

Shipleigh College COVID-19 Return to Work Assessment version 3.0 - 1st March 2021

Assessment team: Director of Physical Resources (DPR), Senior Management Team (SMT), Premises Manager, HR Manager and Health & Safety Manager
 Consulted: Heads of Sector (HoS), Director of FT Programmes (DFTP), the Salt Foundation Executive Committee (in relation to Victoria Hall) and wider staff
 Risk to staff, students, members of the public, contractors and visitors considered throughout the document. This includes Victoria Hall which the College part occupies and manages on behalf of the Salt Foundation.
 Utilised this [guidance](#) document prepared by a Sector specific Health & Safety specialist.

Score system - see bottom of table. Controls should be in place to reduce risk score to 6 or below, i.e. low risk. Where the risk is reviewed and score increased, additional measures should be added to return the score to 6 or below.

Review process - Weekly review of measures by SMT/Physical Resources staff with feedback route available for all staff/students from September

KEY All changes highlighted in yellow

| Ref | What are the hazards and associated risks | Risk Control measures and links to College protocols | Level of Risk after implementation of control measures | | | Comments | Timescale & responsibility |
|-----|---|---|--|----------|------------|----------|-----------------------------|
| | | | Probability | Severity | Risk score | | |
| 1 | A person becomes unwell on premises with COVID-19 symptoms - risk of acquiring, transmitting or spreading infection | <p>Elimination</p> <ul style="list-style-type: none"> Pre-return questionnaire clearly identifies those who may not return to work or study Pre-return health declaration by staff and students includes confirmation that the person: <ul style="list-style-type: none"> Is not currently suffering with, or has not suffered with, the symptoms of COVID-19 within the last 14 days Has not tested positive for the virus within the same period Persons with whom they share the same household are free from symptoms, and equally, have not tested positive for COVID-19 in the last 14 days. All pre-return questionnaires and declarations are carried out remotely so far as is reasonably practicable <p>Control</p> <ul style="list-style-type: none"> All staff and students receive instruction that they should immediately report to First Aiders if they suspect they have symptoms of COVID-19 The response should be undertaken by suitably trained personnel (for example first aiders) who should be provided with suitable PPE according to Government guidance (first aid packs will be available) including aprons, face masks and gloves. Each First Aider will also have their own face shield, which must be regularly disinfected. Contactless thermometers will be available (in isolation rooms) The affected person should be provided with and be asked to wear a 3 ply disposable face mask suitable to give limited short term protection of other people | 3 | 2 | 6 | | First Aiders when required. |

| Ref | What are the hazards and associated risks | Risk Control Measures and links to College protocols | Level of risk after implementation of control measures | | | Comments | Timescale and responsibility |
|-----|---|--|--|----------|------------|--|---|
| | | | Probability | Severity | Risk Score | | |
| 1 | A person becomes unwell on premises with COVID-19 symptoms - risk of acquiring, transmitting or spreading infection | <ul style="list-style-type: none"> They should then either be moved under supervision to a place of isolation within the College or leave the College as soon as possible via a safe route where they will not come into contact with other people apart from medical response staff should they need to be taken to hospital. If they feel well enough to go home to self isolate they should do that immediately and then follow the Government/NHS guidance on 'Test & Trace' - see Gov/NHS table below and arrange a test. Students and staff must inform the College immediately of the outcome of the test (students via absence line and staff via HR line). <p>Staff members, students, parents and carers will need to:</p> <ul style="list-style-type: none"> book a test if they or their child has symptoms - the main symptoms are: a high temperature a new continuous cough a loss or change to your sense of smell or taste <p>Self-isolate immediately and not come to the setting if:</p> <ul style="list-style-type: none"> they develop symptoms they have been in close contact with someone who tests positive for coronavirus (COVID-19) anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) they are required to do so having recently travelled from certain other countries they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace <ul style="list-style-type: none"> Share the 'Test & Trace' app with, staff and students and encouraging them to download it on their mobile device Recent contact details should be collated from the person to determine who they have been in contact with and where they have been within the workplace during their work period for that day. Advice should be given to recent direct contacts of the person taken ill (by the first aider) who should be alerted to be vigilant relating to developing symptoms themselves or coming into contact with people within their household who are at high risk of serious illness from COVID-19 Immediate emergency cleaning of parts of the building that the unwell person has visited by designated personnel provided with suitable PPE. All surfaces and articles that the affected person has been in recent contact with should also be cleaned. Timetables to be correct and available for this purpose in the case of student | | | | <p>Isolation Rooms Exhibition Building - EF20 Jonathan Silver - JG09 Salt Building - SG09 Mill Building - MB03 Victoria Hall - VO19</p> <p>Part of COVID-19 first aid training</p> <p>Refer to cleaning protocol</p> | <p>HR Manager / Line Manager</p> <p>August - Director of Physical Resources & Premises Manager</p> <p>Premises Manager</p> <p>SMT</p> |

