



COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.

The virus seems to be transmitted mainly via small respiratory droplets through sneezing, coughing or when people interact each other for some time in close proximity (more than 15 minutes). Droplets can be inhaled, or they can land on surfaces that others may come into contact with, or who can get infected when they touch their nose, mouth or eyes.

The most effective method for control of the COVID-19 virus involves preventing the spread of the disease by dealing with **direct transmission** (for instance, when in close contact with those sneezing and coughing). This is best achieved by maintaining separation (Social Distancing) from individuals (2m rule), using additional control measures (1m+ rule), or the agreed “Bubbles or Rotas principles”, it also includes the isolation of infected individuals (Stay at Home).

This is a **generic Risk Assessment** for dealing with the current COVID-19 situation in the College workplace. It is very dynamic and we are expecting all users and interested parties to continually feedback and enhance this document on a very regular basis. We have also attached key government links at the end that are often updated daily.

Overview of the strategy and process for this risk assessment to ensure a safe and healthy environment for all the College community:

An initial pilot return during June 2020, laid down the basis for this risk assessment, along with all the feedback that has been included to enhance it moving forward for the main student return during September 2020.

The latest government guidance, updated on 29th August 2020, to FE institutions <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

The process followed in the production of this generic risk assessment, is compliance with current HSE legislation, ACOP, HSG 65 especially the hierarchy of controls, professional bodies guidance IOSH, ESFA, along with the gov.uk COVID-19 guidance packages, Specifically:

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

COVID-19 Hazards

The government, PHE and HSE have confirmed there are two ways in which the disease can be transmitted, and therefore only two key hazards:

- Direct contact with the virus, via coughing, sneezing, releasing airborne particles.
- Physical contact with any contaminated surfaces and then contact with the individual via touch.



Government/PHE/HSE Guidance on the controls to be implemented to ensure a low risk work environment:

System of controls (Government Guidance - FE Colleges P4/5) <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

This is the set of actions Colleges must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention

- 1) **Minimise contact** with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
- 2) **Clean hands** thoroughly, more often than usual.
- 3) Ensure **good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce **enhanced cleaning**, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) **Minimise contact** between individuals and maintain social distance.
- 6) Where necessary, wear **appropriate personal protective equipment** (PPE).

Numbers **1 to 4 must be in place** in all settings, all the time.

Number **5 must be properly considered** and you must put in place measures that suit your particular circumstances. Number **6 applies in specific circumstances**.

Response to any infection

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst your FE community.
- 9) Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant..



The 10 key controls the College is using, to ensure the whole college community is safe. (These will be referenced by their number below):

1. Staff are encouraged to work from home whenever they do not have on-campus commitments or responsibilities. Students are encouraged to study from home whenever they do not have scheduled on-campus sessions.
2. Any staff or students with symptoms must stay at home (including where a family member has symptoms)
3. Regular deep cleaning and stringent hygiene measures
4. Enhanced handwashing and sanitisation procedures
5. Promotion of the 'catch it, bin it, kill it' approach to respiratory hygiene
6. Reducing close contact via social distancing (in corridors, classrooms, office facilities and social / study areas etc.) (2 metres and 1 metre plus rules)
7. Reducing close contact on college transport; using of hand sanitiser and face coverings on college transport
8. Reducing close contact by maintaining distinct groups ("bubbles") or (rotas), where this is possible
9. Testing and isolation arrangements for staff and students
10. Protection for vulnerable staff and students via individual risk assessments

The key controls in detail:

