



CIRENCESTER COLLEGE RISK ASSESSMENT

Location (centre/room): College wide	PROBABILITY: 5 - Almost certain 4 - Likely 3 - Possible 2 - Unlikely 1 - Almost impossible	SEVERITY: 5 - Death 4 - Permanent injury or illness 3 - RIDDOR reportable (see notes) 2 - Minor injuries/first aid treatment only 1 - insignificant (no injury)	RISK: PROBABILITY X SEVERITY 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
Activity: College operations from 1 September 2021			
Identified hazard	Current Control Measures	Affected groups	Probability
		Severity	Risk Level
		Notes/further action/future controls required.	

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-covid-19-operational-guidance> and https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf
 - The local health protection team will be contacted by the Estates and Environment Manager if a student or staff member who has been on site tests positive for Covid-19. The College 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 the controls in this risk assessment.

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

- All staff and students to adhere to the NHS 'Test and Trace' process. Staff and students must only self isolate if contacted by NHS 'Test and Trace' and must take a PCR test if advised. There is no requirement for the College to carry out contact tracing.
- Staff and students are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
 - they are fully vaccinated
 - they are below the age of 18 years 6 months
 - they taken part in or are currently part of an approved COVID-19 vaccine trial
 - they are not able to get vaccinated for medical reasons

Close contacts may be advised to take a PCR test. If symptomatic, close contacts should remain at home. **Where a member of staff is identified as a close contact as a result of sharing a household or as a very close contact then they should adopt social distancing while in College. Staff should also contact the Estates and Environment Manager to agree what further measures are possible.**

- All staff and students must self isolate if they receive a positive lateral flow home test or PCR test. A positive lateral flow can be overruled by a negative PCR test: staff and students must remain at home until the positive lateral flow test is negated by a negative PCR test.
- In the event of a positive staff case, the College must contact the Self Isolation Service Hub with the CTAS number of the person testing positive, along with the names of co-workers identified as close contacts.
- The College must take public health advice if a student or staff member is admitted to hospital as a result of a Covid infection.
- Testing: students to be invited to take part in onsite asymptomatic testing. Separate risk assessment available for asymptomatic on site testing. 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.
- Those with symptoms (new onset continuous cough, temperature, loss of taste or smell) must stay away from College for ten days unless a negative PCR test result is received.
- 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 Estates and Environment Manager (staff) enabling the College to reduce anxiety in those who may be affected and to allow the appropriate College response.
- 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. Specific guidance for performing arts is available on <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19-performing-arts>. Further information on sport can be found by contacting Sport England or on <https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators>.
- Face coverings are no longer advised in classrooms or communal areas. Staff, students and visitors may wish, and are encouraged, to continue to wear a face covering in enclosed or crowded areas with people they do not normally meet including on public transport and on dedicated transport to College.
- 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.
- Students to be given clear instructions on expected behaviour.
- Competent Senior Leadership Team and Health and Safety Lead to remain aware of, and act upon, changing Government priorities.
- The College will readdress the controls in place, and will discuss with local health protection teams, if 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.
- Vaccination to be encouraged in all over 16s.**
- Staff to confirm, through a 'task' on CCO, that they have read and understood the controls identified in this Risk Assessment
- Any concerns on the controls in this risk assessment to be raised in the first instance with line managers