| Ref | What are the hazards and associated risks | Risk Control Measures and links to College protocols | Level of risk after implementation of control measures | | | Comments | Timescale and responsibility |
|-----|---|--|--|----------|------------|---|---|
| | | | Probability | Severity | Risk Score | | |
| 2 | Contain any outbreak by following PHE local health protection team advice | <p>If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak.</p> <p>You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required. You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure. This could be the whole site, class or year group.</p> <p>If you are implementing the system of controls, addressing any issues you have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. You should not consider closing except on the advice of health protection teams.</p> | 2 | 3 | 6 | Report to the Director of Physical Resources | <p>Director of Physical Resources</p> <p>HoS/Line Manager</p> |
| 3 | Specific vulnerable groups allowed to attend - risk of acquiring, transmitting or spreading infection | <p>Elimination</p> <ul style="list-style-type: none"> Vulnerable young people and adults - Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance, should work or study from home where possible. If a student or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend education if strict social distancing can be adhered to. If social distancing cannot be adhered to, due to the nature of those individuals, those individuals should not attend the setting and be supported to learn or work from home. Individual Risk Assessments to be developed with those staff and students thought to be at greater risk. <p>Control</p> <p>Protocol documents linked to this:</p> <p>Guidance for Shipley College Staff</p> <p>Guidance for Shipley College Students/First Aiders</p> <p>Students Attendance</p> | 1 | 3 | 3 | <p>HoS/Line manager to review staff and student questionnaires, make assessment and reiterate importance of self-reporting of symptoms by staff and students shown by themselves or household members prior to return to College</p> <p>HoS/Line manager to work with students/staff to implement as required</p> | <p>HoS/Line Manager</p> <p>HoS/Line Manager</p> |

| Ref | What are the hazards and associated risks | Risk Control Measures and links to College protocols | Level of risk after implementation of control measures | | | Comments | Timescale and responsibility |
|-----|---|--|--|----------|------------|---|--|
| | | | Probability | Severity | Risk Score | | |
| 4 | Travel to and from work - risk of acquiring, transmitting or spreading infection | <p>Elimination</p> <ul style="list-style-type: none"> Staff work remotely (from home) where reasonably possible. <p>Control</p> <ul style="list-style-type: none"> Staff and students encouraged to plan travel routes and modes of transport to allow best chance of maintaining social distance=ing Travel times and/or working/teaching hours stagges wherever reasonably practicable to allow best chance of maintaining social distancing Blend home working and work based working in order to reduce instances of travel No travel between centres unless essential (ie no alternative) - use electronic communication means and or adjust timetables or work patterns accordingly Staff and students encouraged to avoid car pooling, car sharing etc Staff and students will have to use face coverings (provided by themselves) while on public transport according to Government advice. | 2 | 3 | 6 | <p>All managers work with staff & HR to ensure this continues. Managers have produced rota systems to ensure social distancing can happen in offices and other spaces.</p> <p>Reviewing student timetable and assessing each course and proposed method of delivery</p> <p>Working with community centres to assess ability to deliver safely.</p> <p>Part of COVID-19 staff and student induction</p> | Line Managers |
| 5 | Using general circulation areas - risk of acquiring or transmitting infection | <p>Elimination</p> <ul style="list-style-type: none"> Restrict access to floors/areas at certain times of the day wherever practicable No waiting in corridors <p>Control</p> <ul style="list-style-type: none"> Marked out pedestrian routes taking account of social distancing where reasonably practicable Implement “up” and “down” staircases where practicable Strictly no gathering in corridors. Students awaiting entry to classrooms arrive just in time and observe social distancing rules. Face coverings must be worn in College at all times except if you have an exemption on health grounds. Safe wearing of face coverings requires the: cleaning of hands before and after touching, including to remove or put them on; 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 | 2 | 3 | 6 | <p>All restrictions have been designed and are being put in place on site</p> <p>Face Covering Exemptions</p> <ul style="list-style-type: none"> Some individuals are exempt from wearing face coverings. This applies to those who: cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. | <p>Premises Manager & Director of Physical Resources August</p> <p>Line Manager / Tutor</p> |
| 6 | Use of welfare facilities – toilets, washrooms, showers - risk of acquiring or transmitting infection | <p>Eliminatiion</p> <p>Control</p> <ul style="list-style-type: none"> 1 person at a time to use toilets, showers or other welfare facilities. Main door foot locks will be installed Soap dispenser supplies maintained and checked as working at all time Ensure effective hand drying facilities (paper towels not electronic hand dryers) which reinforce infection controlUse feedback system/monitoring as means of identifying and rooting out inappropriate behaviour in relation to hygiene and social distancing (CCTV; QR codes) Enhanced cleaning according to a reasonably practical agreed schedule, recorded and monitored Break times staggered to reduce heavy use of facilities at any one time. | 2 | 3 | 6 | <p>Monitor use of toilets with reduced numbers in College to consider additional toilets or hand washing facilities</p> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. You must ensure that students clean their hands regularly, including:</p> <ul style="list-style-type: none"> when they arrive at the setting when they return from brea | <p>Premises Manager & Director of Physical Resources</p> <p>Premises Manager and Cleaning team</p> |

