

Risk Assessment Cover Sheet

Risk Assessment Code: <i>(H&S Office Use Only)</i>	XCS(H&S)026.01	Risk Assessment Title:		COVID-19 Secure RA Overview (from Autumn 2020)	
This Assessment/Review was undertaken on (Date):	24/07/2020	This Assessment will be Reviewed again on (Date):	14/12/2020	Overall Risk:	Medium
Curriculum Centre:	Cross College	School: Division:	Health & Safety		
Risk Assessor:	Sheryl Nixon, H&S Manager	Assistant Principal: Head of School	Jennifer Eastham, Vice Principal		
Description of Activity/Equipment:	Wider re-opening of College from August 2020 to provide a full high-quality education programme to Students and Apprentices. (In accordance with Government Guidance ‘What FE Colleges and providers will need to do from the start of the 2020 Autumn Term’).				
Work Location/Venue:	Cross-College				

Work Activity & Equipment

Hazard: The hazard for this activity is the virus COVID-19 (Coronavirus).

Who might be harmed and how: Who - Staff, Students, Apprentices, Visitors (e.g. contractors, suppliers, persons delivering/collecting items).

How – Contracting the virus COVID-19 (Coronavirus) via direct transmission (e.g. close contact with people coughing/sneezing) or indirect transmission (e.g. touching contaminated surfaces or airborne particles).

Note: A range of control measures will be used to prevent persons contracting the virus using a system of controls* (1-9) below: (*the system of controls referred to here is stipulated in the Government Guidance document: [What FE Colleges and providers will need to do from the start of the 2020 Autumn Term](#)).

Prevention (1-6)

1. Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend College.
2. Clean hands thoroughly, more often than usual.
3. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Enhanced cleaning, including cleaning frequently touched surfaces often using standard cleaning products such as detergents and bleach.
5. Minimising contact between individuals and maintain social distance.
6. Where necessary, wear appropriate personal protective equipment (PPE).

Response to any infection (7-9)

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of COVID-19 (Coronavirus).
9. Contain any outbreak by following local (Blackburn with Darwen) Health Protection Team advice.

All Staff must abide by the control measures set out in this Risk Assessment and in any area/department specific 'COVID-19 Secure Risk Assessment'(s) that are applicable to them and abide by the rules contained in the 'COVID-19 Staff Briefing'. Staff found not to be following the guidelines will be subject to disciplinary action.

Staff must proactively encourage Students, including Apprentices and visitors (as above) to follow these rules. (Students will be given a handout of the rules relating to them). Students found not to be following the guidelines will be subject to disciplinary action.

Concerns: Staff should raise any concerns with their Line Manager. Students should raise any concerns with their Tutor, Apprentices should raise any concerns with their Assessor.

This Risk Assessment is in accordance with Government Guidance:

- What FE Colleges and providers will need to do from the start of the 2020 Autumn Term - [LINK](#)
- COVID-19 Secure Guidance - for Offices - [LINK](#)



Heading	Control Measures	RAG Risk Rating (after implementing control measures)
<p>Minimising contact with individuals who are unwell</p>	<ul style="list-style-type: none"> • Individuals with any COVID-19 symptoms (or individuals that live in the same household as someone with COVID-19 symptoms) must NOT attend College premises. • The main COVID-19 (Coronavirus) symptoms are: a new continuous cough, a fever, or anosmia – a loss of or a change in your normal (usual) sense of smell and/or taste. You only need to have one of these symptoms. • Self-isolate - Individuals with symptoms <u>must completely self-isolate immediately</u> for 10 days (or longer if they still have a fever or feel very ill) and follow the Government’s ‘Stay at Home’ Guidance. • Members of the symptomatic person’s household must also self-isolate for 14 days (unless the symptomatic individual receives a negative test result). They must also follow the Government’s ‘Stay at Home’ Guidance. • Testing is now available to anyone with symptoms (and members of their households) via NHS UK (or by contacting NHS 119 via telephone if they do not have internet access). • Keyworker testing is available for all Staff (with symptoms) via the Government website. • If an individual becomes unwell with COVID-19 symptoms, whilst in College they must be sent home and told to self-isolate immediately for 10 days, follow the Government’s ‘Stay at Home’ Guidance and get tested (as above). If an individual is waiting to be collected, Staff should escort them to the isolation room within that building. Staff must follow the guidance ‘COVID-19: What to Do if a Student or Staff has Symptoms Whilst in College’ - the guidance will be circulated to all Staff. Staff are encouraged to keep a printed copy in their classroom or area for quick access. - Full Guidance and FAQ’s are available in the ‘PHE NW COVID-19 Template Resource Pack for Schools’ - which will be circulated to all Staff for reference. 	<p style="text-align: center;">4 Medium</p>
<p>Clean hands thoroughly, more often than usual.</p>	<ul style="list-style-type: none"> • Wash hands regularly* (more often than usual) with soap and running water for a minimum of 20 seconds and dry thoroughly using paper towels provided. Toilet facilities are widely available in all buildings. Certain areas also have handwashing facilities available for Staff and Students in those areas e.g. Beauty, Hairdressing, Catering. * including when arriving on campus, changing rooms, and before and after eating. 	<p style="text-align: center;">6 Medium</p>

