"> Bus queues to be managed by: Staggered end of lessons reduce congestion whilst travelling to bus bays Buses can enter bays when arrive early and will be unlocked to allow students to board asap; Staff assigned to monitor congestion in bus bay areas Staff and students are encouraged to walk or cycle to work where possible. Additional bike sheds will be provided where demand increases; <p>Update</p> <ul style="list-style-type: none"> Staff should avoid car sharing wherever possible and, where it is necessary, face coverings should be worn and windows open where possible 							<p>Liaise with bus providers regarding H&S measures and review arrangements</p> <p><i>Reminder to staff re the issues with car-sharers being identified as close contacts</i></p>				<p>Principal & Director of M&I - ongoing</p> <p>Director of HR w/c 8/3/21</p>
Use of Classrooms	Close contact with others increases risk of transmission	<p>Risk to staff, students & visitors of exposure to virus via:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus, 	<ul style="list-style-type: none"> All classrooms to be unlocked by Estates team before the start of day and students allowed entry when they arrive (thereby avoiding congestion in corridors); Door and windows will be opened to allow ventilation prior to arrival; Hand-sanitiser station available outside every class and inside some classrooms for practical subjects. Classroom seating has been reconfigured so that all desks facing the front of the room. 	5	3	15	Staff and students to be reminded of the social distancing and hygiene arrangements in place in classrooms on their return.	5	2	10	Estates Manager & Director of HR / Director of Student Services – when staff and students return with subsequent reminders			

		<ul style="list-style-type: none"> • inadequate personal hygiene, • inadequate social-distancing 	<ul style="list-style-type: none"> • Classroom seating should be split into 12A and 12B or for year 13 classes into 13A & B with students sat next to the same partners each lesson (thereby limiting 'mixing' within each classes); • Seating plans should be recorded and must be shared with SLT Administrator when updated; • Group work should be with students who sit adjacent to them in class and always be the same groups (sub-groups within classes set for the year); • Teachers desks have a 2-metre space between teacher and students. • Teachers should maintain a 2-metre distance from students in class & should avoid travel around class to check students work (<i>unless a separate subject specific arrangement has been agreed with H&S Manager and Director of HR</i>) • To discuss work with students, they must come to front and remain 2 metres away (where space is available in the class) – face masks should be worn. Teachers should also minimise students moving past other student desks during class. • Classrooms should be free from any unnecessary clutter with non-essential furniture removed; • Windows should remain open during lessons and room ventilated after students leave • Cleaning materials and data sheets provided in every classroom for use by staff as and when required. • Students reminded of the catch-it, bin-it requirements and disposable tissues available 			<p>Staff to share updated class seating plans with SLT Administrator (reminders sent by SLT)</p> <p>Staff and students to be reminded of the procedure to be followed if a student develops/ demonstrates symptoms whilst in class.</p> <p>Regular checks on cleaning supplies, bins etc during the working day</p>			<p>All teaching staff - week commencing 8/3 and 15/3 and then when updated</p> <p>Estates Manager & Director of HR / Director of Student Services – when staff and students return with subsequent reminders</p> <p>Cleaning Staff overseen by cleaning manager – ongoing</p>
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		<p>in each classroom;</p> <ul style="list-style-type: none"> • Bin to be emptied on a regular basis throughout the day; • Students to use own personal equipment (textbook, pens etc) where possible and not share personal items; • Sharing of college equipment should be minimised as far as possible and sharing contained within class sub-groups where possible; • Where college equipment is shared across year groups it must be cleaned after each use or quarantined for 48 hours (72 for plastics) • Students have been encouraged to bring their own electronic devices to limit use of shared college laptops • Staff to limit the amount of handouts and use electronic documents wherever possible. • Regular hand sanitisation reminders should be given to students; • All extraneous equipment and materials locked away to prevent unnecessary handling • Cleaning staff will ensure that high-risk objects such as door handles, pcs etc are regularly cleaned in accordance with Covid cleaning schedule • Arrangements for cleaning and disinfecting subject specific equipment to be agreed and shared with College H&S Manager • Students should work in consistent groups for practical work & use outside space as a breakout area during class where weather permits <p><u>Ventilation</u> – staff have been advised of the importance of good ventilation in all workrooms</p>		Further reminders		SLT & Estates Manager -
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			and classrooms. Window poles to open top windows are available from estates on request				regarding ventilation to be issued				ongoing
Managing movement around college	Overcrowding and mixing of students	Staff, students & visitors - Transmission of virus through: <ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards	<ul style="list-style-type: none"> Phased return for students during w/c 8th and 15th March will reduce congestion around college during initial return. Staggered start and end of lesson times are in place for year 12 and year 13 students to reduce congestion in corridors and food outlets; Signage applied to floors and walls regarding social distancing and the need to wear face coverings in communal areas; Classrooms to remain unlocked and students advised to enter classroom when they arrive for their lesson All movement along corridors and stairs is kept to the left-hand side with floor-markings and arrows. One-way systems in place on stairways to avoid congestion, clearly indicated by appropriate signage Barriers and queue markings are installed inside and outside buildings as appropriate to control the 'traffic' flow. Signage and floor markings aid physical distancing in all indoor areas and outdoor areas where there are pinch points including entrances and exits. Maglocks installed on doors where practicable to enable them to be kept open, reducing need for contact with doors / door handles; Benches removed from corridors and reduced 	5	3	15	SLT Duty Officer, Student Supervisor to monitor movement around college – SLT & Estates Manager to review and make adjustments to layout if necessary Staff to be reminded of the collective responsibility to encourage students to adhere to all health and safety measures in place for the safety of the college community	5	2	10	SLT Duty Officer & Estates Mgr Ongoing and daily SLT & Estates - ongoing All staff in College - on going

