

Risk Assessment Cover Sheet

Risk Assessment Code: <i>(H&S Office Use Only)</i>	XCS(HS)026.15	Risk Assessment Title:	COVID-19 Secure RA Overview		
This Assessment/Review was undertaken on (Date):	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 Reviewed 17/05/2021 Reviewed 15/06/2021 (no change) Reviewed 19/07/2021	This Assessment will be Reviewed again on (Date):	20/08/2021	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 Daniel Thomas		
Description of Activity/Equipment:	COVID-19 Secure Risk Assessment – applies to all College areas and activities. - In accordance with Government Guidance ‘Further Education (FE) COVID-19 Operational Guidance’				
Work Location/Venue:	Cross-College				

Work Activity & Equipment

Hazard: The hazard for this activity is the virus COVID-19 (Coronavirus), including all variants (which may be more transmissible).
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: Government Guidance '[Further Education \(FE\) COVID-19 Operational Guidance](#)' sets out the following four control measures:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

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*).

- 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 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.

Heading	Control Measures	Risk Rating (after implementing control measures)
Good Hygiene	<p>Hand Hygiene</p> <ul style="list-style-type: none"> • Wash hands frequently and thoroughly using soap and running water for a minimum of 20 seconds and dry hands thoroughly. <ul style="list-style-type: none"> - Toilet facilities are widely available in all buildings. - Certain areas also have handwashing facilities available for Staff/ Students e.g. <i>various departments in the Technical Centre</i>. - 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. <ul style="list-style-type: none"> - Available at main entrances to buildings. - 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. <p>Respiratory Hygiene</p> <ul style="list-style-type: none"> • 'Catch it, Bin it, Kill it': 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. <ul style="list-style-type: none"> - 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. 	<p>6 Medium</p>

	- 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).	
Cleaning	<p>Daily Cleaning (Cleaning Team)</p> <ul style="list-style-type: none"> College buildings will be cleaned daily using standard cleaning products such as detergents, with particular focus on toilet facilities, food areas, and frequently touched surfaces. Toilet Attendants (Cleaning Team) will continue to check toilet facilities throughout the day and clean frequently touched surfaces e.g. <i>door handles/plates, handrails on stairs, light switches, lift buttons.</i> Bins will be emptied regularly (at least daily) by the Cleaning Team who are provided with gloves. Cleaning regimes will follow Government Guidance: COVID-19: cleaning in non-healthcare settings outside the home. <p>'In-between' Cleaning (All Staff and Students)</p> <ul style="list-style-type: none"> <u>Users must clean equipment and surfaces before and after use (between users or groups) using the cleaning materials provided.</u> - Teaching Staff must proactively monitor and direct Students to clean surfaces and equipment between users/ groups. Disinfectant spray must be sprayed onto the disposable cloth, do not spray directly onto electrical equipment such as computers. CoSHH risk assessment and MSDS (material safety data sheet) for the disinfectant spray is available from Facilities and Estates Deputy Manager on request. <p>Cleaning following a suspected or positive COVID-19 case</p> <ul style="list-style-type: none"> If a <u>suspected</u> or <u>positive</u> COVID-19 case has attended College premises <u>within the last 72 hours</u> (3 days), Staff must request a COVID deep-clean of the room(s) as soon as possible by emailing COVIDcleaning@blackburn.ac.uk: a) A 'Suspected Case' is someone who has COVID symptoms b) A 'Positive Case' is someone who has tested positive for COVID – either from a Lateral Flow (rapid) test or a PCR test (they may or may not have symptoms). 	2 Low
Ventilation	<ul style="list-style-type: none"> Good ventilation to circulate fresh air is important, this can be achieved by: a) opening windows and doors (but NOT fire doors!) b) using building HVAC or air-handling systems - <i>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.</i> c) poorly ventilated spaces have been identified and their use avoided, limited or fresh air flow improved. The need for increased ventilation should be balanced against maintaining a comfortable temperature. <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). 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. Further guidance: - Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak - CIBSE COVID-19 advice 	4 Medium
Testing - PCR - LFT Self-isolation Managing Confirmed Positive Cases	<p>Testing</p> <ul style="list-style-type: none"> PCR Test – is for people with COVID-19 symptoms themselves and their identified 'close contacts', these tests can also be used for surge testing (mass testing in areas with very high cases). <i>To book a PCR test</i> <u>Students</u> - via NHS UK (or by contacting NHS 119 via telephone if no internet access). <u>Staff</u> - keyworker test via the Government website. Lateral Flow Test (LFT) – is a rapid 30-minute test for people with <u>no symptoms</u> (asymptomatic) ONLY. - All Staff and Students are strongly encouraged* to take LF tests twice a week. (*however, it is not mandatory). 	9 Medium

