

## Risk Assessment Cover Sheet

<b>Risk Assessment Code:</b> <i>(H&amp;S Office Use Only)</i>	<b>XCS(HS)026.13</b>	<b>Risk Assessment Title:</b> COVID-19 Secure RA Overview (academic year 2020/2021)	
<b>This Assessment/Review was undertaken on (Date):</b>	18/08/2020 Reviewed 25/09/2020 Reviewed 02/10/2020 Reviewed 13/10/2020 Reviewed 27/10/2020 Reviewed 04/11/2020 Reviewed 19/11/2020 Reviewed 02/12/2020 Reviewed 14/12/2020 Reviewed 23/02/2021 Reviewed 10/03/2021 Reviewed 25/03/2021	<b>This Assessment will be Reviewed again on (Date):</b>	01/07/2021
		<b>Overall Risk:</b>	Medium
<b>Curriculum Centre:</b>	Cross College	<b>School: Division:</b>	Health & Safety
<b>Risk Assessor:</b>	Sheryl Nixon, H&S Manager	<b>Assistant Principal: Head of School</b>	Jennifer Eastham Daniel Thomas
<b>Description of Activity/Equipment:</b>	Wider re-opening of College for the 2020/2021 academic year to provide a full high-quality education programme to Students and Apprentices. (In accordance with Government Guidance ' <a href="#">Further Education (FE) Operational Guidance</a> ').		

<b>Work Location/Venue:</b>	Cross-College
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## Work Activity & Equipment

**Hazard:** The hazard for this activity is the virus COVID-19 (Coronavirus) including the new variants which are thought to be 50-70% more contagious.

**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), aerosol transmission or indirect transmission (e.g. touching contaminated surfaces).

**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: 'Further Education (FE) Operational Guidance') – [Link](#)

### **Prevention (1-6)**

- 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.
- Clean hands thoroughly, more often than usual.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Enhanced cleaning, including cleaning frequently touched surfaces often using standard cleaning products such as detergents and bleach.
- Minimising contact between individuals and maintain social distance.
- Where necessary, wear appropriate personal protective equipment (PPE).

### **Response to any infection (7-9)**

- Engage with the NHS Test and Trace process.
- Manage confirmed cases of COVID-19 (Coronavirus).
- 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, including if they feel that they are in serious or imminent danger. 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:**

- 'Further Education (FE) Operational Guidance' – [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"> <li>• <b>Individuals with any of the 3 main COVID-19 symptoms or who have tested positive (or individuals that live in the same household as someone with COVID-19 symptoms or have tested positive) must NOT attend College premises.</b></li> <li>• The <b>3 main COVID-19 (Coronavirus) symptoms</b> 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. <b>MUST self-isolate whilst waiting for the PCR test result.</b></li> <li>• Other <b>milder symptoms</b> include: diarrhoea, a persistent headache, fever and chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, sore throat, congestion or runny nose, nausea or vomiting. <b>DO NOT need to self-isolate whilst waiting for the PCR test result. If they test POSITIVE they must self-isolate for 10 days (see self-isolation information below).</b></li> <li>• <b>Self-isolate</b> - Individuals with symptoms <b>must completely self-isolate immediately</b> for 10 days (or longer if they still have any of the above symptoms <i>except for a cough or loss of/change in their normal sense of taste or smell only</i>) and follow the Government's '<a href="#">Stay at Home</a>' Guidance.</li> <li>• Members of the symptomatic person's household (including any support or childcare bubble) must also self-isolate for <b>10 days (unless the symptomatic individual receives a negative test result)</b>. They must also follow the Government's '<a href="#">Stay at Home</a>' Guidance.</li> </ul> <p><b>If you have any COVID-19 symptoms – you must get tested immediately at a normal PCR test centre – link below (run by the Government/NHS).</b></p>	<p>4 Medium</p>