| Ref | What are the hazards and associated risks | Risk Control Measures and links to College protocols | Level of risk after implementation of control measures | | | Comments | Timescale and responsibility |
|-----|--|--|--|----------|------------|--|--|
| | | | Probability | Severity | Risk Score | | |
| 7 | Teaching in classrooms - risk of acquiring or transmitting infection | <p>Elimination</p> <ul style="list-style-type: none"> Use remote learning wherever reasonably practicable to reduce incidences of contact and need for learners to travel to college <p>Control</p> <ul style="list-style-type: none"> Fire door retainers, foot lock devices and step and pull devices in place where necessary to eliminate using hands to open door Students will be inducted in COVID-19 rules in advance of return to college and as they arrive for their first session There is no set requirement to make 16-19 cohorts smaller than a normal class size, however you must minimise contacts and mixing while delivering a full programme of study. Where possible you should maintain 2 metres between all people and especially adult students. The overarching principle to apply is reducing the number of contacts between students and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining the distance between individuals. These are not alternative options and both measures will help. If social distancing cannot be maintained in a classroom setting, we will form distinct student groups ('bubbles') to deliver the full time programmes for 16-19 year olds (and 19+ in these groups). These younger learners should not have physical contact with each other. These groups should not mix with any other groups. Tutors (and all other adults) should remain socially distanced by 2 metres from these groups and other adults at all times. All 19+ groups should maintain 2m social distancing in all situations. Consider, as far as is reasonably practicable, teaching groups being restricted to using one teaching room Classrooms will be cleaned daily and users directed to clean their own workspace and equipment on entry using wipes provided, before use Remove any unnecessary items to reduce overall risk of contaminated surfaces and cleaning requirements Fresh air ventilation maximised <p>Students to be instructed and regularly reminded of correct hygiene and infection preventive behaviours and those who fail to follow these will be instructed to go home pending further action. Students reminded to clean hands regularly including: when they arrive at your site; when they return from breaks; when they change rooms; before and after eating; before and after removing / fitting their masks; before and after using transport</p> | 2 | 3 | 6 | <p>Appropriate delivery method reviewed for all courses 20/21</p> <p>Devices in place for all classroom and corridor doors</p> <p>1:1 COVID-19 induction of small numbers to be in College pre September. From August, pack of COVID-19 induction materials provided to staff and students with key information provided in advance of return to buildings</p> <p>All adults will need to maintain 2 metre social distancing from September on campus and it is preferable for all younger students to do the same wherever possible.</p> <p>Part of COVID-19 staff and student induction</p> <p>Timetabling has enabled this</p> <p>Doors and windows kept open wherever possible</p> <p>Part of staff COVID-19 induction and regular reminders by staff in classroom</p> | <p>SMT/HoS by end of July</p> <p>Premises Manager by June</p> <p>HoS/Line Managers By end of July</p> <p>SMT/HoS/Director of Physical Resources/HR Manager</p> <p>HR Manager, Line Managers & Tutors by September, as appropriate</p> <p>Director of FT Programmes</p> <p>Premises Manager</p> <p>Premises Manager/Tutors</p> <p>Tutors</p> <p>HR Manager/Line Managers by September, as appropriate</p> |

