



# CIRENCESTER COLLEGE RISK ASSESSMENT

<b>Location (centre/room):</b> College wide	<b>PROBABILITY:</b> 5 - Almost certain 4 - Likely 3 - Possible 2 - Unlikely 1 - Almost impossible	<b>SEVERITY:</b> 5 - Death 4 - Permanent injury or illness 3 - RIDDOR reportable (see notes) 2 - Minor injuries/first aid treatment only 1 - insignificant (no injury)	<b>RISK: PROBABILITY X SEVERITY</b> 17-25 - Unacceptable. Stop activity and make immediate improvements. 10-16 - Tolerable but needs urgent review. Look to improve within specified timescale 7-9 - Adequate. Look to improve before next review 3-4 - Acceptable, but review whether high severity or likelihood could be reduced 1-2 - Acceptable. No further action, but ensure controls are maintained
<b>Activity:</b> College operations from 8 March 2021			
<b>Identified hazard</b>	<b>Current Control Measures</b>	<b>Affected groups</b>	<b>Probability</b>
		<b>Severity</b>	<b>Risk Level</b>
		<b>Notes/further action/future controls required.</b>	

Ref:

This risk assessment is written assuming a typical reaction to COVID-19. It is understood that a percentage of those contracting COVID-19 will have a more adverse reaction.

**General controls for all risks:**

- Follow all advice given by Public Health England either generally or in response to a positive test.
- Guidance available on <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-coronavirus-covid-19-operational-guidance> and <https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary#step-2--not-before-12-april>
- The local health protection team will be contacted by the Operations Director or his deputy if a student or staff member who has been on site tests positive for Covid-19. The Operations Director, or his deputy, will adhere to all processes identified by Public Health England.

In particular, and in line with government guidance, this risk assessment is written to ensure that the risk of transmission is prevented as far as is reasonably practicable while remaining open for onsite delivery of education.

This risk assessment relies on staff meeting the conditions of the Staff Conduct Policy and playing their full role in following and enforcing rules on social distancing and the controls in this risk assessment.

General controls are detailed immediately below. Controls for specific areas in College are detailed below these general controls.

General controls

- All staff and students to adhere to the NHS 'Test and Trace' process. If isolating after being contacted by NHS Test and Trace staff and students must isolate in line with government guidance and inform the College regardless of any test results. 'Test and Trace' will identify any close contacts, eg: face to face contact, within 1m, with a confirmed case for any length of time or within 2m for more than 15 cumulative minutes with a confirmed case.
- All staff and students should continue to take part in twice weekly lateral flow tests that can be completed at home. Staff and students can collect additional testing kits from Reception, Reprographics or Caddy's. CCO process in place to allow reporting of all results to the College.
- All members of the College must adhere to the Government message of 'Hands, Face, Space'. The additional requirement to let fresh air in must also be met. Staff and students must be aware that rooms will be colder than usual and are advised to wear warm clothing rather than office wear.
- Those with symptoms (new onset continuous cough, temperature, loss of taste or smell) must stay away from College for ten days unless a negative test result is received. If in a household where someone has symptoms, students, staff or visitors must stay away from College for ten days from onset of symptoms unless the person with symptoms receives a negative test result. All those over the age of five can apply for testing on <https://www.gov.uk/get-coronavirus-test>
- Those developing symptoms while in College must report feeling unwell to Reception, using social distancing, and then wait in a well ventilated pastoral 'pod' or on the field, if weather permits, while waiting to go home. Staff and students must avoid public transport if they have one of the recognised symptoms of Covid-19.
- The College asks that tests results are shown to the Pastoral Team (students) or the Health and Safety Lead (staff) enabling the College to reduce anxiety in those who may be affected and to allow the appropriate College response.
- Those treating a student with potential symptoms must wear PPE if 2m social distancing cannot be met. Staff treating those with Covid-19 symptoms need not self isolate unless the test proves positive or if the staff member develops symptoms. If a person is tested positive, staff and students must follow advice given by Public Health England.
- Teaching staff and Faculty Heads/line managers to amend sample room risk assessment for use in specific practical situations. (Sample risk assessment can be found in Staff Intranet/Cross College Documents/Forms.)
- All lecturing and support staff must ensure that any activities must be carried out in line with government guidance for a particular activity, for example, (but not limited to) sport, performing arts, animal care, photography, art. If there are any disparities these must be discussed with the Operations Director or deputy. Appropriate PPE to be worn to reflect specific sector guidance.
- Students are no longer required to wear face masks in classrooms or communal areas. Face coverings are no longer recommended for staff in classrooms. Face coverings should continue to be worn by staff and visitors in situations outside classrooms where social distancing is not possible. (eg, in corridors and communal areas). The reintroduction of face coverings for students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings. Those who cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties are also exempt from wearing a mask. When face coverings are required, face visors alone must not be used as a face covering.
- Any concerns on the controls in this risk assessment to be raised in the first instance with line managers.
- Frequent handwashing is recommended.
- Publicity on hand washing and social distancing to be promoted throughout college.
- Ventilation in the College has been reviewed and, where air handling systems allow, ventilation through air handling units will provide 100% fresh air. Any air handling units not capable of this will be disabled.
- Staff to confirm, through a 'task' on CCO, that they have read and understood the controls identified in this Risk Assessment.
- Students to be given clear instructions on expected behaviour.
- Any areas that cannot be made safe will be closed.
- Competent Senior Leadership Team and Health and Safety Lead to remain aware of, and act upon, changing Government priorities.