			seating in breakout social spaces which designated to certain year group and bubbles; <ul style="list-style-type: none"> Student Supervisor on rota and provided with PPE along with SLT Duty Officer patrols 								
Cleaning and disinfection	Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation	Risk to staff, students, visitors of exposure to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus, inadequate personal hygiene, inadequate distancing 	<ul style="list-style-type: none"> Additional Cleaners employed to work during the day (in addition to full evening cleaning team) Covid-19 Cleaning Schedule in place in accordance with national industry and government guidance; Information posted in key areas, regularly refreshed on laminated washable posters Schedule shared with cleaning staff and data sheets to support covid19 requirements is in place; Schedule includes 'deep clean' arrangements for any area occupied by person with suspected case of Covid19; New cleaning equipment purchased to allow for effective disinfection, fogging and/or steam-cleaning toilets; Adequate cleaning supplies including provision of hand-gel, class-room cleaning supplies & tissues in each classroom; Frequently emptied bins in designated classrooms; Full PPE available for cleaning staff. Cleaners regularly briefed and receive appropriate instruction regarding Covid19 cleaning arrangements 	5	3	15	Covid-19 Cleaning Schedule to be reviewed on a regular basis and updated in accordance with govt guidance Monitoring and audit of cleaning standards by Cleaning Manager & H&S Officer Staff and students encouraged to notify Estates Manager of any concerns re hygiene or inadequate cleaning supplies when on site	5	2	10	Cleaning Mgr and Estates Mgr – weekly review Cleaning Mgr & Estates Manager - ongoing All staff & students - ongoing
Use of lifts	Overcrowding	Risk to staff and	<ul style="list-style-type: none"> Lifts used by one person at a time unless user 	5	2	10	Lift usage to be	5	2	10	SLT Duty

	and mixing of students Exposure by touching contaminated surfaces	students - Transmission of virus through: <ul style="list-style-type: none"> • physical contact with contaminated surfaces • inhalation of airborne virus • inadequate physical distancing • inadequate personal hygiene standards 	requires assistance by 1 other person (lifts already restricted to lift pass holders) <ul style="list-style-type: none"> • Users of lift to use hand sanitiser on entry & exit from lift • lift controls to be cleaned on a regular basis • Face coverings to be worn as in all communal area • Signage to be displayed in and outside lifts 				monitored on a regular basis by SLT Duty Officer, Student Supervisor & Estates Team			Officer, Student Supervisor & Estates Team - daily
Learning Resources for Students	Overcrowding and mixing of students Exposure by touching contaminated surfaces	Risk to staff and students - Transmission of virus through: <ul style="list-style-type: none"> • physical contact with contaminated surfaces • inhalation of airborne virus • inadequate physical distancing inadequate personal hygiene standards	Library and Learning Resource Centre (limited to a supervised study space only during the first two weeks of return – 8 th and 15 th March) Subsequently: <ul style="list-style-type: none"> - email request for books to LIC staff – click and collect service – no browsing of books in LIC - quarantine books on return -Bring own electronic device to avoid shared use of laptops -College laptops and network pcs to be cleaned on a daily basis – hand sanitise on entry and exit from computer rooms -Text books – reduce use or issue own personal copy to students where possible -Photocopiers – hand sanitisation unit adjacent to all photocopiers 	2	5	10	Students to be advised that LIC limited to use as a supervised study space only during w/c 8 th and 15 th March			SLT - by 8/3/21

