




COVID 19 SECURE COLLEGE RISK ASSESSMENT

Curriculum or support Area	Whole college from Sept 20	Ref No	Corona 2.	Date of Assessment	19/09/20						
Assessing Team	KW,AF,MSM,SS,RB, BH, JN, JO										
Likelihood	5	5	10	15	20	25	<u>Likelihood (L)</u>		<u>Severity (S)</u>		
	4	4	8	12	16	20	1	Very unlikely to occur	1	Completely free of Coronavirus	
	3	3	6	9	12	15	2	Not likely to occur	2	Isolated case of Coronavirus	
	2	2	4	6	8	10	3	May occur at some point	3	Coronavirus in one campus building / more than one case	
	1	1	2	3	4	5	4	Expected to occur to some point	4	Coronavirus in several campus buildings	
		1	2	3	4	5	5	Expected to occur regularly under normal circumstances	5	Wide spread coronavirus across Cornwall College Campuses	
	Severity										
Likelihood x Severity =Risk (R) or (RR)							Acceptable		Monitor		Unacceptable

This risk assessment is to be supplemented from the guidance found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

College departments are to follow any relevant guidance for [working safely during coronavirus \(COVID-19\)](#) for their specific sector.

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No	Hazard	Control Measures	Residual Risk (after controls applied)			Agreed by ELT
			L	S	RR	Y / N
1	Virus transmission by contact with infectious persons	<p>We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or have tested positive within the last 10 days do not attend the setting. <u>Staff advised by Insight and students at invite.</u></p> <p>When we become aware that someone who has attended has tested positive for coronavirus (COVID-19) we will contact the local health protection team. We understand that this team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended our premises, as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with us to guide us through the actions we need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person 	3	4	12	Y

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		<p>The local health protection team will provide definitive advice as to who must be sent home.</p> <p>We will support them in doing so by keeping a record of students and staff in each group and include a check-in system for anyone using communal or shared areas such as libraries. This will be a proportionate recording process and will not ask students to record everyone they have spent time with each day nor ask staff to keep definitive records in a way that is overly burdensome.</p> <p>We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>If we have more than two occurrences on one campus we will engage with the local health protection team to manage the situation following their advice.</p>				
2	Virus transmission from illness on site	<p>If any person becomes unwell with symptoms of coronavirus (new continuous cough or a high temperature or a loss of, or change in your normal sense of taste or smell (anosmia)) whilst at College they must immediately report to their tutor, supervisor or other college host / representative and return home as soon as is reasonably practicable and follow guidance found here: guidance for households with possible coronavirus infection. This advice to be printed out in full for all staff on site to access. Isolation rooms available on every site and unwell person to proceed there without delay.</p> <p>Procedure to follow is found here: https://insight.cornwall.ac.uk/Interact/Pages/Content/Document.aspx?id=2275</p> <p>Any person that becomes unwell with symptoms of coronavirus will need to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms – no-one must come to college if they have symptoms, and will be sent home to self-isolate if they develop them at college 	3	3	9	y

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		<ul style="list-style-type: none"> • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>The college will engage with the local health protection team to manage any outbreak within the college community. Further guidance is available here: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>The college contact will be: Kate Wills.</p>				
3	Virus transmission by touch	<p>Where social distancing of 2m or other control measures such as screens are not in place work can be done from home (where work can be done from home such as business support or admin curriculum) on an alternate day / rotational basis. It is expected that most staff will return to Covid secure work environments from August 1st 2020. Folk will be grouped into learning cohorts or bubbles of staff – workshop environments will be different and TCCG will follow sector specific Government guidance – mitigation will be used for those needing to be in closer proximity such as face visors. Everyone must clean hands thoroughly more often than usual. Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.</p> <p>We will ensure that learners clean their hands regularly, including when they arrive at our settings, when they return from breaks, when they change rooms and before and after eating. <i>Staff will be allocated to receptions / entrances to direct learners to hand sanitisers.</i> Action for hand sanitise at the start of every lesson, sanitiser available in every classroom and further installed at nominal 30 metre intervals. Students will be asked to bring in their own hand sanitiser. Timetabled classrooms (circa 1000 off) and campus leads to advise need for areas that are not timetabled. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <p>College to provide reminder signage throughout premises. Staff to remind each other and students.</p>	3	2	6	