| Ref | What are the hazards and associated risks | Risk Control Measures and links to College protocols | Level of risk after implementation of control measures | | | Comments | Timescale and responsibility |
|-----|--|---|--|----------|------------|--|---|
| | | | Probability | Severity | Risk Score | | |
| 8 | Office working - risk of acquiring or transmitting infection | <p>Elimination</p> <ul style="list-style-type: none"> Use remote working wherever reasonably practicable to reduce or eliminate incidences of contact and need to travel to work Eliminate hot desking in favour of home or remote working where reasonably practicable <p>Control</p> <ul style="list-style-type: none"> Consider flexible hours if office space is too small to maintain social distancing Otherwise ensure layout allows for social distancing of 2metres, including access and egress Stick to agreed and measured social distancing layouts which should be communicated and displayed Clear desk policy removes sources of surface carried infection and allows for thorough cleaning If shared desks are to be used as part of a solution, in the absence of any reasonably practicable alternative, then cleaning materials – e.g. alcohol wipes – should be provided to staff as part of agreed cleaning/housekeeping regime Offices cleaned at least daily according to a reasonably practical agreed schedule Fresh air ventilation maximised Limit the amount of shared resources Seek to prevent the sharing of stationery and other equipment, where possible. Any shared materials and surfaces should be cleaned and disinfected more frequently using self-cleaning disciplines as a more direct and effective control Shared personal equipment such as walkie-talkies to be subject to scrupulous self-cleaning protocol Shared kettles and fridges can be used but hand hygiene must be strictly followed and handles wiped before and after use with <p>Protocol documents linked to this: Offices Staff Refreshments Cleaning Reprographics & MFD's</p> | 2 | 3 | 6 | <p>Offices reviewed and rotas in place</p> <p>Part of staff COVID-19 induction</p> <p>Wipes purchased and stock will be renewed as necessary</p> <p>Windows or mechanical or both</p> <p>Part of Staff COVID-19 induction</p> <p>Part of Caretaker/ Security Teams</p> <p>Part of staff COVID-19 induction</p> | <p>SMT/HoS/Service Managers by end of July- in conjunction with Premises Manager</p> <p>HR Manager, Line Managers by September, as appropriate</p> <p>All staff</p> <p>Premises Manager</p> <p>Cleaning team</p> <p>All staff HR Manager, Line Managers by September, as appropriate</p> <p>Premises Manager</p> <p>HR Manager/Line Managers by September, as appropriate</p> |

| Ref | What are the hazards and associated risks | Risk Control Measures and links to College protocols | Level of risk after implementation of control measures | | | Comments | Timescale and responsibility |
|-----|---|--|--|----------|------------|--|---|
| | | | Probability | Severity | Risk Score | | |
| 9 | Failure to adequately control exposure to COVID-19 in College leading to a RIDDOR incident – risk of infection outbreak and subsequent prosecution of organisation and individuals deemed responsible | <p>Elimination</p> <ul style="list-style-type: none"> Do not resume activities until all reasonable and practicable control measures are put into action to prevent infection <p>Control</p> <p>Ongoing actions to ensure, as far as is reasonably practicable, the following may not take place (RIDDOR reportable events - HSE requirement):</p> <ul style="list-style-type: none"> An unintended incident has led to someone's possible or actual exposure to COVID-19 at College (reported as a dangerous occurrence) A member of staff/student is diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work (reported as a case of disease) A member of staff/student dies as a result of occupational exposure to coronavirus <p>(Note: evidence of the above may come to light through track and trace and subsequent investigation)</p> <ul style="list-style-type: none"> Weekly review of measures by SMT/Physical Resources staff with feedback route available for all staff/students <p>Protocol documents linked to this:</p> | 1 | 6 | 6 | <p>Completion of risk documentation and adaptations before opening</p> <p>SMT Meetings booked, online feedback mechanism to be established</p> | <p>SMT & Governors</p> <p>Principal</p> |
| 10 | Fire and emergency – fire safety arrangements and fire evacuations - risk of acquiring or transmitting infection | <p>Elimination</p> <ul style="list-style-type: none"> Only open buildings where essential for the restoration of business, and where fire and emergency arrangements may be safely undertaken Replace some full evacuation drills with run-throughs for staff only in order to eliminate social distancing issues <p>Control</p> <p>Should be taken into account as part of return to work plans. Are fire marshals sufficient for the number of building occupants and the amount of space brought back into operation?</p> <ul style="list-style-type: none"> Arrange training as necessary to address deficiencies Consider social distancing arrangements during evacuations – corridors, fire staircases, assembly points Maintenance regime regularly tests fire doors, electronic releases, emergency lighting etc. to ensure no congestion during evacuations Caretakers regularly check fire routes and means of escape to ensure no congestion and needless disruption to social distancing during evacuations Make reasonable adjustments to fire doors and equipment in order to reduce handling and touching of surfaces whilst maintaining the overriding requirement to obey fire regulations and protect life e.g. audible release fire door retainers. Ensure PEEPS are in place for staff and students if required. <p>Protocol documents linked to this:</p> <p>Movement around College site</p> | 1 | 3 | 3 | <p>Completion of risk documentation and adaptations before opening</p> <p>To be included in Staff COVID-19 Induction and cascaded to students</p> <p>To update fire evacuation documentation in light of social distancing and reduced numbers in College</p> <p>Regime in place</p> | <p>SMT & Governors</p> <p>Director of Physical Resources/tutors</p> <p>Director of Physical Resources</p> <p>Premises Manager</p> |