A

Increased reaction to COVID-19 infection leading to hospitalisation or severe illness	<ul style="list-style-type: none"> <li>Controls in place for activities within College</li> <li>Controls in place for clinically vulnerable staff, clinically extremely vulnerable staff and students (see below)</li> </ul>	staff and students	1	5	5	
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B

transfer of virus between College users in teaching spaces	<ul style="list-style-type: none"> <li>The College will provide remote learning to all students when stipulated by the Department of Education.</li> <li>Classrooms will be set out to allow the return of all students while maintaining a 2m social distance for staff.</li> <li>staff must remain at a 2m distance from students wherever possible. Where two metre social distancing is not possible additional mitigation measures must be put in place, eg, increasing the frequency of handwashing and surface cleaning, keeping the activity time as short as possible, seating students side by side. These additional mitigation measures must be recorded in the risk assessment for the activity.</li> <li>students must not move in front of the front row of desks unless leaving or entering the room.</li> <li>desks have been arranged to ensure social distancing from staff.</li> <li>to enable adherence to 'test and trace', staff must be able to identify where students are sat in each lesson. This must be achieved by either fixed seating plans or by taking a photograph of each group once they are in lessons.</li> <li>chairs in rooms will be limited to the maximum occupancy.</li> <li>disposable gloves, spray cleaner (non alcohol based) and disposable cloths to be available for staff or student nominee to wipe desks, keyboards and mice after each class.</li> <li>no unsupervised use of classrooms by students</li> <li>practical work areas to be supervised by staff at a 2m distance</li> <li>PPE/used cloths bin in each classroom for bagging and disposal.</li> <li>Staff responsible for specialist areas must contextualise the generic risk assessment identified in section 11 of the general controls (above) to ensure that transmission of the virus is kept to an acceptable level.</li> <li>all unnecessary items and personal belongings to be removed from desks to facilitate cleaning</li> <li>Instructions will be given to all staff on cleaning tasks that need doing at the end or beginning of each lesson.</li> <li>windows to be kept open to provide ventilation and all windows closed before leaving the room.</li> <li>lecturers to keep 2m distance when looking at student work and must not handle student papers or books. All work to be submitted electronically or left untouched in a container for at least 72 hours.</li> <li>fans removed from all rooms and heat exchange units turned off where appropriate.</li> <li>where increased numbers of students are expected in a classroom, eg J270, hard surfaces that need cleaning will be reduced as much as possible.</li> <li>Any movement around the classroom must be minimised and controlled.</li> <li>Lecturers teaching classes with adults, (eg, ESOL, evening classes) must ensure that they keep a 2m gap between all household groups when in the classroom. If desks are moved to accommodate increased numbers of adult students, these must be cleaned, using the spray fluid and cloths provided, and returned to their original position, before leaving the classroom.</li> <li>Sport can continue as part of education and training. This should take place outdoors, or indoors with maximum ventilation. Competition between different colleges cannot take place.</li> <li>Practical enrichment activities must take place in a Covid-secure environment. Indoor and outdoor enrichment can take place, including sport and physical activity, but care should be taken to follow the government guidance on sports and physical activity in education settings.</li> </ul>	staff and students	3	2	6	<ul style="list-style-type: none"> <li>Provision of wipes for every classroom would be unsustainable in terms of supply. Use of cleaning fluid will reduce risk.</li> </ul>
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C

Transfer of virus in specific buildings with shared use: Refectory and Spotlight	<ul style="list-style-type: none"> <li>recycling bin bags to be attached to each table to allow students to dispose of rubbish</li> <li>signage, cleaning fluids and paper rolls on every table to encourage students to wipe table before and after use</li> <li>where 2m social distancing cannot be accommodated, to protect Refectory staff, Perspex screens to be made available.</li> <li>one way system in and out of the Refectory to allow queueing outside and to reduce pinch points</li> <li>increased provision of outdoor seating to reduce overcrowding in the Refectory and Spotlight</li> <li>disposable, recyclable, containers to be used for all food to minimise contact between Refectory staff</li> <li>Only students eating food will be allowed in the Refectory between the hours of 12 noon and 1.30pm.</li> </ul>	staff and students	3	2	6	<ul style="list-style-type: none"> <li>Janitorial staff cannot clean tables and remove rubbish while students are eating at table.</li> <li>It is acceptable for staff to walk past students to check on behaviour, providing 2m distancing is not breached, in total, for more than 15 minutes.</li> </ul>
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D