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		<p>College to provide and maintain hygiene systems at entrances, exits, toilets, kitchens and every 30m in long corridors. Cleaning scheduled throughout day, staff and students to clean own areas with hand washing available to all. Shared equipment will be cleaned thoroughly between uses and scheduled to allow cleaning. Shared work stations / computer spaces only where strict cleaning regime both before and after use. Standard cleaning materials such as detergents and bleach will be used.</p> <p><u><i>Virus transmission risk to be minimised by forming cohorts or bubbles, working teams and learning teams.</i></u> Organising will avoid a whole team being unavailable – multiple bubbles and scheduling on a rota basis. <u><i>Staff to be sensitive to and respect bubbles.</i></u> Social contact to be actively discouraged. Large meetings to be avoided and electronic meeting solutions to be used where practicable.</p> <p>Each campus / location / department to produce specific risk assessments following FE specific guidance in addition to sector specific guidance found here: working safely during coronavirus (COVID-19)</p>				
4	Virus transmission by air	<p>Where social distancing of 2m or other control measures such as screens are not in place work can be done from home on an alternate day / rotational basis. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. College to post signage and remind staff and students regularly.</p> <p>Social distancing measures supported and enforced.</p> <p>Teachers will teach at the front of classrooms maintaining 2m social distancing.</p> <p>Students will not sit face to face unless 2m socially distanced.</p> <p>One way systems where possible, sneeze guards where necessary.</p>	2	4	8	y

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		<p>Promotion of adequate ventilation, with doors and windows to be open where possible and not causing significant fire risk. Folk should dress accordingly. Repairs to any ventilation systems to be risk assessed.</p> <p>Poorly ventilated spaces will be adapted or not used for multiple occupation.</p> <p>Layouts of office and learning spaces to facilitate social distancing with reduced face to face, increased side to side and facing forwards or away dependent upon the setting.</p> <p>Colleges in <u>local lockdown</u> areas of England will have to wear face coverings in communal spaces including corridors where social distancing is difficult to maintain from the beginning of September, guidance found here: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>Risk assessment face coverings will on occasions identify the requirement for face coverings in other areas such as hair and beauty, music mixing studios and practical activities where close observation is necessary.</p> <p>Detailed controls for each type of area below.</p> <p>Every campus / location / department to risk assess every area and publish risk assessments to staff for comment.</p> <p><u>Determine and label max numbers</u> in each space to facilitate covid secure environment particularly classrooms / learning spaces / meeting spaces.</p> <p>Staff and learners to have scheduled start, break and finish times to facilitate social distancing. <u>Specific Campus risk assessments will consider bus drop offs, eateries and social spaces, timetabling, booking eating / break times.</u></p> <p>English and Maths – allocate the larger classrooms with the teacher at the front. Ensure these teachers have the correct Screens / PPE and the classrooms are cleaned between each different group.</p>				
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	<p>Staff at comparatively increased risk from coronavirus (COVID-19)</p> <p>BAME</p> <p>Learners</p>	<p>We advise staff members who are pregnant to follow the relevant guidance in occupational health advice for employers and pregnant women.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors are concerned, the college HR department provide the opportunity to discuss their concerns and explain the measures the organisation is putting in place to reduce risks and how the college will put in reasonable adjustments to accommodate additional measures recommended by individuals' medical advisers.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>Staff who are BAME but without a heart condition whilst not covered by the government advice as a group may wish to discuss an individual risk assessment with HR or their line manager. Line managers should consult HR for support in these circumstances.</p> <p>Students who were on the shielded patient list can also return to their setting, as can those who have family members who are shielding - read current advice on shielding</p> <p>Where learners are not able to attend settings because of public health advice, the college will offer them access to remote education and will monitor engagement with this activity.</p>				
6	Anxiety felt by relative of vulnerable person child or one with pre-existing condition	<p>Where a staff member has an underlying health risk which they feel makes them vulnerable but is not covered by shielding rules an individual risk assessment must be carried out and the HR guidance followed here:</p> <p>https://insight.cornwall.ac.uk/Interact/Pages/Content/Document.aspx?id=2295</p>	4	2	8	y
6.1	Mental health / wellbeing affected by Covid 19 related anxiety.	<p>Managers will maintain an awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19) found here:</p>	4	2	8	

