

COVID 19 SECURE COLLEGE RISK ASSESSMENT

Curriculum or support Area	Whole college from March 2021	Ref No	Corona 5.	Date of Assessment	26/02/21						
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.

Apprenticeship provision is to follow the guidance found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response/coronavirus-covid-19-guidance-for-apprentices-employers-training-providers-end-point-assessment-organisations-and-external-quality-assurance-pro>

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No	Hazard / Harm	Control Measures	Residual Risk (after controls applied)			Agreed by ELT	
			L	S	RR	Y / N	
1	Contracting Coronavirus	In line with current Government coronavirus restrictions the college will be operating a Covid secure college with the majority of staff on campus from the 1 st March 2021 preparing for the safe phased return of face to face provision from the 8 th March 2021.	3	2	6	Y	
		From Monday 8 March					Foundation Learning Students
		From Tuesday 9 March					Level 1 Students
		From Wednesday 10 March					Level 2 Students
		From Thursday 11 March					Level 3 Students
		From Friday 12 March					Apprentices
		From Monday 15 March					FE and practical HE Residential Students (accommodation available from Saturday 13 March) Adult Programme Students Practical Higher Education Students
		<p>College has set up asymptomatic testing for Covid 19 following government procedures and training: Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK (www.gov.uk)</p> <p>Staff will be tested twice at college upon return, students will be offered three tests, after which all will move to the home testing model.</p> <p>College will retain asymptomatic testing facilities on Campus for use if necessary.</p> <p>Staff are allowed time off with pay to attend coronavirus vaccination appointments.</p> <p>College is maintaining the Covid secure environment for all on Campus as per the remainder of this risk assessment.</p>					

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2	Virus transmission by contact with infectious persons	<p>We will ensure that we minimise contact with individuals who are unwell by ensuring that:</p> <p>Any individual who has a positive test or develops coronavirus (COVID-19) symptoms must not come into the setting if any of the following apply:</p> <ol style="list-style-type: none"> 1. They have one or more coronavirus (COVID-19) symptoms. 2. A member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms. 3. They are required to isolate having recently visited countries outside the Common Travel Area. 4. They have had a positive test. <p>They must immediately cease to attend and not attend for at least 10 full days from the day after either:</p> <ol style="list-style-type: none"> 1. The start of their symptoms or 2. The test date if they didn't have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>We will follow this process and ensure everyone onsite or visiting is aware of it.</p> <p><u>Staff advised by Insight, students by letter and website, others at invite or sign in.</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 are working closely with them and they contact us directly when they become aware that someone has tested positive for coronavirus (COVID-19) and attended our premises, as identified by NHS Test and Trace.</p> <p>The health protection team work with us to guide us through the actions we need to take. We send home those people who have been in close contact with the person who</p>	2	2	4	Y
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		<p>has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</p> <p>The local health protection team will provide definitive advice as to who must be sent home. We do not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>If we have more than two occurrences on one campus or an overall rise in sickness absence where coronavirus (Covid 19) is suspected we will engage with the local health protection team to manage the situation following their advice.</p>				
3	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>College procedure to follow is found in the document finder in Insight, search for person showing signs of coronavirus.</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 • 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) 	2	2	4	y

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		<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>				
4	Virus transmission by touch	<p><u>Space</u> 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.</p> <p>People are grouped into learning cohorts or bubbles, respecting bubbles reduces transmission of the virus.</p> <p>Commercial / vocational / workshop environments will be different and TCCG will follow sector specific Government guidance: working safely during coronavirus (COVID-19) – mitigation will be used for those needing to be in closer proximity such as face masks and visors by risk assessment. N.B Government guidance will be reviewed after Easter 2021.</p> <p><u>Hands</u> 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>Learners are required to 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. Hand sanitise at the start of every lesson, sanitiser provided in every classroom and further installed at regular intervals throughout. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <p>Reminder signage is displayed throughout premises and Staff remind each other and students.</p>	2	2	4	Y

