

COVID-19 SECURE COLLEGE RISK ASSESSMENT

Curriculum or support Area	Whole college from May 17th 2021	Ref No	COVID-19: 7.	Date of Assessment	17/05/21
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 COVID-19
	3	3	6	9	12	15	2	Not likely to occur	2	Isolated case of COVID-19
	2	2	4	6	8	10	3	May occur at some point	3	COVID-19 in one campus building / more than one case
	1	1	2	3	4	5	4	Expected to occur to some point	4	COVID-19 in several campus buildings
		1	2	3	4	5	5	Expected to occur regularly under normal circumstances	5	Wide spread COVID-19 across Cornwall College Campuses
	Severity									

Likelihood x Severity = Risk (R) or (RR)		Acceptable		Monitor		Unacceptable
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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 COVID-19	<p>In line with current Government coronavirus guidance the college will be operating a COVID-19 secure college with staff and students on campus as required from the 17th May 2021.</p> <p>COVID-19 testing is now predominantly following the home testing regime of twice a week at home as set out by Government.</p> <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>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-19 secure environment for all on Campus as per the remainder of this risk assessment.</p>	3	2	6	Y
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 have had a positive test. 	2	2	4	Y

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		<p>4. They are required to isolate having recently visited a red list country. (The government has confirmed that international travel can gradually resume from 17 May 2021, as 12 countries and territories are added to the 'green list'. Strict rules on testing and quarantine will remain in place to protect public health and the vaccination programme, while people should not travel to 'amber' and 'red' countries for leisure. For staff booking a holiday to a destination on the green list further information will be available via Insight.)</p> <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) 3. Staff or students with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is negative, it overrides the self-test LFD test and the person can return to their setting. Those with a negative LFD test result can continue to attend work /college or their FE provider and use protective measures. <p>We will follow this process and ensure everyone onsite or visiting is aware of it.</p> <p><u><i>Staff advised by Insight, students by letter and website, others at invite or sign in.</i></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>				
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		<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 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 COVID-19 (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 immediately.</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 	2	2	4	y

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		<ul style="list-style-type: none"> 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>				
4	Virus transmission by touch	<p>Space Social distancing of 2m or other control measures such as screens are in place.</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>Hands 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>	2	2	4	Y

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		<p>Reminder signage is displayed throughout premises and Staff remind each other and students.</p> <p>College provides and maintains hygiene systems at entrances, exits, toilets, kitchens and periodically in long corridors.</p> <p>Cleaning scheduled throughout day, staff and students to clean own areas with hand washing available to all.</p> <p>Additional cleaners employed.</p> <p>Shared equipment should be cleaned before and after use thoroughly by the user and time allowed for this.</p> <p>Work stations / computer spaces are only shared where there is a strict cleaning regime in place both before and after use. Users should clean before and after use. Standard cleaning materials such as detergents and bleach will be used.</p> <p><u>Virus transmission risk is minimised by forming cohorts or bubbles, working teams and learning teams.</u> Organising avoids a whole team being unavailable – multiple bubbles and scheduling on a rota basis.</p> <p><u>Staff are sensitive to and respect bubbles.</u></p> <p>Social contact actively discouraged.</p> <p>Large meetings up to 30 people can take place in a controlled manner and where testing is completed on the morning prior to attending and all attendees are COVID-19 negative result and where a specific suitable and sufficient risk assessment has been carried out.</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. Mitigation measures must be in place where social distancing cannot be maintained.</p> <p>Social distancing of 2m or other control measures in place.</p>	2	2	4	y

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		<p>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> <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 will no longer be required for pupils and students in classrooms or communal areas but remain highly recommended. Face coverings will also no longer be required for staff in classrooms.</p> <p>Face coverings must be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</p> <p>Face coverings may be worn by anyone anywhere if they so.</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. 				
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		<ul style="list-style-type: none"> • 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. <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 with “keep left” systems in two way areas.</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-19 secure capacity.</p> <p>English and Maths – allocated larger classrooms where possible with the teacher at the front 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><u>Face</u></p> <p>Staff and visitors must wear face coverings on site where social distancing is not possible and may include communal areas such as corridors, when moving around the premises, receptions, meeting rooms, learning resource settings and student common rooms.</p>				
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		<p>Face coverings may be worn by anyone anywhere if they so wish but are not necessary outside.</p> <p>Medical exemptions for staff with respect to wearing a mask will need to be notified to HR or line managers.</p> <p>Face coverings required where risk assessment or sector guidance recommends.</p>				
6	Risk to those who might be at higher risk contracting COVID-19	<p><u>Clinically Extremely Vulnerable (CEV)</u></p> <p>Staff and students who are classified as clinically extremely vulnerable, that is people with specific serious health conditions as defined by the government, from the 1st April 2021 can return to work and education. A very small number of CEV staff may work from home, where they can do their work from home.</p> <p>There are a very small number of student exceptions who should not attend as they are under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>Further information found here: guidance for everyone in this group. It provides advice on what additional measures clinically extremely vulnerable individuals can take.</p> <p><u>Staff who live with someone who is Clinically Extremely Vulnerable</u></p> <p>The government advice is that staff can continue to come to work in a COVID-19 secure workplace where they themselves are not CEV. For staff in this category who remain in work they should request an individual risk assessment to ensure that we minimise risk with reasonable adjustments.</p> <p><u>Clinically Vulnerable</u></p> <p>Clinically vulnerable staff should attend work. 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</p>	2	3	6	Y
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	<p>Risk to those who are pregnant catching COVID-19</p>	<p>with their line manager and complete an individual risk assessment which considers reasonable adjustments to support onsite working</p> <p>Pregnancy</p> <p>Those whom are pregnant 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. We apply similar and appropriate principles for pregnant students.</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>COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</p>	2	3	6	Y
7	<p>Anxiety felt by relative of vulnerable person child or one with pre-existing condition</p>	<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-19 secure workplace.</p>	2	2	4	y