	Exposure to COVID19 virus	Transmission of virus by all persons in contact with symptomatic person including first aiders	<ul style="list-style-type: none"> • Clear instructions given to staff and students that they should not attend site if they develop symptoms or a required to self-isolate due to contact with a suspected or confirmed case; • Reiterate to all persons the government guidelines and SLT to review guidance regularly so any updates are implemented promptly. • Written procedures for dealing with a suspected case are in place and are now well-known by staff and students – however staff and students will continue to receive appropriate and regular instruction • A Covid19 ISOLATION ROOM (adjacent to the delivery doors C.0.7) on lower ground floor remains in place for students/ staff developing symptoms whilst on site with the medical room to be used as an overflow where necessary; • A Covid19 absence telephone line and email address has now been established and a member of staff employed to update and monitor college records regarding isolation and covid19 testing in the college community. • students have been issued with a card to attach to their lanyard which includes Covid19 emergency numbers, symptoms of Covid19 and location of isolation room • The college has developed a detailed contact tracing questionnaire for staff and students to identify close contacts and inform discussions with public health • Toilet facilities for the sole use of staff member/student in self-isolation have been put in place. 	5	3	15	<p>Staff and students to receive regular reminders of the Procedure for dealing with a suspected case with the effectiveness of the procedures kept under regular review</p> <p>Students to receive a reminder to wear the covid emergency procedures card with their lanyard</p> <p>The college will continue to undertake its internal track and trace programme and maintain up to date logs of close contacts of students/ staff who test positive</p>	5	2	10	<p>Director of HR/ Director of Student Services w/c 8th and 15th March with subsequent reminders</p> <p>As above</p> <p>Director of HR, Director of Student Services & SLT Administrator - ongoing</p>
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			<ul style="list-style-type: none"> • Isolation of symptomatic person in designated Isolation Room • Teacher or support staff member to alert reception to call first aid person • Teacher to quickly lead (at safe distance) the student to the COVID Isolation Room, now on Lower Ground Floor near delivery doors (overflow is the medical room) and leave with first aider • All staff need to know fastest external route to isolation room • Anyone presenting with the symptoms will be sent home and to be advised to undertake a PCR test. • SLT duty manager to remain in contact with persons and advise Estates Manager/ Health & Safety Officer so that the area can be locked down and a thorough clean can be carried out of the areas in the event of a confirmed case. • Appropriate PPE provided to staff dealing with suspected case • Contact tracing of staff and students (seek advice from local health protection team) & self-isolation of those identified • Full cleaning and disinfection routine applied to Isolation Room including toilet • The importance of maintaining accurate student seating and attendance records will be highlighted to staff and students. • Trade unions and staff to be advised of the number of confirmed cases. • Cases reported to public health where required. • SLT to monitor levels of staff and student absence carefully and follow up on all those who have had to self-isolate 			<p>for covid19</p> <p>First aiders and reception staff to receive refresher briefing on arrangements.</p> <p>Director of HR/ H&S Manager will continue to update and seek advice from the local public health team regarding positive cases.</p> <p>SLT will continue to update trade unions on confirmed covid19 case numbers within College.</p>			<p>Director of HR/ Estates Manager w/c 8/3/21</p> <p>Director of HR/ H&S Manager – ongoing</p> <p>Director of HR/ H&S Manager - ongoing</p>
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			<ul style="list-style-type: none"> The College will be required to send home 'close contacts' of students and staff members who have a confirmed positive test. LHPT will advise the College on action to take if we have 2 or more confirmed cases within 14 days (larger group sent home or full site) 								
Provision of first aid	Potential exposure to COVID-19 virus	Transmission of virus by contact with infected person	<ul style="list-style-type: none"> Two nominated first aiders will be required on site each day on a rota basis; The HSE guidance for first aiders in non-healthcare settings has been adopted First aiders to receive a refresher briefing of arrangements in place during pandemic If physical contact is required to care for or supervise students then the following PPE is to be worn; disposable apron (personal care activities only), disposable gloves, facemask, visor (visor to be sanitised after use by the user, other items of PPE to be placed in sanitary bins) First Aiders - First aiders are obtain the COVID-19 Grab Bag held at reception. They are to put on gloves immediately; Thermometers available for non-contact temperature checks. 	5	3	15	<p>Refresher briefing for first aiders w/c 8th March 21</p> <p>Essential staff rota which includes first aiders to remain in place</p>	5	2	10	<p>Estates Manager w/c 8th March 21</p> <p>Director of HR - ongoing</p>
Fire Evacuation	Overcrowding and mixing of students Reduction in the number of Fire Marshals One-way	Risk to staff and students Transmission of virus through: <ul style="list-style-type: none"> Inadequate distancing physical contact with 	<ul style="list-style-type: none"> The normal procedure for fire evacuation will remain but has been updated to reflect fire evacuation during Covid19 pandemic; Fire risk assessment updated to reflect covid19 updated procedure The essential staff rota ensures appropriate fire marshals are available to ensure safe evacuation 	5	3	15	Further reminder of fire evacuation procedure given to staff and students on their return in March 21	5	2	10	Estates Manager & Director of HR w/c 8 th and w/c 15 th March