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		<p>College provides and maintains hygiene systems at entrances, exits, toilets, kitchens and periodically in long corridors. Cleaning scheduled throughout day, staff and students to clean own areas with hand washing available to all. Additional cleaners employed. Shared equipment will be cleaned thoroughly between uses and scheduled to allow cleaning. Work stations / computer spaces are only shared where there is a strict cleaning regime in place both before and after use. Standard cleaning materials such as detergents and bleach will be used.</p> <p><u><i>Virus transmission risk is minimised by forming cohorts or bubbles, working teams and learning teams.</i></u> Organising avoids a whole team being unavailable – multiple bubbles and scheduling on a rota basis. <u><i>Staff are sensitive to and respect bubbles.</i></u> Social contact actively discouraged. Large meetings avoided and electronic meeting solutions used where practicable.</p> <p>Each campus produce specific risk assessments following FE specific guidance in addition to sector specific guidance found here: working safely during coronavirus (COVID-19)</p>				
5	Virus transmission by air	<p><u>Space</u></p> <p>2 metres Social Distancing wherever practicable.</p> <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 has signage in place, staff remind each other and students regularly.</p>	2	2	4	y

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		<p>Social distancing measures supported and enforced. Teachers teach at the front of classrooms maintaining 2m social distancing. Classrooms set up as 1m+ mitigation such as sat side by side or screens used.</p> <p>Face coverings worn face to face where less than 2m distancing is necessary. Face coverings to be worn in classrooms where 2m social distancing cannot be maintained. Face coverings to be worn by all in communal areas, when moving around the premises and where social distancing cannot be easily maintained. Face coverings may be worn by anyone anywhere if they so wish but are not necessary outside.</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ol style="list-style-type: none"> 1. Cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties. 2. Speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. <p>These exemptions apply in education and childcare settings and we are sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.</p> <p>Safe wearing of face coverings requires the:</p> <ol style="list-style-type: none"> 1. Cleaning of hands before and after touching – including to remove or put them on. 2. Safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. 3. Staff and students should bring a spare face covering to wear if their face covering becomes damp during the day. 4. We will instruct students to: <ul style="list-style-type: none"> • Not touch the front of their face covering during use or when removing it. • Dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin). • Place reusable face coverings in a plastic bag they can take home with them. • Wash their hands again. 				
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		<p>5. Further guidance is available here: Safe working in education, childcare and children’s social care - GOV.UK (www.gov.uk)</p> <p>One way systems installed where possible and sneeze guards where necessary.</p> <p>Promotion of adequate ventilation, with doors and windows to be open where possible and not causing significant fire risk. Ventilating using higher level / fan lights can reduce draughts. Ventilating spaces when rooms are unoccupied can also help balance heating and ventilation requirements. People dress accordingly. Poorly ventilated spaces are not in use 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>Each campus has risk assessed and published risk assessments to staff for comment.</p> <p>Shared spaces labelled with covid secure capacity.</p> <p>English and Maths – allocated larger classrooms with the teacher at the front ensuring these teachers have the correct PPE and the classrooms are cleaned between each different group.</p> <p>We ensure teaching staff have the proper time and equipment to do the cleaning of the classrooms. Shared Equipment cleaning is supervised by tutors in learning spaces.</p> <p>Face We require everyone on site to wear face coverings in communal areas such as corridors, when moving around the premises, receptions, meeting rooms, learning resource settings and student common rooms. Face coverings worn face to face where less than 2m social distancing is necessary. Face coverings to be worn in classrooms where 2m social distancing cannot be maintained. Face coverings may be worn by anyone anywhere if they so wish but are not necessary outside.</p>				
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		<p>Medical exemptions for staff with respect to wearing a mask will need to be notified to HR or line managers.</p> <p>Face covering are also still required in all close contact situations for staff and learners such as working with an LSP 1-2-1 and some workshop demonstrations.</p> <p>Risk assessment identifies the requirement for face visors in addition to face masks / coverings in other areas such as music mixing studios and practical activities where close observation is necessary.</p>				
6	Risk to those who might be at higher risk contracting COVID 19	<p><u>Clinically Extremely Vulnerable (CEV)</u> Staff who are classified as clinically extremely vulnerable, that is people with specific serious health conditions as defined by the government, should work from home. Staff who are CEV must inform their manager. Where CEV staff are in a job role which does not allow them to work from home the College will allocate suitable work to them.</p> <p><u>Staff who live with someone who is Clinically Extremely Vulnerable</u> The government advice is that staff can continue to come to work in a COVID secure workplace where they themselves are not CEV but someone is their household is. For staff in this category we will consider requests to be furloughed at the government rate whilst this is available. For staff in this category who remain in work we will carry out an individual risk assessment where requested to ensure that we minimise risk with reasonable adjustments.</p> <p><u>Clinically Vulnerable</u> Clinically vulnerable staff can attend work if work cannot be done from home. While in the workplace, they should follow the system of controls to minimise the risks of transmission. If clinically vulnerable staff have concerns around their individual circumstances they should speak with their line manager and complete an individual risk assessment which considers reasonable adjustments to support onsite working</p>	2	3	6	Y
			2	3	6	Y
			2	3	6	Y