	<p><b>You MUST NOT attend a Lateral Flow Test Centre or use one of your Lateral Flow home test kits! (this is for testing people with NO SYMPTOMS ONLY).</b></p> <ul style="list-style-type: none"> <li>• <b>PCR Testing</b> is now available to <u>anyone with symptoms</u> via <a href="#">NHS UK</a> (or by contacting NHS 119 via telephone if they do not have internet access).</li> <li>• <b>Keyworker PCR testing</b> is available for all Staff (with symptoms) via the <a href="#">Government website</a>.</li> <li>• <b>If an individual becomes unwell with one or more of the 3 main COVID-19 symptoms, or has a positive Lateral Flow Test, whilst in College</b> 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. <b>Staff must follow the guidance '2. COVID-19: What to Do if a Student or Staff has Symptoms, or has Received a Positive Lateral Flow Test Result, Whilst in College'.</b> Staff are encouraged to keep a printed copy in their classroom or area for quick access.</li> <li>• For reporting absences due to having COVID symptoms/positive case please follow the guidance: <b>1. Guidance (COVID Reporting, Suspected and Positive Cases Checklist)</b></li> </ul> <p>– All resources are available in <a href="#">College Documents/Health &amp; Safety/Back to College – Covid-19 Pack</a></p>	
<p><b>Lateral Flow Testing (rapid)</b></p> <p><b>- for asymptomatic persons ONLY (no symptoms)</b></p>	<p><b>Lateral Flow Testing at College</b></p> <ul style="list-style-type: none"> <li>✓ <b>Lateral flow testing is a rapid test (30 mins) for people who DO NOT have any COVID-19 symptoms (asymptomatic) ONLY.</b></li> <li>✓ All Staff and Students are strongly encouraged* to be tested twice a week. - *We strongly encourage Staff and Students to get tested, however it is not mandatory.</li> <li>✗ <b>If you have any COVID symptoms</b> please follow the instructions on page 3 'Section: Minimising contact with individuals who are unwell' above instead.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Students and Staff</b> – will be provided with home test kits and individuals are responsible for recording their test results on the Government website <u>and</u> using the College results form. - Positive test results must be confirmed by a confirmatory PCR test (you MUST self-isolate until you know the results).</li> <li>• King George's Hall Lateral Flow Test Centre is available for a limited number of Staff and Students that are unable to test themselves at home. - King George's Hall opening hours: Mon-Fri 10.00am - 5.30pm.</li> </ul>	<p>4 Medium</p>
<p><b>Clean hands thoroughly, more often than usual</b></p>	<ul style="list-style-type: none"> <li>• Wash hands regularly* (more often than usual) with soap and running water for a minimum of 20 seconds and dry thoroughly. Toilet facilities are widely available in all buildings. (*when arriving on campus, changing rooms, and before and after eating).</li> <li>• Hand dryers have been re-instated following updated <a href="#">Health and Safety Executive (HSE) Guidance</a>, which is also supported by the Government and the World Health Organisation (WHO). - This replaces earlier guidance, which promoted the use of paper towels, that was in place at the start of the pandemic due to Scientists learning more about the virus and transmission (hand dryers are used in short duration in rooms with low occupation). Some sinks will remain taped off (not in use) to enable social distancing and low occupancy whilst hand washing and drying.</li> <li>• Certain areas also have handwashing facilities available for Staff and Students in those areas e.g. Beauty, Hairdressing, Catering.</li> <li>• NHS hand washing video to be played on TV screens around College.</li> <li>• 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.</li> <li>• Alcohol hand sanitiser must be located away from direct sunlight, electrical sources and ignition sources.</li> </ul>	<p>6 Medium</p>