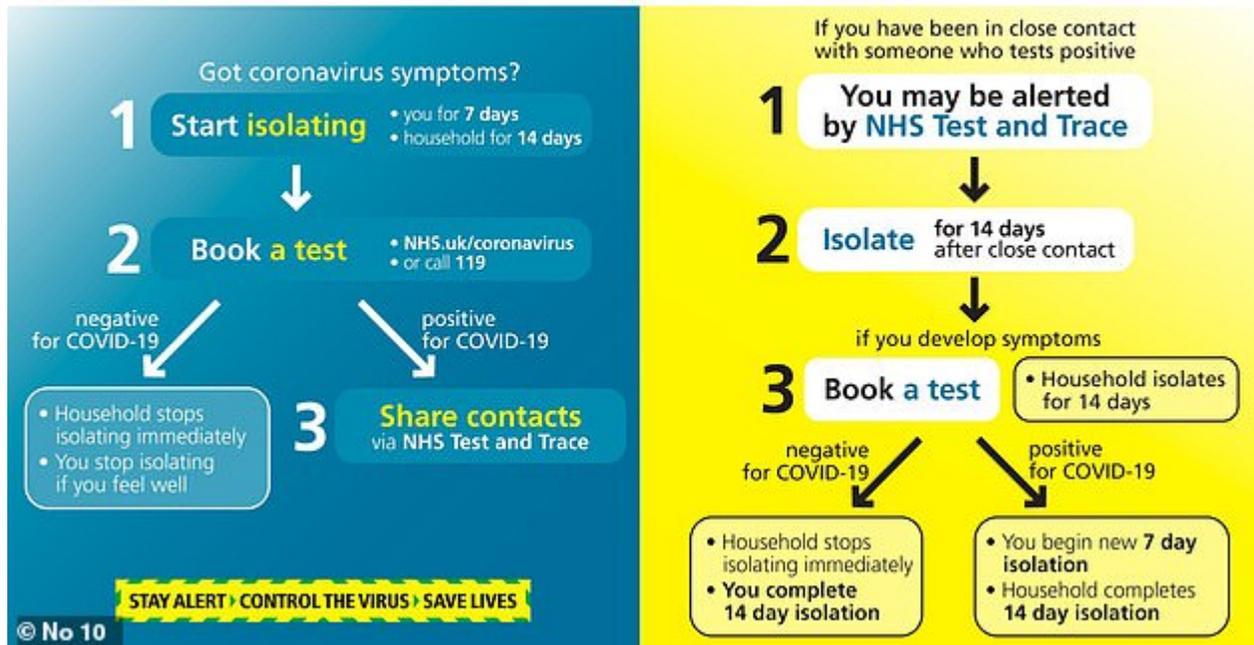
| Ref | What are the hazards and associated risks | Risk Control Measures and links to College protocols | Level of risk after implementation of control measures | | | Comments | Timescale and responsibility |
|-----|---|--|--|----------|------------|--|--|
| | | | Probability | Severity | Risk Score | | |
| 11 | General cleaning and waste management inadequate - risk of acquiring or transmitting infection or being otherwise harmed | <p>Elimination</p> <ul style="list-style-type: none"> Do not reopen buildings unless they are safe to use as a result of being cleaned in order to eradicate the coronavirus where it may be present on surfaces, fixtures and fittings <p>Control</p> <ul style="list-style-type: none"> Cleaning schedule and method adapted taking account of risk of infection from surfaces. Cleaning frequency under new schedule and method recorded and, where appropriate, displayed on a daily basis. Cleaning company keeps abreast of cleaning methods and techniques designed to limit the potential for infection by the coronavirus, and applies these (e.g. use of chlorinated products) through risk assessed changes to cleaning regime communicated to interested parties Where more aggressive cleaning techniques and materials are used, staff are trained in their safe storage, transport and use, and issued with necessary Government advised PPE Consistent thorough hand washing immediately after handling waste <p>Protocol documents linked to this: Cleaning</p> | 1 | 6 | 6 | <p>Part of 4 point plan in 14 above</p> <p>To be carried out by a mix of Contractor cleaners and Caretaking team</p> | <p>Premises Manager/ Caretaking Team & Cleaners</p> <p>Premises Manager/ Caretaking Team & Cleaners</p> |
| 12 | Inadequate communication or poor management of elimination and control measures lead to increased risk of people acquiring, transmitting or spreading infection | <p>Elimination</p> <ul style="list-style-type: none"> Early intervention - others requested to work and study from home wherever practicable Realistic understanding of who may attend the buildings based on Government guidance, and co-ordinated action taken according Acceptance and action to prevent buildings from opening where it is clear the learner cohort and/or supervising staff may not be kept safe from infection Clear and decisive instructions given on the above COVID-19 Induction for all staff/students. Updates where necessary. <p>Control</p> <ul style="list-style-type: none"> Prominent special signs displayed denoting behavioural requirements during the coronavirus including general hygiene, hand-washing and social distancing. Where control measures are announced and implemented, management ensures that this continues without fail unless there is a material change eg major decrease in the risk of inspection due to treatment or vaccination. Positive actions to acquire relevant information to limit the spread of infection e.g. track and trace. Managers are responsible for updating their individual risk assessments covering tasks, activities, events and areas with respect to changes needed as a result of COVI-19. This includes Victoria Hall <p>Protocol documents linked to this: Victoria Hall Events</p> | 2 | 3 | 6 | <p>Questionnaires sent out in late June to specific staff returned to the building and in late August for all staff.</p> <p>Regular Principal updates to continue</p> <p>Questionnaire to students in August</p> <p>Weekly review of measures by SMT/Physical Resources staff with feedback route available for all staff/students</p> <p>Signage in place to be supplemented by</p> | <p>June/August - HR Manager</p> <p>August - Vice Principal Curriculum (VPC) & Head of Teaching, Learning & Assessment Quality (HoTLAQ)</p> <p>COVID-19 Assessment team</p> <p>Principal August -HR Manager/ Vice Principal Curriculum (VPC) & Head of Teaching, Learning & Assessment Quality (HoTLAQ)</p> <p>Premises Manager</p> |