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		<p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>Further sector specific guidance found here: extra mental health support for pupils and teachers.</p>				
7	Catering & vending	<p>Catering facilities to carry out covid specific risk assessment for the facility using the relevant parts of the government guidance found here: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery and specific food standards agency guidance</p> <p>Catering outlets should include the following risk mitigation:</p> <ul style="list-style-type: none"> • No table service. All tables to be socially distanced. • Track and tracing not necessary. • All staff are allowed to use the canteen but staff to be encouraged to bring their own lunch. • Ensure sufficient LEVELS OF SUPERVISION AROUND EATING AREAS. • No areas to be reopened to external customers. • Free school meals – priority access to the canteen. • Access to the canteen in bubbles. • Eden Project Learning – review with MN and GS to look at numbers involved. • All cutlery to be Pre-wrapped • Catering staff to wear Face masks / visors or provide screens to barrier staff from customers • Consideration given to Dirty Trays and plates • Condiment sachets to be used • Takeaway containers to be utilised • Pre packed food only on display 	2	4	8	y

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		<p>Staff and students wishing to bring packed lunches and water bottles will be encouraged as will taking breaks outside remembering to use sun protection.</p> <p>Staff to bring own mugs, cutlery and crockery each day. Staff should not make drinks for each other. Tea rooms / staff kitchens to be one in one out respecting socially distancing and regular cleaning.</p> <p>Vending machines to be reopened with sanitising stations, signage and social distancing guidance markers where necessary.</p> <p>Water fountains and dispensers to be flushed with 5 litres of fresh water before first use and thoroughly cleaned / sanitised as per instructions from the manufacturer / supplier.</p> <p>Social distancing markings to be posted as needed.</p> <p>Breaks to be taken outside where possible within social groups, bubbles or cohorts actively discouraging unnecessary mixing between groups. Where not necessary groups not to be scheduled to be here all day.</p> <p>All catering /eating /break spaces to be set up for socially distancing 2m and use to be minimalised.</p>				
8	Shared Equipment	<p>Sharing of equipment (such as tools, cars, minibuses etc...) is to be minimised. Wherever equipment has to be shared then <i>it must be cleaned before and after use</i>. Hot desking is to be avoided where possible, where this is not possible then social distancing or screens and cleaning before and after use is a must do. If you are hot desking then it is the <i>responsibility of the user to clean before and after use</i>. If you do wish to hot desk you must check availability on site with the Head of Campus.</p>	4	2	8	
9	Toilets	<p><i>Review each toilet to see if social distancing is practicable with more than one person using the facility, if not then only one person allowed in toilets at any time.</i> For urinals and wash basins take units out of service to facilitate social distancing. Consider need for queueing social distancing marks and signage. <i>Cleaning throughout the day.</i> Cleaning materials available and required to be used by all staff using toilets. Full instructions to be put outside and in every toilet reminding of the regime, good hand washing technique,</p>	3	3	9	y