	<ul style="list-style-type: none"> The use of hand dryers is discouraged – these have been de-fused where possible and signage displayed to instruct individuals to use paper towels to dry their hands instead. NHS hand washing video to be played on TV screens around College. Use hand-sanitiser (minimum 60% alcohol) in-between hand washing with soap and water. Available at the main entrance to buildings. Communication to Students will highlight the requirement for using hand sanitiser when entering buildings. Signage is also displayed. Individual's may also use their own personal supply of hand sanitiser. Alcohol hand sanitiser must be located away from direct sunlight, electrical sources and ignition sources. Duty Head and Manager building rota - walk-rounds at peak times to direct Students as required. However, hand sanitiser stations or handwashing facilities (toilets) are not required to be monitored at all times – all Staff and Students are responsible for their own health and safety. 	
<p>Promote and encourage the 'Catch it, Bin it, Kill it' approach</p>	<ul style="list-style-type: none"> Sneeze or cough into a tissue, put it in the bin immediately, kill the virus by washing and drying your hands thoroughly or using alcohol hand sanitiser. Blue roll is available in rooms throughout College and toilet paper is available in toilet facilities throughout College, which can be used as tissues. Individual's may also use their own personal supply of tissues. If you do not have a tissue, sneeze or cough into the crook of your arm (inner elbow) then wash and dry your hands thoroughly. Bins are available in rooms and toilet facilities throughout College. They will be emptied regularly (at least daily) by the Cleaning Team (Cleaners will be provided with disposable gloves). 	<p>6 Medium</p>
<p>Cleaning</p>	<ul style="list-style-type: none"> Enhanced cleaning will be in place, including cleaning frequently touched surfaces often using standard cleaning products such as detergents and bleach. The Cleaning Team will clean College buildings daily, with particular focus on toilet facilities, food areas, frequently touched surfaces and items e.g. door handles/plates, handrails on stairs, light switches, lift buttons. Bins will be emptied regularly (at least daily) and gloves will be provided to cleaning Staff. Cleaning regimes will follow Government Guidance: COVID-19: cleaning in non-healthcare settings. Disinfectant spray bottles and disposable cloths i.e. blue roll (or antibacterial wipes) will be provided for users to clean equipment and surfaces before and after use (between users/groups) e.g. desk/table, chairs, any shared/multi-use equipment, computer monitor/ keyboard/ mouse/ printer. Staff and Students are responsible for 'in-between' cleaning. - Teaching Staff must proactively monitor and direct Students to clean surfaces and equipment between users/groups using the cleaning materials available. Disinfectant spray must be sprayed onto the disposable cloth, do not spray directly onto electrical equipment. CoSHH risk assessment and MSDS (material safety data sheet) for the disinfectant spray is available from Facilities and Estates Deputy Manager on request. Cleaning following a suspected COVID-19 case - if an individual becomes unwell with COVID-19 symptoms whilst in College - Staff must notify the Facilities and Estates Deputy Manager to arrange cordoning off and cleaning of the area. Cleaning will follow the Government Guidelines 'COVID-19 Decontamination in non-healthcare settings'. 	<p>2 Low</p>
<p>Social Distancing</p> <p>Minimising contact and mixing by altering the environment (e.g. classroom/ workshop/ office layout) and timetables (such as staggered arrival/ finish/ break times).</p>	<ul style="list-style-type: none"> All Staff are expected back on site no later than the 17th August 2020 (unless annual leave is booked), in preparation for wider re-opening to Students and Apprentices from September to provide a full high-quality education programme in accordance with Government Guidance. Each area may consider blended learning options as appropriate (such as 50% on campus and 50% online/home learning). It is still important to reduce contact between people as much as possible – this can be done in two ways: <ol style="list-style-type: none"> 'Bubbles' (groups) Social Distancing – 2m (metres) where possible or 1m+ other mitigating measures <p>- The Government Guidance encourages using both bubbles and social distancing together where possible but realises that this is not possible 100% of the time in all situations. Therefore, bubbles <u>or</u> social distancing can be used independently. For example, some curriculum areas will suit being in bubbles (e.g. single subjects such as Hairdressing, Plumbing) but for some areas, bubbles will not be practical (e.g. multiple subjects such as A-Levels and GCSE Maths & English).</p> 'Bubbles' (groups) - Students and Staff will remain in small consistent groups, limiting mixing with other groups and people where possible. 	