	<ul style="list-style-type: none"> • Students and Staff – will be provided with LF home test kits and individuals are responsible for recording their test results on the Government website and using the College results form. • <i>Positive LF test results must be confirmed by a PCR test within 2 days (you MUST self-isolate until you know the results). - If the PCR test is taken within the 2 day period, the result overrides the LFT result.</i> • <u>Autumn Term 2021</u> <ul style="list-style-type: none"> - Students will be encouraged to take a LF home test before returning/starting College. A facility will be in place for any Students that have not yet taken a test. - Students will be offered two LF tests (3-5 days apart) on their arrival in September. - After this period, Students will be provided with LF home test kits to continue testing twice weekly at home until the end of September when the Government will review this policy. - Staff should continue to test themselves twice weekly at home using their test kits. <p>Self-isolation</p> <ul style="list-style-type: none"> • Before 16th August 2021, please follow the current self-isolation advice in: 1. Guidance (COVID-19 Reporting and Dealing with Suspected and Positive Cases) on Staffnet. <p><u>From 16th August 2021:</u></p> <ul style="list-style-type: none"> • All positive COVID cases must legally self-isolate (<i>this still applies even if they have been fully vaccinated</i>). • All suspected COVID cases (people with symptoms) must take a PCR test and self-isolate until they know their test results. • Adults (18+) who have been identified as ‘close contacts’ of a positive case must self-isolate – <u>if they have NOT been fully vaccinated</u> (see note* below). • Arrivals from ‘Amber List’ counties MUST quarantine if they <u>have NOT been fully vaccinated</u> (*see note below). • Arrivals from ‘Red List’ counties MUST quarantine (no exceptions). • Under 18’s will <u>not</u> need to self-isolate after being a close contact with a positive case in College, or if they are contacted by NHS Test and Trace. <ul style="list-style-type: none"> - They will be advised to take a PCR test and will only need to self-isolate if they test positive. • Fully vaccinated adults will <u>not</u> need to self-isolate if they are a close contact of a positive case. <ul style="list-style-type: none"> - <i>*This will apply 2 weeks after their 2nd vaccination to allow for protection to build up.</i> - They will be advised to take a PCR test and will only need to self-isolate if they test positive. • Arrivals from ‘Amber List’ counties will <u>not</u> need to quarantine if they are under 18 or are an adult that has been fully vaccinated. <p>Managing COVID-19 Cases</p> <ul style="list-style-type: none"> • Staff and Students MUST still report all suspected (symptoms) and positive COVID-19 cases to College so that we can deep-clean rooms and collate basic overview data (although the administrative burden will be much less than previously). • For all suspected and positive COVID cases please follow: <ol style="list-style-type: none"> 1. Guidance (COVID-19 Reporting and Dealing with Suspected and Positive Cases) on Staffnet. 2. Guidance: Student or Staff has Symptoms or Tests Positive on a Lateral Flow Test Whilst in College on Staffnet. • From 19th July, NHS Test and Trace will take over contact tracing in College. We may still be contacted by NHS Test and Trace or our Local Health Protection Team for information and assistance with identifying close contacts, or in the case of a local outbreak. 	
<p>Social Distancing</p>	<ul style="list-style-type: none"> • Social distancing (1 metre plus) will remain in place as it is still important to reduce contact between people as much as possible. • Room layouts in classrooms, workshops, staffrooms, offices and communal areas have already been re-configured to maintain social distancing and this will remain in place. <ul style="list-style-type: none"> - Teaching Staff should stay at the front of the room where possible and maintain 1m+ distance. - Students will be seated side by side facing forwards or diagonally where possible rather than face to face. - Teaching Staff and HoS are responsible for implementing social distancing in classrooms. 	