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	<p>Risk to those who are pregnant catching COVID 19</p>	<p>Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</p> <p>We carry out a risk assessment following the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on workplace risk assessment for vulnerable people vulnerable people working in other industries. Information contained in the Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy is used as the basis for a risk assessment.</p> <p>Pregnant women of any gestation will not be required to continue working if this is not supported by the risk assessment.</p> <p>Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, will be advised to take a more precautionary approach. We will ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</p> <p>Students who are clinically vulnerable or extremely clinically vulnerable Clinically extremely vulnerable students are advised to not attend their FE provision, until 31 March 2021 at the earliest, because the risk of exposure to the virus may remain high. We will make appropriate arrangements for students to be able to continue their education at home. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these students should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated. Students who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves will still attend their educational setting if eligible for face-to-face education. Further guidance for the clinically extremely vulnerable is available here:</p>	2	3	6	Y
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		https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19				
7	Anxiety felt by relative of vulnerable person child or one with pre-existing condition	<p>Staff with remaining concerns regarding safety</p> <p>We have completed extensive risk assessments and implemented significant risk control measures to make the College a COVID secure workplace.</p> <p>The government has confirmed that it is expecting staff to attend work in covid secure educational establishments and we expect all staff to follow the system of controls thereby minimising the risk of transmission.</p> <p>Managers will discuss any concerns or where staff feel anxious and assess any reasonable adjustments that may be practicable.</p> <p>Should any staff member, who is required to be on-site, will not return, then the college will allow unpaid leave.</p>	2	2	4	y
8	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: 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>	2	2	4	Y
9	Catering & vending	<p>Catering facilities have carried out covid specific risk assessment for the facility using the relevant parts of the government guidance found here: Guidance for food businesses on coronavirus (COVID-19) - GOV.UK (www.gov.uk) specific food standards agency guidance.</p>	2	2	4	y

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		<p>Where practicable breaks and lunchtimes will be staggered to minimise interactions between bubbles.</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. • 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 <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 do 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>				
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		<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>				
10	Risk posed by 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>.</p> <p>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.</p> <p>If you are hot desking then it is the <i>responsibility of the user to clean before and after use</i>.</p> <p>If you do wish to hot desk you must check availability on site with the Head of Campus.</p>	2	2	4	Y
11	Risk posed by shared areas: toilets	<p><i>Cleaning throughout the day</i>. Cleaning materials available and required to be used by all staff using toilets. Full instructions posted outside and in every toilet reminding of the regime, good hand washing technique, not to touch faces.</p> <p>Where practicable we will allocate toilet blocks to bubbles.</p> <p>The toilets are not social spaces and time should be limited.</p>	2	2	4	y
12	Risk posed by shared areas: reception / entrance / exit / corridors to/ within / from buildings	<p>Hand sanitising / washing stations at entrance to building, regularly inside and strategically where necessary, clear signage in every entrance, receptions have sneeze guards, we are <i>limiting 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 given.</p>	2	2	4	y