Transfer of virus in specific buildings with shared use: Hub	<ul style="list-style-type: none"> <li>one way route through the building</li> <li>provide barriers at front of Reception to ensure 2m social distancing</li> <li>encourage appointments for all visitors to the Hub</li> <li>no personal post deliveries and collections</li> <li>Hub cafe to be closed. D14, J136 and N208 are available as socially distanced staff social spaces.</li> <li>masks, not visors, to be worn in the shop and all communal areas.</li> </ul>	staff and students	3	2	6	
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E

transfer of virus in communal areas	<ul style="list-style-type: none"> <li>all students and staff have a responsibility to avoid 'pinch points' and areas of overcrowding</li> <li>staff to wear masks in communal areas where 2m social distancing cannot be maintained.</li> <li>all automatic doors to be placed on 'hold open' to minimise contact with door handles</li> <li>one way routes marked within buildings (fire evacuation routes remain as existing). Students or staff that have to use the lift can travel against the one way route to access the lift, but this will need to be managed through the PEEP (personal emergency evacuation plans) process.</li> <li>in buildings with two sets of stairs, one stairwell to be used for going up, the other for going down</li> <li>academic staff to ensure corridors are accessible before letting students leave classrooms, including for any breaks.</li> <li>if classrooms are empty, students should enter the classroom on arrival rather than wait in corridors.</li> <li>use of strict 2m distancing on floor to identify where staff and students stand if acrylic screens not appropriate.</li> <li>Photocopiers to be cleaned frequently by Reprographics staff</li> <li>accessible surfaces in kitchenettes to be cleaned daily by additional cleaning staff</li> <li>provision of additional outside seating</li> <li>hand sanitiser available outside main entrances into buildings</li> <li>additional cleaning staff to be sourced to ensure handles and hard surfaces throughout the College can be cleaned daily without impacting on daily cleaning regimes. Cleaners will enter classrooms and offices briefly to wipe door handles.</li> <li>lift use to be restricted to one person only unless 1:1 support required. Masks to be worn by LSW staff if student requires accompanying in lift.</li> <li>fire evacuation and re-entry to site to be managed by Operations Director or Facilities and Health and Safety Lead</li> <li>It is recognised that it is important to social well-being for students to be on site when not in lessons. Students are encouraged, if they wish, to minimise time on site when not in lessons.</li> </ul>	staff and students	3	2	6	
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F