	<ul style="list-style-type: none"> - Staff bubbles will be used only where social distancing cannot be achieved. - When planning 'bubbles', room availability (size/layout/social distancing) and Staff ratios, remember to <u>include provision for any Support Workers needed to accompany Students with additional or special support needs</u> (<i>check Student names and their requirements with Becky Skarratts</i>). - Where appropriate, keep bubbles (groups) together in the same room for breaks and lunch e.g. a classroom, or consider staggered break/ lunch times to reduce the number of people together and limit mixing of bubbles. • Social Distancing - Room layouts in classrooms, workshops, offices and communal areas have been re-configured to maintain social distancing (2 metres where possible or 1m+ other mitigating measures). Teaching Staff should stay at the front of the room and maintain 2m distance where possible. Students will be seated side by side facing forwards or diagonally where possible rather than face to face. <ul style="list-style-type: none"> - Posters, signage and floor markers/stickers are displayed to remind people of social distancing. - Outdoor learning is encouraged, where feasible (dependent on subject/lesson). - Use of Staffrooms should be minimised. Social distancing must be observed, and workstations re-configured to help Staff to distance from each other. Staffrooms are always not fully occupied due to teaching responsibilities. - Staff visiting other offices should be limited and by appointment only. • Protective screens are installed in busy Student-facing areas such as Reception, Libraries and Canteens. • Building flows/routes <ul style="list-style-type: none"> - Individuals must follow signage displayed in each building (N.B. flows may differ between buildings). One-way systems or 'keep left/right' and walking single-file on corridors may be used. Entrance only or exit only routes may be in use in some buildings to prevent 'pinch points'. - Numbers will be reduced in the Autumn Term due to some Students studying via blended learning. - Groups passing each other in corridors is deemed low-risk (according to Government Guidance), however <u>all Staff are responsible for directing Students and proactively moving people along to avoid 'pinch points' and groups congregating</u>. • Consider staggering start and finish times to reduce the number of people arriving/leaving together at once and different groups mixing, where possible (depending on timetables). Students typically arrive between 8.30am - 10.00am (see 'Transport' below). • Toilet facilities are widely available throughout all College buildings. All users are responsible for their own health and safety and should be courteous of other users particularly when entering/exiting the main door. Social distancing tape and signage is in place in toilet facilities where required. For further information please see the 'Clean hands thoroughly, more often than usual' section above. • Lifts must only be used by persons that genuinely need them i.e. disabled persons. Occupants are limited to 1 person (or 1 person plus Support Worker or Carer where required). All users are responsible for their own health and safety; if the lift is already occupied individuals should wait until the lift is empty before using. Signage is displayed by lifts and is communicated via the Staff Briefing, COVID H&S video and Student handout. • Duty Head and Manager building rota - walk-rounds at peak times to direct Students as required e.g. reminding Students of social distancing rules and breaking up large groups of people congregating. • Transport – Walking and Cycling to/from College is encouraged. Some Students also travel by car or motorcycle. Public transport is now available to everyone, <u>face coverings are mandatory</u> (unless the user is exempt - LINK to Guidance see section 3). Guidance on using public transport safely is available: 'Coronavirus (COVID-19): safer travel guidance for passengers'. • Meetings – use online meetings such as MS Teams, Zoom for internal and external meetings where possible, avoiding in person meetings. Staff are encouraged to bring in their own earphones/headsets. A limited central supply of headsets and webcams will be made available to loan on request. • Smoking shelters – social distancing should be maintained whilst using the smoking shelters. Staff and Students are expected to stay within the vicinity of the smoking shelters to smoke and dispose of finished cigarette butts safely using the smoking bins provided. 	<p>6 Medium</p>
<p>Vulnerable Staff and Students</p> <p>a) Extremely Clinically Vulnerable or</p>	<ul style="list-style-type: none"> • Blackburn with Darwen Borough Council have extended the shielding advice for all pregnant women and people in the 'clinically extremely vulnerable' (shielded) category until 7th September 2020. This group of people should limit contact with others outside their household or support bubble and are advised to continue to work/ study from home. • a) 'Shielded' (clinically extremely vulnerable – letter from GP instructing person to shield i.e. limit contact with other people outside of their household) 	