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		<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>Track and tracing for all visitors to sites.</i></p>				
13	Risk posed of increased transmission in student social spaces	<p>Open for learners and separate risk assessments in place.</p> <p>Covid secure room capacities displayed.</p> <p>Regular cleaning and provision of hand sanitiser.</p> <p>Appropriate signage and clear behavioural expectations communicated and added to the Learner Code of Conduct.</p> <p>Should there be a Covid 19 outbreak then deep cleaning will be carried out.</p> <p>Face coverings are required in student social spaces.</p>	3	3	9	Y
14	Risk posed of increased transmission in LRCs	<p>Workstations arranged either in 2m socially distanced compliant format or screens provided between each station at least 80cm high.</p> <p>Cleaning of workstations / laptops and associated equipment before and after use. Ventilate areas.</p> <p>Maximum covid secure capacity for each LRC posted.</p> <p>Click and collect used for books. Books to be left for 72 hours to allow the virus to die before lent to another user.</p> <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 to clean before and after use.</i></p> <p>Class groups need booked prior to use.</p> <p>One way systems used where practicable.</p>	2	3	6	y

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		Face coverings used at all times.				
15	Risk of transmission in car parks	Social distancing maintained in car parks.	1	2	2	y
16	Coronavirus spread from or to Animals	Only trained staff allowed in animal areas. Students only where necessary for education and socially distancing under supervision.	1	2	2	y
17	Risk of transmission in vehicles	<p>Where travel in vehicles is needed for the colleges to continue to operate we:</p> <ul style="list-style-type: none"> • Ensure those who are travelling are necessary for the work to be carried out. • Limit passengers in vehicles including leaving seats empty. • Apply social distancing measures 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, keeping 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 are 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) ○ steering wheel and starter button ○ centre touchscreen and stereo ○ handbrake and gearstick ○ keys and key fob 	3	3	9	y

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		<ul style="list-style-type: none"> ○ 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 ● wearing face coverings 				
18	Risk of transmission in 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>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> <p>Cornwall College transport and student field trips are not currently permitted.</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>Use hand sanitiser upon boarding and again upon disembarking.</p>	3	4	12	y

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		<p>Social distancing maximised within vehicles.</p> <p>Organised queueing and boarding.</p> <p>Students are grouped together on transport.</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>Vehicles cleaned before and after each use.</p> <p>College minibuses use sanitising bombs daily when in use.</p> <p>Transportation for field trips arranged in bubbles or cohorts.</p> <p>In its roadmap the Government set out that driving tests and theory tests in England will restart (as part of step 2) no earlier than 12 April 2021, thus MiDaS minibus driver and assessment is paused.</p>				
19	Risk of transmission whilst administering 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> <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.</p>	2	2	4	y

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		<p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>Advice has been sent to all first aiders and via Insight and will be available at first aid stations / bags.</p> <p>Covid secure first aid training can recommence after 1st March 2021.</p>				
20	Risk of transmission whilst 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 organised by 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>Bins provided for waste e.g. paper towels and face masks.</p>	2	3	6	y
21	Risk of transmission in Smoking Shelters	Only 1 person in smoking and vaping shelters at any one time unless large enough to allow 2 meters distance.	2	2	4	y
21	Risk of transmission fire alarms, evacuations (inc argus) and Fire Marshalls	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 marshalls are available.	2	4	8	y
22	Risk of transmission singing, music and performing arts.	There is an additional risk in activities such as singing and/or playing instruments. We will avoid inter person teaching where possible, ensure strict 2m 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.	2	3	6	N

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		<p>We will not host any shows with audiences and use live streaming or recordings instead.</p> <p>Use of face coverings will not apply where wearing a face covering would impact on the ability to take part in the activity such as singing or strenuous activity such as dancing. In these cases a specific risk assessment adhering to current sector specific guidance will apply.</p> <p>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.</p>				
23	Risk of transmission for SEND and EHC learners	<p>Special arrangements are put in place for those with SEND and EHC plans to keep them and others involved safe from coronavirus and to provide a suitable and sufficient experience.</p> <p>Everyone to 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.</p> <p>Appropriate PPE and face coverings are to be worn.</p>	3	3	9	Y
24	Risk of transmission in Hair and Beauty	<p>Treatments / practical assessments will only be carried out upon those in learning bubbles.</p> <p>Face All hair and beauty practical sessions require type 2 medical grade face coverings and face visor to be worn by the practitioner. Where possible, dependent upon the treatment, the person receiving treatment is also to wear a face covering or a medical grade face covering where available.</p> <p>Face coverings to be worn in all communal areas and at all other times.</p> <p>Keep well hydrated when wearing face coverings.</p>	2	3	6	Y