<p>1) Staff are encouraged to work from home whenever they do not have on-campus commitments or responsibilities.</p> <p>Students are encouraged to study from home whenever they do not have scheduled on-campus sessions.</p>	<p>1. Work locations and working from home:</p> <ul style="list-style-type: none"> • staff are encouraged to work from home whenever they do not have on-campus commitments or responsibilities, by agreement with their line manager. Note that this includes any responsibilities, including additional H&S roles such as fire warden or first aider, as well as meetings or training. • students are encouraged to study from home whenever they do not have scheduled on-campus sessions. They should not attend college on any study day or employability day, unless directed to do so. • those who cannot work from home must return to work on campus. • limit the numbers on campus, in order to facilitate social distancing and reduce close contact.
<p>2) Any staff or students with symptoms must stay at home (including where a family member has symptoms)</p>	<p>2. COVID-19 symptoms:</p> <ul style="list-style-type: none"> • any staff or students with symptoms must stay at home (including where a family member has symptoms) and get a test, as per NHS guidance. NB all staff who work at College are classed as 'Essential Workers' and eligible for priority testing for themselves and their family. • also see isolation arrangements (9) for any signs of infection that appear whilst at college.



<p>3) Regular deep cleaning and stringent hygiene measures</p>	<p>3. Physical contact controls. Cleaning and hygiene controls to include, as appropriate:</p> <ul style="list-style-type: none"> • The college cleaning team will work to clean surfaces in all areas more frequently than usual; changing work patterns as necessary • all staff and students are encouraged to clean their specific work area, on top of the enhanced cleaning programme. • work areas and equipment must be cleaned between use by different people. • timetables to be arranged such that movement of students is limited where possible, and so that cleaning can be completed following each movement of students/staff • guidance agreed for the use and cleaning of toilets to make sure they are kept clean. Frequently clean and disinfect objects and surfaces that are touched regularly. doors, bannisters, buttons and anything that is frequently touched, especially if it's touched by lots of people, will need more regular cleaning than normal. • Examples of frequently touched objects include: <ul style="list-style-type: none"> ○ work surfaces like desks, platforms and workstations. ○ handles on doors, windows, rails, dispensers and water coolers. ○ common areas like toilets, receptions and corridors. ○ vehicle handles, steering wheel, seat belts and internal surfaces. ○ control panels for machinery, control pads and switches. ○ computer keyboards, printers, touch screens, monitors and phones. ○ taps, kettles, water heaters, fridges, microwaves and cupboards. • cleaning stations will be positioned across the college. • new rotas for cleaners in place to cover main college day.
<p>4) Enhanced handwashing and sanitisation procedures</p>	<p>4. Physical contact controls. Handwashing, hygiene and hand sanitiser controls to include, as appropriate:</p> <ul style="list-style-type: none"> • signs and posters remind everyone to practise good handwashing technique. • all handwashing facilities equipped with running water, soap and paper towels/driers. • signs and posters encourage everyone to regularly wash hands or use hand sanitiser from Hand Sanitiser stations that are located across College. • handwashing facilities provided at entrances and exits, so that everyone can wash their hands when they go into and leave campus (provide hand sanitiser where this is not possible). • provide hand sanitiser in all key areas, in addition to washrooms and general corridor locations. • provide hand sanitiser nearby for people getting in and out of vehicles or handling deliveries, if they are unable to wash their hands.



<p>5) Promotion of the 'catch it, bin it, kill it' approach to respiratory hygiene</p>	<p>5. Physical contact controls. Coughing and sneezing:</p> <ul style="list-style-type: none"> the 'catch it, bin it, kill it' approach. Widespread use of posters in all areas. reminders use a tissue, or to cough/sneeze into an arm and avoid touching their faces.
<p>6) Reducing close contact via social distancing (in corridors, classrooms, office facilities and social / study areas etc.) (2 metres and 1 metre plus rules) or (rotas) to further enhance 2m rule where this is possible</p>	<p>6. Social distancing controls (2m and 1m+ rules) to include, as appropriate:</p> <ul style="list-style-type: none"> signage both internally and externally will advise everyone to adhere to 2m social distance where this is possible all staff and managers are responsible for reminding members of the college community of their obligation to social distance (both on campus and outside college) staff can further enhance the 2m rule when possible, by looking at the option to have distinct rotas, different days at work, same teams in different rooms (A group, B group) use floor tape or paint to mark work areas. teachers to maintain a 2m taped area to the front of the classroom. other staff involved in teaching with specific roles in the classroom, controls within their own area specific risk assessment. Staff like ESWs can be closer as indicated within the government guidance, with the correct controls. where 2m distance is not possible, 1m+ distance is also acceptable, providing additional mitigations are in place. For example, the use of vinyl screens to create a physical barrier between people in reception type areas. classrooms where the 2m capacity is exceeded, review campus timetables for change to a larger capacity room. If none suitable, for this specific lesson, staff and students to use face shields and face coverings. All options to be reviewed prior to the next use of the room with this larger group. people working side-by-side rather than face-to-face, to reduce close contact. students all facing forward in classrooms where possible. limit movement of people. Timetables to be arranged such that movement of students is limited whenever possible (i.e. vocational classes, students stay in a single room). breaks and lunch times: <ul style="list-style-type: none"> Consider using staggered lunch breaks so that different bubbles do not use rest area or kitchen at the same time Everyone to use outside areas for breaks where possible to provide maximum capacity in internal social areas. Seating and tables in welfare/restaurant/social areas reconfigured to maintain spacing and reduce face to face interactions. All face in same direction.