| Ref | What are the hazards and associated risks | Risk Control Measures and links to College protocols | Level of risk after implementation of control measures | | | Comments | Timescale and responsibility |
|-----|---|--|--|----------|------------|---|--|
| | | | Probability | Severity | Risk Score | | |
| 13 | Financial, arrangements impede or delay rapid deployment of protection measures - increased risk of people acquiring and transmitting infection | <p>Elimination</p> <ul style="list-style-type: none"> Funds available at all times for necessary equipment or materials Stocks including contingency established, removing pressure on delivery times <p>Control</p> <ul style="list-style-type: none"> Establish list of trusted suppliers who are set up on the finance system and communicated to authorised user Company credit cards cleared for immediate use with sufficient credit for emergencies Authorisers available at short notice when needed | 1 | 3 | 3 | <p>Separate budget set up for COVID-19 specific purposes. Value under constant review. Currently £20k for 19/20 and £20k budget for 20/21.</p> <p>Stock purchased and to be reviewed regularly .</p> <p>Already a list of established supplier added some new ones for specific supplies</p> <p>Ability to move card limits on line</p> <p>Deputy system already in place</p> | <p>VPFP</p> <p>Director of Physical Resources and Premises Manager</p> <p>VPFP</p> <p>VPFP</p> <p>VPFP</p> |
| 14 | Unnecessary staff, student, visitor, and contractor attendance – increased risk of people acquiring, transmitting or spreading infection | <p>Elimination</p> <ul style="list-style-type: none"> Attendance by staff and students strictly controlled, with no unnecessary attendance or staying longer than necessary on site permitted All meetings to be hosted online , wherever possible All onsite social events cancelled until further notice <p>Control</p> <p>In the autumn term, we can resume non-overnight domestic educational visits. These trips should include any trips for students with SEND connected with their preparation for adulthood (for example, workplace visits, travel training). This should be done in line with protective measures. As normal, you should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, you will need to consider what control measures need to be used and ensure you are aware of wider advice on visiting indoor and outdoor venues. You should consult the health and safety guidance on educational visits when considering visits.</p> <p>Protocol documents linked to this:</p> <p>Use of rooms for meetings</p> <p>Offices</p> | 1 | 3 | 3 | <p>Part of COVID-19 staff and student induction</p> | <p>HR Manager/HoS/Tutor/Line Manager</p> |