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		<p><u>Space</u> Social distancing wherever possible. All areas kept well ventilated.</p> <p><u>Hygiene</u> All areas regularly cleaned both before and after treatments. All participants hand sanitise upon arrival. All staff and students hand sanitise at start of day, before and after treatments and regularly throughout the day.</p>				
25	Risk of transmission Physical Activity	<p>Gyms are open for educational purposes.</p> <p>Students are 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 only provide team sports on this list and ensure we follow the national governing body guidance.</p> <p>Wherever practicable sessions will be outside as we understand that this is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>Use of face coverings will not apply where wearing a face covering would impact on the ability to take part in the activity such as exercise or strenuous activity such as sports. In these cases a specific risk assessment adhering to current sector specific guidance will apply.</p> <p>Organised indoor sport is permitted where it is part of education or training provision for students eligible to attend. https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</p>	2	3	6	Y
26	Risk of transmission in residential	Each residential section has residential groups similar to class groups/bubbles that can be used to determine who should self-isolate if a positive case is identified.	3	3	9	Y

COVID 19 SECURE COLLEGE RISK ASSESSMENT

		<p>Each residential section has risk assessed its location and provision using guidance on isolation for residential educational settings. This applies to FE providers with residential 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.</p> <p>If a student in a residential setting shows symptoms, they will initially self-isolate in their residential setting household. Most will benefit from remaining in self-isolation in their residential accommodation so that their usual support can continue. Others will benefit more from self-isolating in their home, individual assessments will be carried out to determine the best approach for the individual affected.</p> <p>In the event of cases of coronavirus (COVID-19) in a residential setting, the college also seeks 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 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 will 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 will 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>				
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COVID 19 SECURE COLLEGE RISK ASSESSMENT

		<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 10 14 days, and follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p>				
27	Risk of transmission events	<p>No events including Equine currently permitted.</p> <p>Future events such as Stars, Graduation and other group events 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.</p>	1	1	1	Y
28	Risk of transmission Open and Taster Days	<p>Open and taster days are currently not permitted unless carried out virtually.</p>	1	1	1	Y
29	Risk of transmission in off-site provision and work placements	<p>Minimising contact and mixing between people on external placements reduces transmission of coronavirus (COVID-19).</p> <p>We will work with training providers and employers to do everything possible to minimise contacts and mixing while delivering training and assessment.</p> <p>We will consider how students on placements, from different workplaces, mix with other students and staff when training in an educational setting and how bubbles may be set up.</p> <p>We will involve staff, students and the organisations who provide work placements to co-produce risk assessments, guidance, student charters or agreements, making clear the responsibilities for staying safe and protecting others.</p> <p>We are committed to ensuring that all young people undertaking a traineeship can spend time on a work placement with an employer. The work placement is fundamental to a traineeship, which is a work-focused route.</p>	3	2	6	Y

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		We will utilise flexibilities given by Government to tailor traineeships during the coronavirus (COVID-19) pandemic, including reducing the number of required work placement hours from 100 to 70 and extending the duration of the programme from 6 months to 12 months. Work placement may be delivered flexibly over the full programme duration to minimise coronavirus exposure risk.				
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Monitoring

Senior manager, covid response officers and health and safety officers / reps to periodically 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>

Communication

Staff	All staff to be regularly 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 - Available on the college website https://www.cornwall.ac.uk/ and Insight.
Learners	Letters – general letter to all learners and specific letters where required due to special considerations to all learners. General information - Available on the college website https://www.cornwall.ac.uk/
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/

COVID 19 SECURE COLLEGE RISK ASSESSMENT

Additional Actions Required

Department		Activity			Assessment No:	
Hazard Risk Outstanding Action	Required Action		By Who	When	Date Complete	Signature
Track and trace	Set up QR codes for each location on every campus.		Site services managers with campus heads.	11 th Jan 2020.	In progress.	

Signature: Executive Leadership Team

Date: 26/ 02 /2021