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		<p>The government has confirmed that it is expecting staff to attend work in COVID-19 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>				
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.</p> <p>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 and here: Mental health and behaviour in schools - GOV.UK (www.gov.uk)</p> <p>The college has an online mental health and wellbeing course available to all employees here: https://cam-ads.cornwall.ac.uk/ads/ls/idpinitiatedsignon.aspx?loginToRp=https://uk2secure.cardinus.com/SSO/SAML2/Cornw65858PACE/csh</p> <p>Other resources include:</p> <ul style="list-style-type: none"> • MindEd, which includes e-learning modules about young people’s mental health • the Every Mind Matters platform, which has specific advice for adults and young people on maintaining good mental wellbeing during the coronavirus (COVID-19) pandemic • the Association of College’s (AoC) coronavirus (COVID-19) resource hub, which includes advice for students and staff 	2	2	4	Y

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		<ul style="list-style-type: none"> the Education and Training Foundation’s mental health and emotional wellbeing advice for FE staff Education Support’s mental health and wellbeing support services for all education staff free apps available on the NHS App Store for mental health and wellbeing support the Digital Wellbeing of Students guide from Jisc, which curates a number of resources and guides the Samaritans’ website which provides guidance on how to prepare for and respond to a suspected suicide in FE colleges resources to support student and staff mental health and wellbeing produced by college partnerships funded through the college collaboration fund 				
9	Catering & vending	<p>Campus hospitality facilities may reopen to the public for inside and outside, table service only.</p> <p>Catering facilities have carried out COVID-19 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> <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 (except provision to the public as per hospitality guidance). 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 except in line with government guidelines 	2	2	4	y

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		<ul style="list-style-type: none"> • Free school meals – priority access to the canteen. • 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 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 open with sanitising stations, signage and social distancing guidance markers where necessary.</p> <p>Social distancing markings 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.</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>. 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 required. 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>	2	2	4	Y

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11	Risk posed by shared areas: toilets	<p><i>Cleaning throughout the day. All to practice good hand washing technique, not to touch faces.</i></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> <p><i>We should however, to protect their safety, allow delivery drivers etc... to use facilities provided they follow our COVID-19 secure procedures.</i></p> <p><i>Track and tracing for all visitors to sites.</i></p>	2	2	4	y
13	Risk posed of increased transmission in student social spaces	<p>Open for learners and separate risk assessments in place.</p> <p>COVID-19 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>	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-19 secure capacity for each LRC posted.</p>	2	3	6	y

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		<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>				
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. 	3	3	9	y

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		<ul style="list-style-type: none"> • 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.</i> <i>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 ○ 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>	3	4	12	y

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		<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> <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><u>Educational Visits</u></p> <p>Transportation for field trips arranged in bubbles or cohorts.</p> <p>Cornwall College transport and student educational day visits / field trips are currently permitted where required for the qualification, insured and risk assessed.</p> <p>Overnight educational visits are permitted from 17 May. In line with Step 3 of the Roadmap, educational residential visits are permitted where they are within the general indoor social contact limits (up to 6 people or two households/bubbles) or where an exception applies, for example where the trip is reasonably necessary for the purposes of a course of study or for work or training purposes.</p>				
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		<p>We will keep trips to a minimum and groups will be limited to no more than 30 students to help manage transmission risks. Where larger groups are needed, we will organise staff and students into separate self-contained groups, with mixing between the groups prohibited. The number of individuals attending the visit will be considered as part of the risk assessment for each trip. In addition, and as part of the recommended twice weekly testing, students and staff will get tested before and after the visit. See asymptomatic testing for more information. Overnight sleeping arrangements place students and staff at the most risk of exposure to COVID-19. As a consequence, if an organised residential visit contains more than 6 people, we will ensure that the numbers of students are broken down into smaller groups for sleeping arrangements. Members of staff will have their own single room and do not share with other members of staff. The risk assessment will consider, amongst other things, the numbers in each room, space between beds, space between groups of beds and the quality of ventilation. We will check prior to any visit that hotels and other accommodation providers that are hosting these visits have in place the protective measures as outlined in the Working Safely: Hotels and Other Accommodation guidance Hotels and other guest accommodation - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk) . We will check how the centre will manage any COVID-19 outbreaks during the stay and what arrangements will need to be in place, should a student or a member of staff become symptomatic and need to return home.</p> <p>International visits not permitted currently.</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-19 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-19 secure first aid training is permitted.</p>				
20	Risk of transmission whilst cleaning	<p><i>Cleaners will work at start of day, during the day and end of day.</i></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	Smoking and vaping shelters are outside so current Government social distancing guidance applies.	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 marshals are available.	2	4	8	y
22	Risk of transmission singing, music and performing arts.	<p>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.</p> <p>When planning indoor or outdoor face-to-face performance in front of a live</p>	2	3	6	N