	system due to social distancing may confuse staff in the event of an evacuation	potentially contaminated surfaces Risk of confusion could impact on the speed of evacuation	<ul style="list-style-type: none"> One-way system on stairway will be overridden in the event of an evacuation and this will be communicated to staff & students Staff & students to be advised that social distancing should be maintained where reasonably practicable – however this cannot be allowed to impact on speed of evacuation Social Distancing 2m to be observed at Assembly Point – message to be reiterated by fire marshals; Personal Emergency Evacuation Plans (PEEPS) must be reviewed prior to names individuals returning to College to ensure that they remain operable by those designated as responsible Practice fire evacuation undertaken in Autumn Term 				Essential staff rota which includes fire marshals to remain in place				Director of HR and Estates Manager to arrange - ongoing
Use of Toilet facilities	Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation	Risk to staff and students Exposure to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards	<ul style="list-style-type: none"> All cubicles, sinks and urinals in use Signage advising students to wait outside in corridor until a cubicle is free – floor markings to ensure 2 metre waiting; Thorough cleaning and disinfection routines in place for all toilet areas throughout day including door handles Soap dispenser supplies maintained and checked as working at all times. Sanitiser gel to be used before and after entering - need signage Laminated cleanable information posters in place All toilet seats now installed and notices advising toilet lids to be lowered before flushing 	5	3	15	SLT Duty Officer & Student Supervisor to monitor congestion outside toilet blocks Cleaning Manager & Estates Manager to audit cleaning schedules	5	2	10	SLT Duty Officer Student Supervisor - daily Cleaning Manager & Estates Manager - ongoing

Use of Shower Facilities for Staff	Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation	Risk to staff Exposure to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards 	<ul style="list-style-type: none"> Maximum occupancy is 1 staff member and signage to be placed outside accordingly; Staff instructed not to leave any personal belongings in shower area; Cleaning materials available in shower room with appropriate data sheets; 	5	2	10	Cleanliness of shower room to be checked by day cleaners	5	2	10	Cleaning Staff - ongoing
Use of Smoking Areas	Mixing with others increases risk of transmission between asymptomatic carriers	Transmission of virus through: <ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards 	Layout reconfigured to ensure: <ul style="list-style-type: none"> Students stand in one of 4 zones with students with the same half year group bubble; Area is naturally ventilated, Sharing of smoking materials is not permitted, One-way circulation in place into and out of the Smoking Area where feasible, to limit crossing paths Notices to be displayed to remind users to stand within appropriate zone 	5	2	10	Area to be overseen by Gate Supervisor and Estates team members	5	2	10	Gate-supervisor & Estates Team - ongoing