<p>7) Reducing close contact on college transport; using of hand sanitiser and face coverings on college transport</p>	<p>7. College transport:</p> <ul style="list-style-type: none"> • all students to wear a face covering on college transport, exceptions for medical conditions via a formal letter. • all students to comply with the requirements of the transport provider's risk assessment.
<p>8) Reducing close contact by maintaining distinct groups ("bubbles").</p>	<p>8. Maintaining distinct groups: ("bubbles")</p> <ul style="list-style-type: none"> • Classes to form "bubbles" and therefore not require social distancing while in their classroom. • Teachers are not part of this bubble and must therefore maintain social distancing (as per 6). • Outside of the classroom, students do not remain in their bubble and must therefore adhere to social distancing (as per 6).
<p>9) Testing and isolation arrangements for staff and students (government to provide Colleges with some test kits before September 2020)</p>	<p>9. Testing and isolation arrangements for staff and students:</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <ul style="list-style-type: none"> • Should an individual develop COVID symptoms while at college, they should immediately be directed to an isolation room. Face coverings and disposable face shields for use by a symptomatic individual on route to isolation room, available in all classrooms. • Additional detail provided in the First aid risk assessment, SSOW and guidance for nominated first aiders. • Cleaning supplies for emergency are ???? and are re-stocked by Cleaning Team. • Isolation area for Pemberton Campus is ???? • Isolation area for Wigan Campus is ???? • Bag of key items for isolated party at these key locations. • Signage to be installed on the required doors and direction signage in area to room identified.
<p>10) Protection for vulnerable staff and students via individual risk assessments</p>	<p>10. Protection for vulnerable staff and students:</p> <ul style="list-style-type: none"> • All staff complete a questionnaire prior to their return to campus; to identify any individual vulnerability or risk factors. • Manager completes individual risk assessment with any relevant staff, to address specific hazards. • Study Support completes individual risk assessment with any vulnerable students (this may be part of a SSP, EHCP, PEEP, etc.)



College process controls to ensure staff and students returning meet all legislation before any return: (New academic year 2020/21)

It is our government's plan that **all FE learners**, whether young people or adults will be able to return to further education settings in September and experience a full education. This guidance is intended to help colleges and all other further education settings prepare for that. (Page 1 of FE guidance) The process follows these stages:

- Staff and student self-assessment questionnaire to review the individual's response for a return to College.
 - Anyone that is showing signs of, or has, COVID-19 to be self-isolating.
 - Anyone flagging a concern, to have a one to one meeting to discuss any concerns and what they feel is the best option for them.
 - Staff or students requesting to return to help them with their wellbeing or other concerns, including safeguarding.
- An approved generic campus wide COVID-19 risk assessment (this document)
- Specific risk assessments for any area that will be operating, that has identified additional risks (specific risk assessments).
- Individual risk assessments if required, agreed and signed off by the individual.
- Review of other current procedures that will need some additional control measures.
- Further consultation and training for all parties, directed to line management communication routes if any concerns. (Also web site, Staff Update, line manager, all staff emails etc.).
- Induction training/communication to check knowledge of all relevant changes introduced.
- Regular monitoring by managers and health and safety team.
- Walk through with any representatives who wish to review.
- Confirmation that normal procedures will be operational, additional added for COVID-19, or amended.