	<ul style="list-style-type: none"> <li>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.</li> </ul>	
<p><b>Promote and encourage the 'Catch it, Bin it, Kill it' approach</b></p>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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).</li> </ul>	<p>6 Medium</p>
<p><b>Cleaning</b></p>	<ul style="list-style-type: none"> <li>Enhanced cleaning will be in place, including cleaning frequently touched surfaces often using standard cleaning products such as detergents and bleach.</li> <li>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: <a href="#">COVID-19: cleaning in non-healthcare settings</a>.</li> <li>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. <b>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.</b></li> <li>Disinfectant spray must be sprayed onto the disposable cloth, <b>do not</b> spray directly onto electrical equipment.</li> <li>CoSHH risk assessment and MSDS (material safety data sheet) for the disinfectant spray is available from Facilities and Estates Deputy Manager on request.</li> <li><b>Cleaning following a suspected or positive COVID-19 case</b> - if an individual becomes unwell with COVID-19 symptoms, or has received a positive lateral flow test result whilst in College, or the suspected/positive case has been in College premises within the last 72 hours - <b>Staff must request a deep-clean</b> by emailing <a href="mailto:COVIDcleaning@blackburn.ac.uk">COVIDcleaning@blackburn.ac.uk</a> to arrange cordoning off and cleaning of the area. - Cleaning will follow the Government Guidelines '<a href="#">COVID-19 Decontamination in non-healthcare settings</a>'.</li> </ul>	<p>2 Low</p>
<p><b>Social Distancing</b></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"> <li><b>It is still important to reduce contact between people as much as possible – this can be done in two ways:</b> <ol style="list-style-type: none"> <li><b>'Bubbles' (groups)</b></li> <li><b>Social Distancing</b> – 2m (metres) where possible – <a href="#">see section on Face Coverings</a>. – <b>N.B. social distancing is the preferred option as it is safer.</b> - The Government Guidance encourages using both bubbles and social distancing <b>together</b> where possible but realises that this is not possible 100% of the time in all situations. Therefore, bubbles <b>or</b> social distancing can be used <b>independently</b> . 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 &amp; English).</li> </ol> </li> <li><b>'Bubbles' (groups)</b> - Students and Staff will remain in small consistent groups, limiting mixing with other groups and people where possible. <ul style="list-style-type: none"> <li>Staff bubbles will be used only where social distancing cannot be achieved.</li> <li>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> (<a href="#">check Student names and their requirements with Becky Skarratts</a>).</li> <li>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.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Social Distancing</b> <ul style="list-style-type: none"> <li>- <u>Teaching Staff and HoS are responsible for implementing social distancing in classrooms.</u></li> <li>- Room layouts in classrooms, workshops, offices and communal areas have been re-configured to maintain social distancing (2 metres where possible). Teaching Staff should stay at the front of the room and maintain 2m distance. Students will be seated side by side facing forwards or diagonally where possible rather than face to face.</li> <li>- Posters, signage and floor markers/stickers are displayed to remind people of social distancing.</li> <li>- Outdoor learning is encouraged, where feasible (dependent on subject/lesson).</li> <li>- <u>Use of Staffrooms should be minimised.</u> 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.</li> <li>- Staff visiting other offices should be limited and by appointment only – <u>face coverings must be worn.</u></li> </ul> </li> <li>• Protective screens are installed in busy Student-facing areas such as Reception, Libraries and Canteens.</li> <li>• Each area may consider blended learning options as appropriate.</li> <li>• Building flows/routes <ul style="list-style-type: none"> <li>- 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'.</li> <li>- 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></li> </ul> </li> <li>• Due to the size of the College, it is not possible to stagger the start and finish times, however Students typically arrive over a period of time between 8.30am - 10.00am (see 'Transport' below).</li> <li>• 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.</li> <li>• <u>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).</u> 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&amp;S video and Student handout.</li> <li>• 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.</li> <li>• 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 - <a href="#">LINK</a> to Guidance see section 3). Guidance on using public transport safely is available: '<a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>'.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<p>6 Medium</p>
<p><b>Vulnerable Staff and Students</b></p> <p>a) Extremely Clinically Vulnerable or 'Shielded'</p> <p>b) Clinically Vulnerable</p>	<p><i>Definitions:</i></p> <p>a) '<b>Clinically extremely vulnerable</b>' – (<u>shielding letter</u> from GP or NHS or Government body e.g. DfH)</p> <p>b) '<b>Clinically Vulnerable</b>' - higher risk of severe illness from Coronavirus:</p> <ul style="list-style-type: none"> <li>- pregnant women of any gestation</li> <li>- persons over the age of 70</li> <li>- persons with certain underlying health conditions (e.g. respiratory and auto-immune diseases)</li> <li>- Black, Asian Minority Ethnic (BAME) and aged 55 and over.</li> </ul> <p>c) <b>Persons over the age of 60</b> - higher risk of severe illness from Coronavirus.</p> <p>d) <b>Living with a 'shielded' or 'clinically vulnerable' person</b></p> <p><a href="#">Link</a> to Government Guidance.</p>	