	<ul style="list-style-type: none"> • Signage, posters or floor markers/stickers will continue to be displayed to remind people of social distancing. • Protective screens are already installed in busy Student-facing areas such as Reception, Libraries and Canteens and these will remain in place. • Lifts must only be used by persons that genuinely need them i.e. disabled persons. <ul style="list-style-type: none"> - Occupants are limited to 1 person (or 1 person plus Support Worker or Carer where required). Signage is displayed by lifts. - 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. • Meetings – use online meetings such as MS Teams, Zoom for internal and external meetings where possible, avoiding in person meetings. • Transport - Walking and Cycling to/from College is encouraged. Students/Staff also travel by car or motorcycle. <ul style="list-style-type: none"> - Guidance on using public transport safely is available: ‘Coronavirus (COVID-19): safer travel guidance for passengers’. 	<p>6 Medium</p>
<p>Vulnerable Staff and Students</p> <p><i>Definitions:</i></p> <p>a) ‘Clinically extremely vulnerable’ - shielding letter from GP/ NHS/ or Department of Health and Social Care</p> <p>b) ‘Clinically Vulnerable’ - pregnant women of any gestation - persons over the age of 60 - persons with certain underlying health conditions - Black, Asian Minority Ethnic (BAME) <u>and</u> aged 55+.</p> <p>c) Living with a ‘clinically extremely vulnerable’ or ‘clinically vulnerable’ person</p>	<ul style="list-style-type: none"> • Staff in the ‘clinically extremely vulnerable’ (known as ‘shielding’) category <ul style="list-style-type: none"> - Are no longer advised to shield, they should as a minimum follow the same guidance as everyone else, but may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the CEV guidance. - Social distancing will remain in place in College, despite the requirement ending in other workplaces. - Managers MUST undertake an individual ‘People Risk assessment’ with the member of Staff (or update it if they already have one) to implement additional COVID control measures for safe working onsite. <i>Please seek advice from HR if you have any queries.</i> <p>People Risk Assessment Template available on: College Documents/Health & Safety/Back to College – Covid-19 Pack</p> • Students in the ‘clinically extremely vulnerable’ (known as ‘shielding’) category <ul style="list-style-type: none"> - It is important that Students attend College for their education, wellbeing, mental health and long-term development. Clinically extremely vulnerable Students should have already returned to College (<i>unless they are one of the very small number of students under paediatric or other specialist care and have been advised by their clinician or other specialist not to attend</i>). - Where parents/guardians* are concerned about the Student’s attendance, they should speak to their Tutor about discussing ways of reducing the risks and completing 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> *Students aged 18+ may request their own individual risk assessment by speaking to their Tutor/course leader. <i>Those who are 18+ and who have an EHCP must do this in conjunction with ALS- please contact Becky Skarratts</i> • Staff and Students in the ‘clinically vulnerable’ category <ul style="list-style-type: none"> - Should attend College and take extra care to follow all College COVID rules. - Staff can ask their Manager to undertake an individual <u>‘People Risk assessment’</u> with them (or update it if they already have one) to implement additional COVID control measures for safe working onsite. <i>Please seek advice from HR if you have any queries. (Link to the People Risk Assessment Template is above).</i> • People living with a person in the ‘clinically extremely vulnerable’ (known as ‘shielding’) category <ul style="list-style-type: none"> - Should attend College and take extra care to follow all College COVID rules. • Staff who are pregnant – 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 – a more precautionary approach should be taken, such as flexible homeworking should be considered) subject to discussion with their Midwife/GP about individual risk factors. <p>- Managers MUST follow the normal pregnancy procedure and risk assessment forms for Staff. You will need to think about COVID-19 as a hazard. For tips on COVID control measures, you can refer to the ‘People Risk Assessment’ Template (see link above). <i>Please seek advice from HR if you have any queries.</i></p> <p>Pregnancy Guidance and Risk Assessment Forms: College Documents – Health & Safety/ Expectant and Nursing Mothers</p>	<p>6 Medium</p>