<p>'Shielded'</p> <p>b) Clinically Vulnerable</p> <p>c) Living with a 'shielded' or 'clinically vulnerable' person</p>	<p>See above for BwD rules. Elsewhere in England, shielding was paused on 31st July 2020. Managers must carry out an individual People Risk Assessment for Staff that fall into this category, using the template provided.</p> <ul style="list-style-type: none"> b) 'Clinically Vulnerable' (higher risk of severe illness from Coronavirus e.g. persons over the age of 70, and persons with certain underlying health conditions e.g. respiratory and auto-immune diseases etc.) <i>N.B. Pregnant women were previously included in this group, however those who live or work in BwD are currently advised to shield (as above).</i> People in the clinically vulnerable category should return to work or study but should take particular care to follow social distancing and hygiene measures. Managers must carry out an individual People Risk Assessment for Staff fall into this category, using the template provided. c) Living with a 'shielded' or 'clinically vulnerable' person People that live with a person who is in the 'clinically extremely vulnerable' (shielded) or 'clinically vulnerable' category should return to work or study but should take particular care to follow social distancing and hygiene measures. Managers are responsible for conducting individual risk assessments (see template) for Staff in the clinically extremely vulnerable (shielded), clinically extremely vulnerable and Black, Asian Minority Ethnic (BAME) categories, identifying any additional control measures required. ALS have conducted a separate risk assessment covering specific issues relating to SEND Students, Support Workers/carers. 	<p>6 Medium</p>
<p>Face Coverings</p>	<ul style="list-style-type: none"> Blackburn with Darwen (BwD) Borough Council have made face coverings mandatory* in all enclosed public spaces including workplaces**, shops, libraries, hair and beauty salons. People attending College premises must bring their own face covering (re-usable face coverings should be placed in their own plastic bag e.g. freezer bag). <p>* Exemptions - Anyone who cannot wear a face covering "because of any physical or mental illness or impairment, or disability", or who would experience "severe distress" from doing so, is exempt. - LINK to Guidance (see section 3). - In no circumstances should face coverings be used by persons who may not be able to handle them as directed (e.g. those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <p>** In educational establishments, workplaces and offices - where safe COVID working has been established, such as at desks, in classrooms and workshops, face coverings do not need to be worn. - Face coverings should be worn when, however briefly, people are using shared/enclosed communal spaces such as entrances/exits, corridors, toilet facilities and kitchens. They should also be worn in all other enclosed working environments. - When working outdoors and where able to maintain social distancing, people are not expected to wear face coverings.</p> <ul style="list-style-type: none"> Face coverings are also mandatory on public transport. 	<p>4 Medium</p>
<p>PPE</p>	<ul style="list-style-type: none"> PPE will be provided to identified at-risk groups including: Support Workers/ Carers providing intimate care needs, Cleaners, and First Aiders. PPE may include, face mask or visor, disposable apron, disposable gloves, eye protection. Staff/ Students who would normally require PPE as part of their role (as identified in departmental risk assessments e.g. Construction, hairdressing) will continue to be provided with relevant PPE as normal. Guidance for safely putting on and taking off PPE is available from Public Health England 'donning and doffing of PPE'. Staff must brief Staff and Students on this guidance. Used PPE should be disposed of in normal bins provided across campus, Cleaners will be provided with gloves to empty bins. 	<p>2 Low</p>
<p>Response to infection - confirmed positive</p>	<p>Blackburn College will:</p> <ul style="list-style-type: none"> Engage with the NHS Test and Trace process. Manage confirmed cases of COVID-19 (Coronavirus). 	