<p>c) Persons over the age of 60</p> <p>d) Living with a 'shielded' or 'clinically vulnerable' person</p>	<ul style="list-style-type: none"> <li>• <b>Staff in the shielding (extremely clinically vulnerable) category</b> <ul style="list-style-type: none"> <li>- Staff should stop shielding from Thursday 1st April 2021 but they are advised to continue working from home where possible (dependent on job role).</li> <li>- If their job role means that they are unable to work from home they should attend the workplace and take extra care to follow all College COVID rules, minimise contact with others, social distance and continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your workspace. – Please seek advice from HR (<i>queries will be dealt with on a case by case basis</i>).</li> <li>- When you return to work (or before) <u>you must speak to your line manager to arrange to undertake a 'People Risk assessment'</u> (or update it if you already have one) to ensure all appropriate measures are in place to enable you to work safely onsite. Such measures may include amendments to your job role or working hours. Please seek advice from HR if you have any queries. (Link to the RA is below).</li> </ul> </li> <li>• <b>Students in the shielding (extremely clinically vulnerable) category</b> <ul style="list-style-type: none"> <li>- All Students should continue to attend education settings from 1st April 2021 unless they are one of the very small number of Students under paediatric or other NHS care and have been advised by their GP or clinician not to attend an education setting.</li> <li>- Before they return to College (when shielding ends), Staff will need to undertake an individual Risk Assessment (or update it if they already have one) to ensure all appropriate measures are in place to enable them to study safely onsite - <i>please speak to ALS (Becky Skarratts) for advice on risk assessment and additional control measures.</i></li> </ul> </li> <li>• <b>People <u>living with</u> a person in the shielding (extremely clinically vulnerable) category</b> <ul style="list-style-type: none"> <li>- Should attend their workplace and take extra care to follow all College COVID rules, minimise contact with others, social distance and continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your workspace. – Please seek advice from HR (<i>queries will be dealt with on a case by case basis</i>).</li> </ul> </li> </ul> <p><u>'Clinically Vulnerable' Staff and Students and people over the age of 60:</u></p> <ul style="list-style-type: none"> <li>- <u>should remain in work or study.</u></li> <li>- <u>must be especially careful and follow all College COVID rules, minimise contact with others and continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your workspace.</u></li> </ul> <ul style="list-style-type: none"> <li>• <b>Staff in the 'clinically vulnerable' category and persons over the age of 60</b> - Managers must carry out a <b>'People Risk Assessment'</b> for the individual identifying any additional control measures required.</li> <li>• <b>Staff who are pregnant</b> – should be considered on a case by case basis (e.g. if they are 28 weeks pregnant or more, or have underlying health conditions that make them higher risk) subject to discussion with their Midwife/GP about individual risk factors and the COVID-19 control measures College has in place. <ul style="list-style-type: none"> <li>- <a href="#">Link</a> to Guidance for pregnant employees.</li> <li>- <a href="#">Link</a> to Guidance on vaccinations.</li> <li>- Managers must carry out a <b>'People Risk Assessment'</b> for the individual identifying any additional control measures required as well as following the normal pregnancy procedure and risk assessment forms.</li> </ul> </li> <li>• <b>Students who are pregnant</b> – should be considered on a case by case basis (e.g. if they are 28 weeks pregnant or more, or have underlying health conditions that make them higher risk) subject to discussion with their Midwife/GP about individual risk factors and the COVID-19 control measures College has in place. <ul style="list-style-type: none"> <li>- For guidance please see 'Staff who are pregnant' above.</li> <li>- Please follow the normal pregnancy procedure and risk assessment forms for Students. You will also need to think about COVID-19 as a hazard.</li> </ul> </li> </ul>	<p>6 Medium</p>
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	<ul style="list-style-type: none"> <li>• <b>People Risk Assessment Template</b> available on: <a href="#">College Documents/Health &amp; Safety/Back to College – Covid-19 Pack</a></li> <li>• <b>Pregnancy Guidance and Risk Assessment Forms:</b> <a href="#">College Documents – Health &amp; Safety/ Expectant and Nursing Mothers</a></li> </ul>	
<b>Face Coverings</b>	<ul style="list-style-type: none"> <li>• <b>Face coverings are mandatory* in all enclosed public spaces including College and workplaces, shops, libraries, hair and beauty salons, restaurants, retail and on public transport.</b></li> <li>• <b>Face coverings <u>must be worn</u> when, however briefly, people are using shared/enclosed communal spaces such as entrances/exits, corridors, toilet facilities, kitchens and College canteens.</b></li> <li>• <b>Face coverings <u>must be worn</u> in classrooms, workshops and offices where 2m social distancing cannot be maintained.</b></li> <li>• <b>Visors may be worn with face coverings but not instead of them.</b></li> <li>• Face coverings <u>must be worn</u> in indoor areas where members of the public interact with staff or students to access goods and services. For example, if an on-site restaurant or hair salon is accessed by the public.</li> <li>• Face coverings <u>do not need to be worn</u> outdoors (providing 2m social distancing is maintained).</li> <li>• <b>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).</b></li> </ul> <p>* <b>Exemptions</b> - 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. - <a href="#">LINK</a> to Guidance (see section 3). <b>Exemption badges are available for Students via their Personal Tutors.</b></p> <p>- 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>	4 Medium
<b>PPE</b>	<ul style="list-style-type: none"> <li>• PPE will be provided to identified at-risk groups including: Staff distributing Lateral Flow home test kits to Students and Staff, Support Workers/ Carers providing intimate care needs, Cleaners, and First Aiders. PPE may include, face mask or visor, disposable apron, disposable gloves, eye protection.</li> <li>• 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.</li> <li>• Guidance for safely putting on and taking off PPE is available from Public Health England '<a href="#">donning and doffing of PPE</a>'. Staff must brief Staff and Students on this guidance.</li> <li>• Used PPE should be disposed of in normal bins provided across campus, Cleaners will be provided with gloves to empty bins.</li> </ul>	2 Low
<b>Response to infection - confirmed positive cases</b>	<p>Blackburn College will:</p> <ul style="list-style-type: none"> <li>○ Engage with the NHS Test and Trace process.</li> <li>○ Manage confirmed cases of COVID-19 (Coronavirus).</li> <li>○ Contain any outbreak by following local (Blackburn with Darwen) Public Health Protection Team advice.</li> </ul> <ul style="list-style-type: none"> <li>• It is important that Staff maintain class <b>registers</b> 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.</li> <li>• Management of confirmed positive cases: <ul style="list-style-type: none"> <li>- <b>All Staff must follow the guidance and reporting procedures ('1. Guidance (COVID Reporting, Suspected and Positive Cases Checklist)' and ('2. COVID-19: What to Do if a Student or Staff has Symptoms, or has Received a Positive Lateral Flow Test Result, 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</b> (advice for Staff is available from the H&amp;S and HR Departments).</li> </ul> </li> <li>• 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.</li> </ul>	6 Medium
<b>Emergency Evacuation and Fire arrangements</b>	<ul style="list-style-type: none"> <li>• Normal emergency evacuation arrangements apply (including the use of the College emergency number ext 2222 and attendance by Security and Estates Teams).</li> </ul>	