transfer of virus in toilets: • contact risk from taps, door handles, flushes. • no toilets can accommodate 2m distancing in access or egress	<ul style="list-style-type: none"> <li>Davis block and Hub toilets to be designated for staff use only. Social distancing to be managed by those using the facilities.</li> <li>hand washing signs prominent</li> <li>cleaning of toilets to take place during the day by additional cleaning</li> <li>additional supplies of soap ordered to ensure constant supplies</li> <li>addition of 5no. portable toilets to increase wc capacity and hand sanitising facilities</li> <li>provision of external sinks to reduce pressure on internal facilities.</li> </ul>	staff and students	4	2	8	<ul style="list-style-type: none"> <li>Toilets are very difficult to manage just by the sheer number of people using them.</li> </ul>
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G	transfer of virus in 1:1 situations (LSW, first aid, pastoral)	<ul style="list-style-type: none"> <li>Those providing intimate care to students to ensure that adequate and appropriate PPE is worn.</li> <li>Staff must wear face masks when working in unavoidable 1:1 situations where 2m social distancing is unavoidable. Face masks with clear panels can be worn when working with those who rely on lip reading.</li> <li>LSWs and those receiving support must sit at the end of a row of desks, nearest the door. Where closer contact with other staff is required the lecturer and LSW will manage the situation at that time to enable 2m social distancing.</li> <li>1:1 meetings only to be held in areas that can accommodate 2m distancing</li> </ul>	staff and students	2	2	4	
H	transfer of virus in offices and staff rooms	<ul style="list-style-type: none"> <li>Non academic line managers can decide that their staff work from home if business allows.</li> <li>Teaching staff can work from home when not teaching and only with agreement of their line manager.</li> <li>Academic staff rooms changed to provide social distanced social spaces and work spaces. These spaces are shared spaces with no personal belongings and clear desks that can be wiped every night by cleaning staff</li> <li>staffrooms not used for this purpose will be closed</li> <li>Staff only water filters available in D14</li> <li>every open staff room will have gloves, cleaning fluid and paper roll to allow cleaning of desks between use.</li> <li>Line Managers to identify safe working procedures within work areas to enable social distancing, and where not possible, appropriate 'shift' patterns.</li> <li>windows in all offices and staff rooms to be opened to provide enough ventilation for air flow.</li> <li>Use of Teams meetings rather than face to face meetings.</li> <li>addition of 6no. 'staff only' picnic benches outside the HR/Finance building.</li> </ul>	staff	2	2	4	
I	transfer of virus to those who have previously been deemed extremely clinically vulnerable or clinically vulnerable.	<ul style="list-style-type: none"> <li>Existing Covid secure measures at the College ensure that the following groups can attend college in line with current government guidance: <ul style="list-style-type: none"> <li>students and staff who have been identified, by their GP or specialist clinician, as clinically vulnerable or clinically extremely vulnerable</li> <li>students and staff who live with someone who is clinically extremely vulnerable</li> </ul> </li> <li>New and expectant mothers who are less than 28 weeks pregnant with no underlying health conditions must contact the Health and Safety Lead to arrange a pregnancy risk assessment. The College must ensure that new and expectant mothers are able to adhere to active national guidance on social distancing.</li> <li>New and expectant mothers who are 28 weeks pregnant and beyond, or those with underlying health conditions must take a precautionary approach and pay increased attention to hand washing, social distancing and good hygiene practices. They must also arrange a pregnancy risk assessment with the Health and Safety Lead.</li> <li>If staff feel that this risk assessment does not mitigate their concerns then the individual should discuss this with their line manager in the first instance. In the event that an individual member of staff feels that there are still concerns further discussions should be then held with HR.</li> </ul>	staff and students	1	5	5	
J	transfer of virus by using practical classroom equipment.	<ul style="list-style-type: none"> <li>do not use shared equipment (calculators, pens, rulers, etc)</li> <li>sports equipment, technical equipment, art materials, etc, to be used by an individual student must be sanitised or quarantined for 72 hours between uses</li> <li>borrowed laptops to be sanitised by College staff administering the loan or quarantined for 72 hours between use</li> <li>Promote use of students' own equipment, eg, laptops, cameras.</li> <li>academic staff to contextualise risk assessment identified in section 12 of the general controls, above, reflecting safe use of specialist shared equipment</li> </ul>	staff and students	2	2	4	
K	Transmission of virus while using College buses to and from College	<ul style="list-style-type: none"> <li>Students using College buses must follow national public transport guidelines</li> <li>Students using College buses must wear their masks on leaving the classroom at the end of the day and must be worn while waiting and using the bus.</li> </ul>	students	3	2	6	
L	transfer of virus - use of College vehicles and offsite activities	<ul style="list-style-type: none"> <li>educational residential visits can go ahead from 17 May 2021. Staff and students to remain aware of wider advice when visiting indoor and outdoor venues.</li> <li>Domestic educational residential trips are permitted under step 3 (from 17 May) of the 'roadmap' but these trips will incur a financial risk at this point. This risk must be considered and approved.</li> <li>The general indoor social contact limits should be maintained (up to six people or two households/bubbles) or where an exception applies, eg, where the trip is necessary for the purposes of a FE course of study or work or training purposes.</li> <li>Trips should be kept to a minimum and limited to no more than 30 students to help manage transmission risks. Where larger groups are needed, you should organise your staff and students into separate self contained groups with mixing between the groups prohibited.</li> <li>Students and staff should ensure they are tested before and after the visit.</li> <li>front row of passenger seats in the minibus to remain empty on all journeys exceeding 30 minutes</li> <li>One learning support worker can travel on College minibuses. This LSW must sit in the front row passenger seat nearest the door. Masks must be worn and windows must remain open for the entire journey.</li> <li>the seat adjacent to the driver must remain empty at all times.</li> <li>windows to be kept open at all times during the journey.</li> <li>masks must be worn by students and staff</li> <li>students and staff to occupy the same seats during the trip.</li> <li>supplies of cleaning fluids and gloves to be made available in college vehicles. Last users to clean vehicle after use following guidelines that will be provided. Cleaning to be documented.</li> <li>trip risk assessment process to be followed.</li> </ul>	staff and students	3	2	6	
M	visitors to college	<ul style="list-style-type: none"> <li>visitors to be discouraged</li> <li>all scheduled visitors to report to Reception where social distancing will be in place</li> <li>all meetings to be held in offices and staff rooms where social distancing can take place</li> <li>where possible, meetings to be held by Teams or other platforms agreed by College</li> <li>hand sanitiser available in Reception</li> <li>No unscheduled visitors on site except deliveries.</li> </ul>	staff, students and visitors	2	2	4	

The risk associated with this task / area has been reduced to as low as reasonably practicable

Signature of Assessor:



Name of Assessor: Jim Grant, Principal.

Date: 11-May-21

Review date: To be reviewed as College practices and knowledge change or when Government guidance changes.