cases	<ul style="list-style-type: none"> ○ Contain any outbreak by following local (Blackburn with Darwen) Public Health Protection Team advice. • It is important that Staff maintain class registers of Staff and Students (as per normal procedures). This will enable us to provide accurate information to NHS Test and Trace and local (Blackburn with Darwen) Public Health Protection Team, if required. • Management of confirmed positive cases: <ul style="list-style-type: none"> - All Staff must follow the guidance and reporting procedures (COVID-19: What to Do if a Student or Staff has Symptoms Whilst in College) to manage suspected and confirmed cases. Staff are responsible for remaining in close contact (by phone or email) with the individual (case) to disseminate advice and gain further information where necessary (advice for Staff is available from the H&S and HR Departments). - Full Guidance and FAQ's are available in the 'PHE NW COVID-19 Template Resource Pack for Schools'. • All Staff must follow advice, instructions and requests from the local (Blackburn with Darwen) Public Health Protection Team or NHS Test and Trace to contain any localised outbreaks. 	6 Medium
Emergency Evacuation and Fire arrangements PEEPs Evac+ chair operators	<ul style="list-style-type: none"> • Normal emergency evacuation arrangements apply (including the use of the College emergency number ext 2222 and attendance by Security and Estates Teams). • Students or Staff with PEEPs need to be identified as soon as possible by HoS and ALS to ensure evacuation arrangements include their needs (PEEP details are held centrally by H&S). • Evac+ Chair demonstrations can be booked by contacting Lee.Johnstone@blackburn.ac.uk 01254 292864 – face coverings must be worn by everyone participating in the demonstration (unless they are exempt) - LINK to Guidance (see section 3). • Building occupants must evacuate the building promptly as they would normally using the nearest available emergency exit route, irrespective of one-way systems and social distancing. • When standing at the designated fire assembly point(s), try to spread out as much as possible but always staying away from the building, look out for other hazards such as vehicles moving around the car park. 	6 Medium
First Aid arrangements	<ul style="list-style-type: none"> • Normal first aid and emergency aid arrangements apply (including the use of the College emergency number ext 2222). • Minor injuries (e.g. minor cuts, grazes, feeling unwell, panic attacks) should be dealt with within centres/ departments using first aid kits available throughout College (please do not call for a First Aider). • First Aiders will be provided with PPE (face mask or visor, disposable gloves, disposable apron, eye protection) and specific COVID-19 Guidance (including CPR) for First Aiders. • If bodily fluids need to be cleaned, the First Aider or other member of Staff will request assistance from the Estates Team (team have access to PPE and spill kits). 	6 Medium
Catering	<ul style="list-style-type: none"> • A separate risk assessment has been carried out for catering (canteens). • Beacon Centre canteen will re-open from 17th August with control measures in place. • All remaining canteens will re-open from September with control measures in place. • Additional outdoor seating has been installed to relieve demand on limited indoor seating in canteens. • Some classrooms will also be available for Students to remain in their bubbles or class for breaks and lunch, where appropriate (dependent on security considerations). • Staff are encouraged to bring in their own packed lunch at eat it at their desks where possible. Social distancing in Staff kitchen areas must be followed - please follow any signage and briefings from your Manager regarding maximum numbers or other rules in your specific area. • Vending machines – blue roll and disinfectant spray bottles (or antibacterial wipes) will be provided for users to clean vending machines before and after use (between users). Signage will be displayed and communicated to users via the Staff Briefing, COVID H&S video and Student handout. All users (Staff and Students) are responsible for their own health and safety and cleaning between users. • Disinfectant spray must be sprayed onto the disposable cloth, do not spray directly onto electrical equipment. • CoSHH risk assessment and MSDS (material safety data sheet) for the disinfectant spray is available from Facilities and Estates Deputy Manager on request. 	6 Medium
Ventilation	<ul style="list-style-type: none"> • Good ventilation to circulate fresh air is encouraged, this can be achieved by opening windows, using desk fans (not pointing directly at people) or using building HVAC or air-handling systems. Each of our buildings (and their HVAC or air-handling systems) 	4