Wearing of PPE	<p>Exposure to virus is increased unless appropriate standards of personal hygiene, removal of PPE & disinfection are in operation</p> <p>Potential difficulties in sourcing PPE</p>	<p>Transmission of virus to staff (particularly front-line) through:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces and then touching masks inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards 	<ul style="list-style-type: none"> A number of staff have been instructed to use PPE: <ul style="list-style-type: none"> First Aiders when called to an incident Student Supervisor Cleaning Staff Estates team for certain tasks Appropriate supplies will be maintained to protect relevant staff, Persons to ensure they remove PPE safely to prevent cross contamination and all waste to be placed in waste bags Staff and students to ensure they still follow the hand washing guidelines and use hand sanitiser 	5	4	20	<p>Staff to receive refresher briefing on use & disposal of PPE.</p> <p>Estates Mgr to review supplies on a weekly basis & order more stock as appropriate to ensure supplies maintained throughout pandemic</p>	5	2	10	<p>Estates Mgr & Cleaning Manager w/c 8/3/21</p> <p>Estates Mgt – weekly - ongoing</p>
Vulnerable Staff & Students	<p>Exposure to virus of people considered vulnerable to COVID-19</p>	<ul style="list-style-type: none"> Exposure to COVID-19 increases the risk of severe illness to staff who Have specific medical conditions which increase vulnerability to infection; Other risk factors include age 	<ul style="list-style-type: none"> Arrangements put in place to support staff working from home when they are in the extremely clinically vulnerable category and advised to shield (at least until 31/3/21) Workforce Planning Questionnaire completed in May to identify staff who are at higher risk should they contract Covid19 and individual risk assessments undertaken where necessary. Staff who are considered to be clinically vulnerable to be invited to attend a meeting to review the control measures put in place in the Autumn term if they feel their health or 	5	4	20	<p>Staff asked to advise HR if there is any change to their health that necessitate a review of their existing risk assessment/ new risk assessment as appropriate</p> <p>Risk assessments reviewed where required</p>	5	2	10	<p>Director of HR on 5/3/21</p> <p>Director of HR/ Estates Manager - ongoing when</p>

		(over 70), pregnancy and those from BAME background	<p>personal circumstances have changed since the Autumn term.</p> <ul style="list-style-type: none"> Director of Student Services to continue to advise students and their parents/ carers to notify the college if they are extremely clinically vulnerable and clinically vulnerable so that appropriate arrangements can be put in place. 				Risk assessments undertaken where required				required	Director of Student Services / Estates Manager – when required
Poor Mental Health & Reporting Health and Safety Concerns	Confusion, solitude, lack of communication, poor or incorrect procedures	Staff and Students Deterioration of mental health	<ul style="list-style-type: none"> Student support services staff continue to promote mental health and wellbeing support to all students; Student Counselling and wellbeing support provision remains in place and students signposted to resources Personal tutors carry out 1-to-1 discussions with tutees on a regular basis Staff have been advised of the ongoing counselling provision available Single therapy sessions with the College's Staff Counsellor have again been offered for the March return Staff have been signposted to a range of resources to support mental health and wellbeing in the Autumn term including wellness action plans recommended by 'MIND' organisation. Line managers to continue to undertake 'check-ins' with their staff on a regular basis and to seek support from HR when required Staff-led staff wellbeing group established and wellbeing channel on TEAMS - activities 	5	2	10	<p>Director of Student Services / Director of HR to monitor arrangements for students / staff and feed back to SLT</p> <p>SLT to continue to meet with trade unions on a regular basis to where staff wellbeing should be discussed.</p>	5	2	10	Director of Student Services / Director of HR - ongoing	Ongoing – SLT and Trade unions

			<p>ongoing</p> <ul style="list-style-type: none"> • Staff should report any Covid19 related health and safety concerns to Claire Bailey. SLT Administrator and the College's Estates Manager • Staff can also notify their union representative who can raised concerns on their behalf • Students should raise concerns with the Director of Student Services 				<p>Staff and students to be reminded of Reporting Arrangements for health and safety concerns</p>			<p>Director of HR & Estates Mgr/ Director of Student Services – w/c 8th and 15th March and ongoing</p>
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Guidance for completing the Risk Assessment

I	Impact	To establish your risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 – 5) with the perceived likelihood (or probability) of that risk occurring (score 1 – 5). See tables below for guidance on risk rating scores.
P	Probability	
R = I x P	Risk Rating	

Impact (or consequence)			Probability (or Likelihood)	
Description	Indicators		Description	Indicators
5 - Major	The risk has a major impact if realised		5 – Certain	The risk will emerge
4 - Significant	The risk has a major impact if realised		4 – Very probable	The risk should emerge
3 – Moderate	The risk has a major impact if realised		3 – Possible	The risk could emerge
2 – Minor	The risk has a major impact if realised		2 – Unlikely / remote	The risk is unlikely to emerge
1 – No consequence	The risk has a major impact if realised		1 – Improbable	The risk is very unlikely to emerge

Score	Risk Description	Action Required
25	Extreme Risk	Immediate escalation to Principal for risk control activities or to cease activity
15 – 20	High Risk	Risk to be actively managed with appropriate risk control activities. *
6 – 14	Medium Risk	Take appropriate action to manage the risk
5 and below	Low Risk	Risk to be removed from register with monitoring activity to assess changes in risk rating

*High Risk Activity must have a written method statement/ safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.