Face Coverings

The latest FE Guidance for education is (<https://www.gov.uk/government/publications/face-coverings-in-education>)

The government is not recommending face coverings are necessary in education settings generally because a system of control, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances. advises not to wear face coverings once entering the College.

Some college community members may feel more comfortable and have reduced levels of anxiety if they are able to wear face coverings in public/office areas. Face coverings must be either disposed of, or if reusable, placed in a suitable plastic bag when not in use.

No face coverings should be worn in structured learning/guidance environments, unless social distancing cannot be maintained or for other reasons as identified in a specific risk assessment.



What are the hazards?	Who might be harmed and how (Risks)	What are you already doing? (Controls)	Remaining risk level H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact during large on-site activities. <i>Any large planned events will have their own risk assessment produced to assess the risks and controls that may be required, in addition to this risk assessment. E.g. enrolment, results days.</i>	Large gatherings are generally higher risk activities regarding the spread of communicable disease. Each will need a specific risk assessment completing to assess if practicable to run.	H	Risk assessment required, followed by the requirement for Director to review and confirm if acceptable.	Director	Prior to any large gatherings	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact in all open access areas. <i>This includes internal and external, including reception areas, circulation routes etc</i>	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact in Classrooms <i>This includes all types of classrooms and also areas like the Library, Study Zones and other similar areas with staff supervision.</i>	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact in Classrooms <i>This includes all practical study areas (e.g. music rehearsal rooms)</i>	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact in Classrooms <i>While providing Learning Assistance or Personal Care. (Mainly ESWs)</i>	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. Individual student EHCP reviewed, individual risk assessments produced	M/L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	



What are the hazards?	Who might be harmed and how (Risks)	What are you already doing? (Controls)	Remaining risk level H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact in meetings rooms, offices, staffrooms etc.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact during an emergency evacuation. Fire, terrorism, general emergency situation etc.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. Any emergency evacuation takes priority over COVID-19 controls.	L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact while providing First Aid	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	M/L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact in restaurant or social areas	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact while using bathroom, changing rooms and toilet facilities.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. HSE confirm hand washing is the key control measure.	L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	



What are the hazards?	Who might be harmed and how (Risks)	What are you already doing? (Controls)	Remaining risk level H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact while commuting to College https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact with an infected person(s). https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. Confirmation of infection required by test, via PHE	M/L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	
A secondary method for control of the COVID-19 virus involves the preventing the spread of the disease by dealing with indirect transmission via touching contaminated surfaces. This is best achieved by good personal hygiene, avoiding touching surfaces in public spaces, regular and thorough hand washing, avoid touching your mouth or eyes, regular thorough cleaning.							
Physical contact with any contaminated surfaces and then contact with the individual via touch	All members of college community: due to physical contact. Due to poor Hygiene https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. HSE confirm hand washing is the key control measure.	L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	
Physical contact with any contaminated surfaces and then contact with the individual via touch	All members of college community: due to physical contact with physical touch points across the college. Doors, equipment etc	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	



What are the hazards?	Who might be harmed and how (Risks)	What are you already doing? (Controls)	Remaining risk level H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
Physical contact with any contaminated surfaces and then contact with the individual via touch	All members of college community: due to physical contact with external deliveries and packages.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. Disposable gloves used to handle.	L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	
Physical contact with any contaminated surfaces and then contact with the individual via touch	All members of college community: due to physical contact with college external visitors: <ul style="list-style-type: none"> Contractors. Subcontractors. Suppliers. Delivery staff Parents/guardians General visitors etc. 	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. All these parties receive instruction when booking in and signage in the area with the College rules on COVID-19 working.	L	Maintain review of any changes in government guidance. Seek continual feedback from the whole college community and any other interested parties.		Ongoing daily	