Pre-term building checks	<p>are different; we have sought professional guidance from an external contractor to enable our systems to be re-configured, where required, to allow for fresh-air flow into buildings rather than re-circulated air.</p> <ul style="list-style-type: none"> The Facilities and Estates Department (in conjunction with specialist contractors) have carried out all necessary pre-term building checks and ensured that statutory testing and inspections are in date e.g. legionella, emergency lighting, fire alarm systems. 	Medium
Mental Health	<ul style="list-style-type: none"> Staff - Employee Assistance Programme (Health Assured) offer a range of services available to Staff. To access these services please use the username: Blackburn and password: College: <ul style="list-style-type: none"> - 24 hour confidential helpline 0800 028 0199 for Staff and their immediate family members to access (spouse/partners and children aged 16 to 24 in full time education, living in the same household). - Health e-Hub App - lots of free resources app available by downloading the App (Google Play or Apple App Store) - Monthly newsletter (via All Staff email). Students - Support is available for Students via the Pastoral Hub and Student Counsellor. Important COVID-19 information and updates will continue to be circulated via 'All Staff' emails, Moodle and the main Blackburn College website, as appropriate. 	2 Low
Ethnicity considerations	<ul style="list-style-type: none"> Evidence shows that people from Black, Asian Minority Ethnic (BAME) backgrounds are more severely affected by COVID-19 although the underlying factors are not yet fully known. The Government has announced (29.07.2020) funding into six UK studies that will analyse data on social circumstances, health and day-to-day activities, and investigate genetic risk factors. Prof Chris Whitty, the UK's Chief Medical Adviser, stated "it is critical that we understand what factors are driving this risk to address them effectively". We will keep abreast of the latest scientific information and update this risk assessment with any new or amended control measures where required, in line with Government Guidance. Managers are responsible for conducting individual risk assessments (a template will be provided) for Staff in the clinically extremely vulnerable (shielded), clinically extremely vulnerable and Black, Asian Minority Ethnic (BAME) categories, identifying any additional control measures required. 	9 Medium
Visitors, Contractors and Suppliers	<ul style="list-style-type: none"> Visitors by appointment only. Contractors and Suppliers must arrange visits/ deliveries/ collections with the Facilities & Estates Manager, Deputy Manager or Estates Supervisor who will ensure social distancing and hygiene is maintained - following COVID-19 Secure Guidance - for Offices - LINK 	2 Low
Risk Assessment, Policies and Procedures Review	<ul style="list-style-type: none"> The Student Behaviour Policy and associated disciplinary procedures have been updated to include COVID-19 requirements. Students found not to be following the guidelines will be subject to disciplinary action. Teaching Staff are responsible for classroom management. Review and update existing Risk Assessments, as required and consider if additional controls are needed. Health & Safety and Facilities & Estates Department risk assessments have been reviewed and amended as appropriate e.g. Cleaning, Legionella, First Aid, Fire. 	1 Low

Risk Rating Matrix

LIKELIHOOD	Most Likely 4	4	8	12	16

KEY
HIGH
<ul style="list-style-type: none"> Stop, avoid or discontinue until risk level reduced

	Likely 3	3	6	9	12
	Unlikely 2	2	4	6	8
	Most Unlikely 1	1	2	3	4
Risk Rating*		Negligible 1	Minor injury 2	Major injury 3	Fatality 4
		SEVERITY			

*Risk rating calculated by multiplying **Likelihood x Hazard Severity**