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		<p>not to touch faces. Allocate duties such as who will replenish soap, sanitiser, towel and empty bins etc...</p> <p>The toilets are not social spaces and time should be limited.</p>				
10	Reception / Entrance / Exit / Corridors to/ within / from buildings	<p>Hand sanitising / washing stations at entrance to building, every 30m inside and strategically where necessary, clear signage in every entrance, receptions to have sneeze guards, <i>limit people on sites to those that work there or absolutely need to be on site</i>, visitors not allowed unless essential and by agreement of Head of Site unless emergency paramedics, fire, 999 etc... Markers to show how to queue where needed and specific instructions will be given.</p> <p><i>We should however, to protect their safety, allow delivery drivers etc... to use facilities provided they follow our covid secure procedures.</i></p> <p><i>Ensure track and tracing for all visitors to sites including delivery drivers.</i></p>	2	4	8	y
11	Student social spaces	<p>Will be open for learners and a separate risk assessment will be drafted (RB and MS).</p> <p>Allow for regular cleaning and provision of hand sanitiser.</p> <p>Fabric seating to be cleaned following standard guidance.</p> <p>Appropriate signage and clear behavioural expectations to be communicated and added to the Learner Code of Conduct.</p> <p>Room allocations to be facilitated for those learners who are on site but not timetabled.</p> <p>Should there be a Covid 19 outbreak then deep cleaning will be carried out.</p>	1	1	1	y
12	LRCs	<p>Either arrange workstations in 2m socially distanced compliant format or provide screens between each station at least 80cm high and provide cleaning of workstations / laptops and associated equipment before and after use. Ventilate areas. Determine maximum capacity for each LRC. Consider click and collect for books. Books to be left for 72 hours to allow the virus to die before lent to another user.</p> <p><i>Each LRC to carry out location specific risk assessment.</i></p>	2	4	8	y

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		<p>Detailed individual site risk assessments for LRCs.</p> <p>Use of laptops and laptop trollies – use of wipes before and after use.</p> <p>PCs and desk area – <i>user will be expected to clean before and after use.</i></p> <p><i>Spaces need to be booked prior to use.</i></p>				
13	Car Parks	Social distancing to be maintained in car parks.	1	2	2	y
14	Coronavirus spread from or to Animals	Only trained staff to be allowed in animal areas. Students only where necessary for education and socially distancing under supervision.	1	2	2	y
15	Vehicles	<p>If travel in vehicles is needed for the colleges to continue to operate:</p> <ul style="list-style-type: none"> • Ensure those who are travelling are necessary for the work to be carried out. • Limit passengers in corporate vehicles such as work minibuses. This could include leaving seats empty. • Consider if social distancing measures can be implemented in the vehicle. • Avoid multi-occupancy vehicles where possible to do so. • Where multi-occupancy vehicles are used, people should social distance where possible through suitable seating arrangements and where necessary, use of additional transport. Keep the journey as short as possible. • Where more than one person is travelling and they need an overnight stop, plan ahead to ensure there is suitable accommodation secured to ensure social distancing. • Consider if people who need to travel in vehicles can be kept in the same teams. • Consider if vehicle windows can be kept open. • Ensure that people practice good hygiene before and after using the vehicle. Provide hand sanitiser where necessary. • Vehicles should not be shared between different users if possible. • Remind workers to travel alone to and from work where possible, either in their own transport, by walking, or cycle if it is safe to do so. • <i>Ensure vehicles are <u>cleaned</u> regularly, in particular between different users. Clean commonly touched areas in vehicles including:</i> <ul style="list-style-type: none"> ○ handles (inside and out) 	3	3	9	

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		<ul style="list-style-type: none"> ○ steering wheel and starter button ○ centre touchscreen and stereo ○ handbrake and gearstick ○ keys and key fob ○ indicators and wiper stalks ○ windows, mirrors and mirror switches, seat adjusters any other controls <p>Where it's not possible for people to social distance in a vehicle, consider additional measures such as:</p> <ul style="list-style-type: none"> ● using physical screening, as long as this does not compromise safety, for example by reducing visibility ● sitting side-by-side not face-to-face ● using a fixed pairing system if people have to travel / work in close proximity 				
16	Transport including minibuses.	<p>For learners getting to and from the setting we will limit use of public transport where possible.</p> <p>All college sites have car parking near by or on site.</p> <p>Encourage walking, cycling and other forms of active exercise where appropriate.</p> <p>Consider whether staggered start and finish times will limit contact between learners, staff and the wider public.</p> <p>Transport providers will determine what appropriate protective measures will be put in place on transport and learners must comply with any requirements set.</p> <p>We will remind learners and staff that it is the law that they must wear a face covering when travelling in England on a public bus, coach, train, tram, or other forms of public transport, as per the safer travel guidance for passengers.</p>	3	4	12	y