<p>PEEPs Evac+ chair operators</p>	<ul style="list-style-type: none"> <li>• 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&amp;S).</li> <li>• Evac+ Chair demonstrations can be booked by contacting <a href="mailto:Lee.Johnstone@blackburn.ac.uk">Lee.Johnstone@blackburn.ac.uk</a> 01254 292864 – face coverings must be worn by everyone participating in the demonstration (unless they are exempt) - <a href="#">LINK</a> to Guidance (see section 3).</li> <li>• 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.</li> <li>• 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.</li> </ul>	<p>6 Medium</p>
<p><b>First Aid arrangements</b></p>	<ul style="list-style-type: none"> <li>• Normal first aid and emergency aid arrangements apply (including the use of the College emergency number ext 2222).</li> <li>• 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).</li> <li>• 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.</li> <li>• 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).</li> </ul>	<p>6 Medium</p>
<p><b>Catering</b></p>	<ul style="list-style-type: none"> <li>• A separate risk assessment has been carried out for catering (canteens).</li> <li>• Additional outdoor seating has been installed to relieve demand on limited indoor seating in canteens.</li> <li>• 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).</li> <li>• Security Team and Duty Head Rota will cover breaks and lunchtimes in Canteens to provide support to Catering Staff in re-iterating COVID rules to customers.</li> <li>• Staff are encouraged to bring in their own packed lunch at eat it at their desks where possible.</li> <li>• 2m 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.</li> <li>• 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&amp;S video and Student handout. All users (Staff and Students) are responsible for their own health and safety and cleaning between users.</li> <li>• Disinfectant spray must be sprayed onto the disposable cloth, <b>do not</b> spray directly onto electrical equipment.</li> <li>• CoSHH risk assessment and MSDS (material safety data sheet) for the disinfectant spray is available from Facilities and Estates Deputy Manager on request.</li> </ul>	<p>6 Medium</p>
<p><b>Ventilation</b> <b>Pre-term building checks</b></p>	<ul style="list-style-type: none"> <li>• Good ventilation to circulate fresh air is encouraged, this can be achieved by opening windows, or using building HVAC or air-handling systems. Each of our buildings (and their HVAC or air-handling systems) 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.</li> <li>• <u>Desk fans must only be used in areas where there already is good ventilation of fresh air</u> (and must not be pointing directly at people).</li> <li>• 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.</li> </ul>	<p>4 Medium</p>
<p><b>Mental Health</b></p>	<ul style="list-style-type: none"> <li>• 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"> <li>- 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).</li> <li>- Health e-Hub App - lots of free resources app available by downloading the App (Google Play or Apple App Store)</li> <li>- Monthly newsletter (via All Staff email).</li> </ul> </li> <li>• Students - Support is available for Students via the Pastoral Hub and Student Counsellor.</li> </ul>	<p>2 Low</p>