A	Increased reaction to COVID-19 infection leading to hospitalisation or severe illness	<ul style="list-style-type: none"> Controls in place for activities within College Controls in place for clinically vulnerable staff, clinically extremely vulnerable staff and students (see below) 	staff and students	1	5	5	
B	transfer of virus between College users in teaching spaces	<ul style="list-style-type: none"> 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. Staff responsible for specialist areas must contextualise the generic risk assessment identified in section 13 of the general controls (above) to ensure that transmission of the virus is kept to an acceptable level. all unnecessary items and personal belongings to be removed from desks to facilitate cleaning fans removed from all rooms and heat exchange units turned off where appropriate. windows must remain open to provide a source of fresh air. Staff and students must be prepared to wear warm clothing if needed. 	staff and students	3	2	6	
C	Transfer of virus in specific buildings with shared use: Refectory and Spotlight	<ul style="list-style-type: none"> increased provision of outdoor seating to reduce overcrowding in the Refectory and Spotlight provision of additional serving space to reduce queueing perspex screens to remain in areas of frequent overcrowding (eg, paypoints) cleaning fluid and white paper roll to remain on tables in the Refectory and Spotlight. 	staff and students	3	2	6	
D	Transfer of virus in specific buildings with shared use: Hub	<ul style="list-style-type: none"> provide barriers at front of Reception to aid distancing encourage appointments for all visitors to the Hub no personal post deliveries and collections perspex screens to remain in areas where there is frequent overcrowding (eg, shop, cashier's office). 	staff and students	3	2	6	
E	transfer of virus in communal areas	<ul style="list-style-type: none"> all automatic doors to be placed on 'hold open' to minimise contact with door handles Photocopiers to be cleaned frequently by Reprographics staff accessible surfaces in kitchenettes to be cleaned daily by additional cleaning staff provision of additional outside seating hand sanitiser available outside main entrances into buildings 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. fire evacuation and re-entry to site to be managed by Estates and Environment Manager 	staff and students	3	2	6	
F	transfer of virus in toilets: • contact risk from taps, door handles, flushes.	<ul style="list-style-type: none"> Davis block and Hub toilets to be designated for staff use only. hand washing signs prominent cleaning of toilets to take place during the day by additional cleaning additional supplies of soap ordered to ensure constant supplies provision of external sinks to reduce pressure on internal facilities. 	staff and students	4	2	8	
G	transfer of virus in 1:1 situations (LSW, first aid, pastoral)	<ul style="list-style-type: none"> Those providing intimate care to students to ensure that adequate and appropriate PPE is worn. Where staff choose to wear a face mask, face masks with clear panels can be worn when working with those who rely on lip reading. Doors and windows to be kept open to provide ventilation. 	staff and students	2	2	4	
H	transfer of virus in offices and staff rooms	<ul style="list-style-type: none"> Staff rooms are shared spaces with no personal belongings and clear desks that can be wiped every night by cleaning staff Staff only water filters available in D14 every open staff room will have gloves, cleaning fluid and paper roll to allow cleaning of desks between use. windows in all offices and staff rooms to be opened to provide enough ventilation for air flow. Promote use of Teams meetings rather than face to face meetings. addition of 6no. 'staff only' picnic benches outside the HR/Finance building. 	staff	2	2	4	
I	transfer of virus by using practical classroom equipment.	<ul style="list-style-type: none"> ensure that cleaning materials are in place to allow frequent cleaning of shared equipment promote handwashing before using shared equipment Promote use of students' own equipment, eg, laptops, cameras. academic staff to contextualise risk assessment identified in section 13 of the general controls, above, reflecting safe use of specialist shared equipment ensure that national guidance provided by relevant professional and industry organisations is followed. 	staff and students	2	2	4	
J	Transmission of virus while using College buses to and from College	<ul style="list-style-type: none"> Students using College buses must follow national public transport guidelines and guidelines from bus operators. If not already required, students using College buses are asked to wear face coverings on board transport. 	students	3	2	6	
K	transfer of virus - use of College vehicles and offsite activities	<ul style="list-style-type: none"> 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. 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. international trips must follow international travel legislation and should have contingency plans in place to account for these changes. minibus windows to be kept open at all times during the journey. students and staff to occupy the same seats during the trip. supplies of cleaning fluids and gloves to be made available in college vehicles. trip risk assessment process to be followed. 	staff and students	3	2	6	
L	visitors to college	<ul style="list-style-type: none"> where possible, meetings to be held by Teams or other platforms agreed by College hand sanitiser available in Reception No unscheduled visitors on site except deliveries. 	staff, students and visitors	2	2	4	
M	Outbreak or increase of infections in College	In the event of an increase of infection, and following discussion with local Health Protection, three levels of escalation will take place: <ul style="list-style-type: none"> Level 1: reintroduction of masks in communal areas, one way systems and 2m staff social distancing, social distancing on College minibuses Level 2: mandatory masks on College transport, 1/2 day timetable, no trips Level 3: lockdown scenario: remote learning, skeleton facilities on site for those at risk or vulnerable, free school meals contributions paid into bank account. 	staff, students and visitors	2	3	6	

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: 25-Aug-21

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