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		<p>We will communicate to and ensure learners and staff who use them remove face coverings upon arrival at our setting, ensuring they are able them to wash their hands immediately on arrival and dispose of temporary face coverings in a bin or place reusable face coverings in a plastic bag. See the guidance on safe working in education, childcare and children’s social care for more advice.</p> <p>Cornwall College transport and student field trips are only to happen where they are essential for the curriculum.</p> <p>Overnight educational visits are not currently permitted.</p> <p><i>Transport should be fitted with a screen to shield the driver from passengers or socially distance them along with robust cleaning regimes.</i></p> <p>Organised socially distanced queueing and boarding.</p> <p>Use hand sanitiser upon boarding and disembarking.</p> <p>Transport to be well ventilated, open windows, open roof vents and vehicle ventilation system.</p> <p><i>In accordance with the recommendation from Public Health England face coverings are to be worn on college transport. Guidance for use of face masks and exemptions found here: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</i></p> <p><i>Vehicles cleaned before and after each use.</i></p> <p><i>Arrange transportation and field trips in bubbles or cohorts.</i></p>				
17	First Aid	<p>In an emergency ring 999 where an ambulance is required.</p> <p>Emergency treatment, for example, provision of first aid, should be prioritised and given promptly in the event of an emergency. This means that people do not have to stay 2 metres apart if emergency assistance is required.</p>	4	2	8	y

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		<p>People involved in the provision of assistance of others should pay particular attention to hygiene measures immediately afterwards, including washing hands.</p> <p>First aid staff must take all reasonable precautions following the updated COVID advice. The advice has been sent to all first aiders and will be available at first aid stations / bags.</p>				
18	Cleaning	<p><i>Cleaners will work at start of day, during the day and end of day.</i> Staff will be responsible for own work stations and for toilets before and after use.</p> <p>Arrangements for cleaning of vehicles and shared equipment to be organised at individual sites and departments.</p> <p>Fabric seating will be cleaned as other furniture using standard sanitising products.</p> <p>Deep cleaning where required will be organised through site services. Guidance found here: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>More bins to be provided for waste e.g. paper towels and face masks.</p>	3	3	8	y
19	Smoking Shelters	<p>Only 1 person in smoking and vaping shelters at any one time unless large enough to allow 2 meters distance.</p>	2	4	8	y
20	Fire alarms, evacuations (inc argus) and Fire Marshalls	<p>It is acceptable to facilitate efficient evacuation to have reduced social distancing for the duration of the evacuation. Ensure social distancing at assembly point and fire marshals are available.</p>	2	4	8	y
21	Singing, music and performing arts.	<p>There may be an additional risk in activities such as singing and/or playing instruments. We will ensure strict social distancing, carry out these activities outside or in large well ventilated rooms, participants side to side or back to back, <u>not</u> face to face, use microphones to encourage quieter singing or talking, discourage shouting and avoid sharing equipment but where this is unavoidable ensuring proper cleaning of any shared equipment before and after use.</p> <p>Audiences will only be where absolutely required for assessment purposes and then only in a socially distanced well ventilated covid secure environment.</p>	4	3	12	Y