	<ul style="list-style-type: none"> - Link to Government Guidance for pregnant employees. - Link to Guidance on COVID-19 and Pregnancy from the Royal College of Gynaecologists - Link to Guidance on vaccinations. <ul style="list-style-type: none"> • Students who are pregnant – 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. <ul style="list-style-type: none"> - <i>The same principles and guidance should be followed for ‘Staff who are pregnant’ above.</i> - Please follow the normal pregnancy procedure and risk assessment forms for Students. You will need to think about COVID-19 as a hazard. <p style="color: green;">Pregnancy Guidance and Risk Assessment Forms: College Documents – Health & Safety/ Expectant and Nursing Mothers</p>	
Vaccines	<ul style="list-style-type: none"> • College supports and encourages vaccine take-up and will enable those who are eligible for a vaccination to attend booked vaccine appointments where possible, including during term time. <ul style="list-style-type: none"> - ‘Further Education (FE) COVID-19 Operational Guidance’ 	2 Low
Face Coverings	<p>The Government has removed the legal requirement to wear face coverings (from 19th July 2021) but expects and recommends that face coverings are worn (<i>unless exempt</i>) in enclosed and crowded spaces where you may come into contact with people you do not normally meet:</p> <ul style="list-style-type: none"> • Public transport, College minibuses and hired transport – face coverings MUST be worn (<i>unless exempt</i>) <ul style="list-style-type: none"> - Guidance on using public transport safely is available: ‘Coronavirus (COVID-19): safer travel guidance for passengers’. • Customer Service Industries – face coverings MUST be worn (<i>unless exempt</i>) by customer/client-facing Staff and Students when they are in close contact with customers or clients: <ul style="list-style-type: none"> - e.g. close contact services - hairdressing, barbering, beauty, make-up (as instructed by Tutors). - e.g. Scholar’s Restaurant – during service (as instructed by the Restaurant Manager). • Face visors/shields can be worn <u>with</u> face coverings but not instead of i.e. alone (see exemptions below). • 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). • Communal areas, classrooms, Staffrooms, offices - face coverings are <u>no</u> longer mandatory in these areas; however people may continue to wear them if they wish. <p style="color: purple;"><u>Exemptions</u></p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> - <i>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.</i> • College Exemption Badges are available for Students via their Personal Tutors; sunflower lanyards may also be worn. • Face visors or shields can be worn by those exempt from wearing a face covering if they wish. • Staff who communicate with, or provide support, to people who rely on visual signals for communication - are exempt from any recommendation to wear face coverings in education settings. 	6 Medium
PPE	<ul style="list-style-type: none"> • 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. 	2 Low

	<ul style="list-style-type: none"> 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. 	
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). <u>Minor injuries</u> (e.g. <i>minor cuts, grazes, feeling unwell, panic attacks</i>) 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 and Staff Kitchens	<p><u>Catering</u></p> <ul style="list-style-type: none"> A separate risk assessment has been carried out for catering (Café Outlets). 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 breaks and lunch, where appropriate (dependent on security considerations). 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. 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). - 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. <p><u>Staff Kitchens</u></p> <ul style="list-style-type: none"> Staff are encouraged to bring in their own packed lunch at eat it at their desks where possible. 1m+ 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). 	6 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. 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. There are currently no expectations of additional controls specifically for these groups. 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. 	9 Medium

	<ul style="list-style-type: none"> • Staff that are Black, Asian Minority Ethnic (BAME) and over the age of 55, can ask their Manager to undertake an individual 'People Risk assessment' with them (or update it if they already have one) to implement additional COVID control measures for safe working onsite. <i>Please seek advice from HR if you have any queries.</i> • Resources People Risk Assessment Template available on: College Documents/Health & Safety/Back to College – Covid-19 Pack 	
Visitors, Contractors and Suppliers	<ul style="list-style-type: none"> • Staff must brief their Visitors, Contractors and Suppliers and provide them with information about any COVID-19 requirements they are expected to follow <i>e.g. using hand sanitiser when entering buildings, scanning NHS Test and Trace QR codes, encouraging close contact services customers to wear face coverings (e.g. Hairdressing, Barbary, Beauty, Make-up).</i> 	2 Low
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. 	1 Low

Risk Rating Matrix

LIKELIHOOD	Most Likely 4	4	8	12	16
	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			

KEY
HIGH
<ul style="list-style-type: none"> • Stop, avoid or discontinue until risk level reduced
MEDIUM
<ul style="list-style-type: none"> • Risks to be reduced as far as possible. • Control measures applied. • If associated with fatality or major injury further consider likelihood
LOW
<ul style="list-style-type: none"> • No additional controls are required. • Document existing controls. • Monitor to ensure controls are maintained.

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