| Ref | What are the hazards and associated risks | Risk Control Measures and links to College protocols | Level of risk after implementation of control measures | | | Comments | Timescale and responsibility |
|-----|--|---|--|----------|------------|---|---|
| | | | Probability | Severity | Risk Score | | |
| 15 | Inadequate plans and resources for longer term risk control including review of existing and new risks – risk of degrading control measures – leading to increased risk of people acquiring, transmitting or spreading infection over time | <p>Elimination</p> <ul style="list-style-type: none"> Rigorous longer term adherence to control measures, especially those involving elimination of risk Taking account of advice and guidance from credible sources, include further risk elimination measures where these are seen to be reasonable and practicable, or are directed by Government <p>Controls</p> <ul style="list-style-type: none"> No relaxation of controls without careful consultation and where necessary appropriate validation and verification Any review to take place as part of a plan, do, check, act cycle Build in longer term provision to risk control measures which are realistic – i.e. do not over promise and under deliver Resources consistently available and prioritised to maintain effective risk controls Staff training and briefing while not at work to prepare for dealing with longer term risk control Weekly review of measures by SMT/Physical Resources staff with feedback route available for all staff/students with feedback route available for all staff/students Regular review of updated guidance from Government , AOC and other sources and adaptation of College response as required | 2 | 3 | 6 | Constant review of advice and current actions by COVID-19 assessment team | COVID-19 Assessment team |
| 16 | Promote and engage in asymptomatic testing | Lateral Flow Device antigen (LFD) tests detect proteins in the coronavirus and work in a similar way to a pregnancy test. They are simple and quick to use. LFD tests are not as accurate as PCR tests in all circumstances, but can detect a similar number of people with high levels of coronavirus as PCR tests. They are mainly used in people who do not have symptoms of COVID-19. LFD tests are being used to regularly test staff working in care homes, the NHS and schools, as well as in community programmes offering rapid tests to people without symptoms, known as 'asymptomatic testing programmes'. | 3 | 2 | 6 | <p>LFD test centre established in Exhibition Building.</p> <p>Students are offered three tests three to five days apart, upon their return from 8 March. Testing should start when students return but it can be phased to manage the number of students passing through the test site at any one time.</p> <p>Both students and staff will be supplied with LFD test kits to self swab and test themselves twice a week at home.</p> | Director of Physical Resources and Testing Team |

| Probability | | Nil 1 | Minor 2 | 7-day 3 | Major 4 | Fatal 5 |
|-------------|---------------|----------|------------|------------|------------|------------|
| | Very likely 5 | 5 | 10 | 15 | 20 | 25 |
| | Probably 4 | 4 | 8 | 12 | 16 | 20 |
| | Possible 3 | 3 | 6 | 9 | 12 | 15 |
| | Remote 2 | 2 | 4 | 6 | 8 | 10 |
| | Improbable 1 | 1 | 2 | 3 | 4 | 5 |

| Level of risk | Action and timescale |
|---------------|---|
| High | You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work. |
| Medium | You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures. |
| Low | Monitoring is necessary to ensure that the current controls remain effective. |



Note: Guidance now states that if a person tests positive for COVID-19, they should then self isolate for 10 days instead of 7 days.