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		Each activity will be risk assessed with controls put in place and following relevant guidance found here: working safely during coronavirus (COVID-19) in the performing arts .				
22	SEND and EHC	Special arrangements will need to be considered for those with SEND and EHC plans to keep them and others involved safe from coronavirus and to provide a suitable and sufficient experience. Everyone should avoid close, direct face to face contact and minimise time spent within 1 metre of anyone. However, it will not be possible when working with many students who have complex needs or who need close contact care. These students' educational and care support should be provided as normal. The college should also work with the local authority to consider the transport needs of learners with SEND and those with an EHC plan, taking account the guidance on supporting young people with SEND as schools and colleges prepare for reopening .	3	3	9	Y
23	Hair and Beauty face protection	For activities such as hair, beauty and other treatments which are in close proximity a <i>medical grade face mask</i> and face visor will be required.	3	2	6	Y
24	Physical Activity	Students will be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Sports whose national governing bodies have developed guidance under the principles of the government's coronavirus guidance on team sport and been approved by the government are permitted hence we will only provide team sports on this list and ensure we follow the national governing body guidance. We will prioritise outdoor sports, using large indoor spaces where it is not practicable. We will maximise distancing between participants and pay scrupulous attention to cleaning and hygiene and using maximum fresh air ventilation through either opening doors and windows or ventilation systems. We understand that this is particularly important in a sports setting because of the way in which people breathe during exercise.	3	3	9	Y
25	Residential	Each residential section will risk assess its location and provision using guidance on isolation for residential educational settings . This applies to FE providers with residential	3	2	6	Y

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		<p>accommodation such as Stoke Climsland and Bicton. It contains advice on how to manage self-isolation in such settings in the event of a confirmed or possible case. In the event of cases of coronavirus (COVID-19) in a residential setting, the college should also seek input from our local health protection team.</p> <p>In the case of any localised outbreaks, we will keep the residential provision open where reasonably possible taking decisions on a case by case basis.</p> <p>We will need to remain open to those who:</p> <ul style="list-style-type: none"> • have particular needs that cannot be accommodated safely at home • do not have suitable alternative accommodation <p>If a student in an FE residential college shows symptoms of coronavirus, the college should ensure that pupils and students self-isolate and are looked after by residential staff.</p> <p>Where this is not possible, and non-residential staff need to leave and enter the residential facility, the manager of the accommodation should operate a staff rota that minimises the risk of transmission by keeping the same staff together with the same students as far as that is possible.</p> <p>The college will ensure that the arrangements for oversight of students in isolation protects the safety and welfare of all students and staff.</p> <p>We will put in place arrangements to bring meals and other essential commodities to the areas where self-isolation is occurring.</p> <p>If a resident of an HMO has coronavirus symptoms, all residents must isolate for 14 days, and follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p>				
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26	Events	Future events such as Stars, Graduation and other group events involving more than 30 persons are not currently permitted under Government regulation. Such future events will need to be risk assessed proactively in advance of planned events taking account of current Government guidance and regulation and will require authorisation by ELT.	1	1	1	Y
27	Communication – staff	All staff to be informed of whole college risk assessment and risk assessment specific to their area. <i>Line manager cascade to ensure all staff are briefed about risk assessment and rules for working from sites.</i> Adequate signage and markings on the floor along with briefings via Insight to keep staff informed of arrangements. General information on the college website https://www.cornwall.ac.uk/	5	1	5	y
28	Communication - learners	Letters – general letter to all learners and specific letters where required due to special considerations to all learners prior to commencement of Autumn term. General information on the college website https://www.cornwall.ac.uk/	5	1	5	y
29	Communication – visitors	Only essential visitors permitted on site. Any visitors / contractors allowed on site to be fully briefed on site risk assessment and site layout. Visitors to be agreed by Head of Campus / ELT General information on the college website https://www.cornwall.ac.uk/	5	1	5	y
30	Monitoring of implementation of methods.	Senior manager and health and safety reps to walk sites and follow instructions to test. Monitoring walks to be undertaken to ensure all have understood rules and are following as intended. Any breaches to be addressed and advised of rules immediately. Any second breach to view as misconduct. Serious breach is potential gross misconduct. Staff to be made aware of who duty manager is and any concerns to be made known to the duty manager. Near misses to be recorded by site using incident report form: https://insight.cornwall.ac.uk/Interact/Pages/Content/Document.aspx?id=2276	5	1	5	y