	<ul style="list-style-type: none"> <li>Important COVID-19 information and updates will continue to be circulated via 'All Staff' emails, Moodle and the main Blackburn College website, as appropriate.</li> </ul>	
<b>Ethnicity considerations</b>	<ul style="list-style-type: none"> <li>Evidence shows that people from Black, Asian Minority Ethnic (BAME) backgrounds are more severely affected by COVID-19. Research to date has shown that a range of socioeconomic and geographical factors - such as occupational exposure, population density, household composition, and pre-existing health conditions - contribute to the higher infection and mortality rates for ethnic minority groups.</li> <li>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.</li> <li>Managers are responsible for conducting individual 'People' risk assessments for Staff in the clinically extremely vulnerable (shielded), clinically vulnerable and Black, Asian Minority Ethnic (BAME) over the age of 55 categories, identifying any additional control measures required.</li> <li><b>People Risk Assessment Template</b> available on: <a href="#">College Documents/Health &amp; Safety/Back to College – Covid-19 Pack</a></li> </ul>	9 Medium
<b>Visitors, Contractors and Suppliers</b>	<ul style="list-style-type: none"> <li>Visitors by appointment only.</li> <li>Contractors and Suppliers must arrange visits/ deliveries/ collections with the Facilities &amp; Estates Manager, Deputy Manager or Estates Supervisor who will ensure social distancing and hygiene is maintained - following COVID-19 Secure Guidance - for Offices - <a href="#">LINK</a></li> </ul>	2 Low
<b>Risk Assessment, Policies and Procedures Review</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Review and update existing Risk Assessments, as required and consider if additional controls are needed. Health &amp; Safety and Facilities &amp; Estates Department risk assessments have been reviewed and amended as appropriate e.g. Cleaning, Legionella, First Aid, Fire.</li> </ul>	1 Low

## Risk Rating Matrix

<b>LIKELIHOOD</b>	<b>Most Likely 4</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>
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<b>KEY</b>
<b>HIGH</b> <ul style="list-style-type: none"> <li>Stop, avoid or discontinue until risk level reduced</li> </ul>

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

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