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		<p>audience (under Step 3 of the roadmap out of lockdown, from 17 May 2021), we will follow the latest advice in the DCMS performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. When planning outdoor performances we will give particular consideration to the guidance on delivering outdoor events.</p> <p>We will continue to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and permission.</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> <p>Safer singing guidance is found here: https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</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>Hair and beauty provision is now open in line with government guidance for the sector.</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>	2	3	6	Y

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		<p>Face coverings to be worn in all communal areas and at all other times. Keep well hydrated when wearing face coverings.</p> <p>Space Social distancing wherever possible. All areas kept well ventilated.</p> <p>Hygiene 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>Indoor sports facilities such as Gyms / leisure facilities etc. are open to staff / students / public c/w application of COVID-19 secure controls.</p> <p>Organised outdoor sports and leisure facilities are now open with COVID-19 secure arrangements in place with inter college competitions permitted.</p> <p>Indoor inter college competitions permitted.</p> <p>All students may now participate in any formally organised sports and extra-curricular activity including with other organisations where safe to do so. Gatherings must not exceed 30 people.</p> <p>Organised indoor and outdoor sport permitted.</p> <p>Students are kept in consistent groups, socially distanced where practicable and sports equipment thoroughly cleaned between each use by different individual groups.</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>	2	3	6	Y

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		<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>				
26	Risk of transmission in residential	<p>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.</p> <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 develops symptoms of coronavirus (COVID-19):</p> <ul style="list-style-type: none"> • a test will be booked immediately to confirm whether they have coronavirus (COVID-19) • we will ensure they and their residential group self-isolate <p>We will apply as practicable the NHS guidance on how to prevent germs from spreading.</p> <p>We will need put in place arrangements to bring meals and other essential commodities to the areas where students are self-isolating.</p> <p>Where a student with symptoms gets a test and the result is positive:</p>	3	3	9	Y

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		<ul style="list-style-type: none"> • we will contact the PHE advice service immediately and follow their advice, this can be reached via the DfE coronavirus helpline on 0800 046 8687 and selecting option 1 • staff will wear PPE for activities requiring close contact <p>In the case of any localised outbreaks, we will keep our residential provision open where reasonably practicable assessing 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>Where students normally travel between their FE education setting and home during term time for the purpose of education this can continue but students should minimise travel wherever possible.</p> <p>Where we have students travelling from or through a red list country we will follow the quarantine arrangements for boarding school students from red list countries which also covers FE residential providers.</p> <p>Where 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>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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		<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 days, and follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>Residential students who stay in residential accommodation provided by the College overnight, during the week and at weekends, may whilst staying in their education accommodation use on-site indoor and outdoor facilities and amenities (for example film rooms, gyms, 3G pitches etc.) outside of timetabled lessons.</p>				
27	Risk of transmission events	Our primary focus is to keep everyone safe. Due to the current uncertainty and negative impact of COVID-19 on the college budget for this year, no non-essential trips / campus events should take place. Course events can be planned but must be self-funded and college budgets cannot be used.	1	1	1	Y
28	Risk of transmission Open and Taster Days	Open and taster days are currently not permitted unless carried out virtually. Planning open days is permitted for a possible commencement from 21 st June 2021 subject to Government restrictions being lifted as planned.	1	1	1	Y
29	Risk of transmission in off-site provision and work placements	<p>Students may return to industry placements in line with government guidelines. 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>	3	2	6	Y

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		<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> <p>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.</p>				
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Monitoring

Senior manager, COVID-19 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>

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Communication

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

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Additional Actions Required

Department	Activity				Assessment No:	
Hazard Risk Outstanding Action	Required Action	By Who	When	Date Complete	Signature	
Large Meetings up to 30 persons.	All persons planning to attend to be tested on the morning of the meeting. All attendees must be negative. In the case of a positive result individual advised to follow Government advice. Suitable and sufficient risk assessments of the activities / meeting to be carried out in advance.	Activity / meeting Manager.	From 19 th May 2021.	In progress.		

Signature: Executive Leadership Team

Date: 17/ 05 /2021