Additional Actions Required

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Department	Activity			Assessment No:	
Hazard Risk Outstanding Action	Required Action	By Who	When	Date Complete	Signature
Waste Signage	More bins for paper towels and face coverings More sanitising signage and promotion of “catch it, bin it, kill it” approach	Site services manager	31 st August 2020		
Sneeze guards / socially distancing requirements	Requirement for additional resources required to facilitate socially distancing or 1m plus control mitigation to be decided and agreement to purchase or facilitate spacing.	Campus Heads and ELT.	24 th August 2020		
Sanitising resources	BH to assess cost and availability. Any requests for materials to Helen Pennells.	BH and HP	20 th Aug 2020		
Cleaning	Cleaners to be scheduled during the day at all sites. Instructions re cleaning / wipe down to be placed at entrance and inside all toilets in use. More cleaning staff required for shared areas – BH and AF liaising with Heads of Campus. Increase cleaning for E&M spaces and EMPLOY MORE CLEANERS – 16-19 tuition fund to employ more E&M teachers for smaller groups.	Site services manager BH/AF/ JN with Campus Heads	15 th June 2020 Start of term.		
Expectations from Students re Covid 19 behaviour	Information leaflet re covid for students covering requirements such as sanitising hands, face coverings in transport, socially distancing, cleaning workstations and all other equipment used	Student Experience Director	31 st August 2020		

COVID 19 SECURE COLLEGE RISK ASSESSMENT

Fire Marshals	Require rota same as first aid, may need more people trained, simple 20 minute course available to all college employees on line via Cardinus the H & S training platform on Insight.	Head of College.	31 st August 2020		
Sanitising Marshals	Allocated staff at receptions and receptions to direct learners to hand sanitisers upon arrival at college.	Heads of College	Start of term		
Insight and Communication to all staff	<p>Key messages: Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or have tested positive within the last 10 days do not attend the setting.</p> <p>Use mandatory read on Insight for communications including whole college risk assessment.</p> <p>All staff meetings and attendance to be recorded.</p> <p>Key college contact: Kate Wills for any suspected cases of coronavirus.</p>	Jamie Knights and all college people managers.	Start of Term		
Room capacity	All teaching space to have room capacity clearly marked on the door and on the timetabling platform.	AF and PR to monitor via enrolment	Start of term.		

COVID 19 SECURE COLLEGE RISK ASSESSMENT

Residential	Meeting to further review.	KW/EE/AL/ RB	25 th August 2020.		
SEND and EHC	SS to liaise with David Price for specific detail. Ensure LSPs are limited to certain bubbles. Ensure appropriate PPE.	SS/DP	Start of term.		
Monitoring and implementation of methods	Senior manager and health and safety reps to walk sites and follow instructions to test. Deadline 3 September.	Senior Manager and Site safety Officer and Employee Safety Representat ives.	3rd Sep 2020		

COVID 19 SECURE COLLEGE RISK ASSESSMENT

Signing and Music	Current FE guidance is to avoid, dBs and St Austell to research guidance and feed-back. Government guidance updated on 18 th September 2020 and reflected in this risk assessment.	Mark Wardle and Darren Evans.	Start of term.		
Transport	<p>Same rules for TCCG transport as for public transport.</p> <p>Screen between driver and passenger – requirements to AK and local technician to fit.</p> <p>Student Code of Conduct to advise transport rules for face coverings, social distancing etc...</p>	<p>Transport Manager with Heads of Campus.</p> <p>RB</p>	Start of term.		
Virus transmission by air	<p>Need to review bus drop offs, eateries and social spaces – think about booked times.</p> <p>English and Maths – allocated the large classrooms with teacher at the front. Ensure these teachers have the correct PPE and the classrooms are cleaned between each different group</p> <p>AK to advise HP re order of face visors. Ensure teaching staff have the proper time and equipment to do the cleaning of the classrooms. Relevant signage re consistent cleaning – need for increased cleaning teams</p>	<p>RB/SS</p> <p>Head of Campus with E & M lead.</p> <p>AK/HP/ Heads of Campus</p>	<p>25th Aug 2020</p> <p>Start of term.</p> <p>Start of term.</p>		

COVID 19 SECURE COLLEGE RISK ASSESSMENT

Designated Manager on site at all times	Duty Manager that can respond to Covid situations to be scheduled / rota whenever college is open.	Campus Heads.	Start of term.		
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Signature: Executive Leadership Team

Date: 19/ 09/2020