

Risk Assessment reference:	7.0 Phase 7 Covid Overarching Risk Assessment
Risk Assessment activity:	Staff and students attending college to offer curriculum teaching and support services during Covid – 19 pandemic. This covers period from 3 rd December – 31 st January 2021
Date:	3 rd December 2021
Version:	V3
Risk Assessment developed by:	Becky Ray CMIOSH – Health and Safety Project Manager
Risk Assessment Implemented by:	Lynne Cleary – Assistant Principal – Risk Management and Estates
Review period:	8 Weeks – or if guidance changes
Persons identified at risk:	College staff, students, visitors, contractors, cleaning staff, members of the public, family and household members of all persons attending site
Notes:	<p>This Risk Assessment should be used in conjunction with all current College Risk Assessments for activities on site, as well as specific LAM Covid Risk Assessments.</p> <p>This Risk Assessment has been developed with consultation to multiple sources of external guidance from Joint Trade Unions, Colleges Wales, Public Health Wales & England, NHS, Welsh Government and UK Government. This guidance will be updated as the Covid Pandemic progresses and this Risk Assessment will be amended to suit new and evolving guidance as appropriate.</p>

	This Risk Assessment has enhanced control measures in light of the new variants of Covid-19, including Omicron.
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Hazards identified:	Risk rating:	Control measures to be implemented:	Residual Risk:
High Risk individuals – vulnerable to Covid-19	High	<p>Personal circumstances with individual staff members and students have been collected prior to them attending site through HR team and enrolment teams, to identify if they are classed as being in a high-risk category (vulnerability to Covid-19)</p> <p>Identify staff and students who fall under the following categories:</p> <ul style="list-style-type: none"> • Medically extremely vulnerable (previously shielding) • Medically moderately vulnerable • Living or caring for someone shielding / vulnerable • At risk ethnicity categories - BAME • New or expectant mothers <p>Where a high risk staff member is required on site an additional individual Risk Assessment is to be carried out with medical expertise where required, and any practicable additional controls put in place and agreed between HR, Line Manager and individual, with the support of the H&S team where required. These have been reviewed on a frequent basis.</p> <p>Where a high-risk student has been identified through the enrollment process and are to attend site for face to face learning, we are asking them to advise us of their personal circumstances and seek their own medical advice from their GP, to see if their GP supports</p>	Low

		<p>their attendance to site and if there are any additional practical controls, they need us to make allowances for that go above and beyond the controls covered within this risk assessment.</p> <p>Bright coloured lanyards are available for staff and students to identify themselves as vulnerable to Covid should they choose to wear one on site.</p> <p>Covid briefing to make reference to high risk factors for Covid.</p>	
Numbers on site	High	<p>Full complement of staff and teachers to be onsite for the effective operation of the college. Working from home option is available for any staff that do not need to be physically on site to perform their roles and those that fall into the most vulnerable to Covid categories and where there Individual Risk Assessments deems working from home full or part time a reasonable control. The timetable has been reverted back to normal but teaching staff are able to leave site and work from home after the students have left site.</p> <p>Full complement of students on site from start of Sept term conduct face to face curriculum lessons on site.</p> <p>Staff and students who do not need to be on site for a full day are to be encouraged to leave site when their classes have finished to ensure we effectively manage and reduce the numbers on site where possible.</p> <p>We will also have a small number of Stewards on site which will be supporting the movement of people around site to ensure we develop a culture of Socially distancing and to encourage students not to crowd together at break times.</p>	Medium
Testing & Self Isolation	High	<p>All staff and students opting into Lateral Flow Testing scheme will be provided with and asked to conduct a home lateral flow test twice weekly. Full step by step guidance has been provided to ensure the safe administration and analysis of these home tests and what steps to take if a staff member or student receives a positive test result. This will reduce the risk of asymptomatic staff members or students attending site.</p> <p>If a staff member or student lives with a person who has Covid symptoms or has tested positive for Covid, they should self isolate and get a PCR test. Only once receiving a negative PCR test and are under 18 or double vaccinated can they come to site.</p>	Low

Vaccination	High	The national Covid-19 vaccination roll out is now in progress and high-risk groups are being prioritized and should have received 2 doses, and all adults over the age of 18 have now been offered. It is thought that under 18's will have the option to take up the vaccine should they chose too. We are actively encouraging staff members and students to accept the offer of a vaccination when prompted to by the NHS vaccination service, if safe to do so for them as individuals as this will reduce the risk to the college. Boosters vaccines now available for adults and we are encouraging all staff and students to taek up this offer if safe for them to do so.	Low
Contractors	High	Limited numbers on site by invite only. Contractors work areas where possible will be segregated from staff and students. Contractors to have Risk Assessments that consider the Covid Risk and be adhering to this at all times. Contractors given Covid guidance note and encouraged to take up vaccinations and conduct regular testing.	Medium
Visitors	High	To reduce the number of persons on site and to remove the potential for someone with Covid-19 symptoms or posing a high risk to Covid-19 status coming on to site - the site is currently closed all ad hoc visitors. Signs on display at all entrances. Security and Estates Team will ensure no ad hoc visitors are permitted onto site at this time. Essential visitors are permitted to site with invite only and Visitors Covid-19 guidance note accepted prior to arriving on site and will be offered a home testing kit prior to visiting site.	Low
Building layout	High	All offices for staff have been either configured to support social distancing as much as possible, or a reduced number of staff to use those rooms put in place. All classrooms have been configured to allow all a full classroom of students on site to conduct curriculum assessments. All workstations are forward facing where possible and students should space out as much as the room allows to achieve as much social distancing as possible, all students should remain seated when in classrooms and seating plans will be used for each lesson. All corridors and stairs should be used by walking on the left at all times to support social distancing as much as possible and maximum distance achievable when passing people on stairs and corridors.	Medium

		<p>Stewards are being employed and will be around the site to help and support Students social distance whilst moving around site and ensure that no large groups of students can gather together during break times.</p> <p>Both staff and students to wear face coverings when moving around the building and communal areas.</p> <p>Signs and posters, and floor markings in place to actively encourage social distancing measures.</p> <p>All doors to be kept open where possible to aid easy movement around shared areas and reduce surface transmission on door handles and professional fire door guards have been installed throughout the site to support this.</p> <p>In all occupied rooms and shared spaces all doors and windows should be open where possible to increase natural ventilation.</p> <p>Only air conditioning units and recirculating air system and desk fans to be used where fresh air passes through an area via an open door or window. No recirculating of air system to be turned on in rooms where no natural ventilation is present. Where any classroom or office has limited access to natural ventilation – carbon dioxide monitors will be fitted and fresh air levels regularly assessed.</p> <p>A daily checklist has been produced for a member of the Estates team and site stewards to check all Covid related control measures are monitored on a daily basis before students arrive. Any issues should be rectified and reported to H&S Project Manager for review.</p> <p>A number of areas will be closed for a temporary basis and appropriate ‘not is use’ signage used for cinema.</p> <p>Covid briefing and on-site session for teaching staff to cover in detail how the site has been configured.</p>	
Personal Protective Equipment (PPE)	High	In line with the Welsh Governments advice to wear face coverings in indoor settings all staff and students will be asked to wear face coverings in all indoor communal areas during the college day, unless they are exempt. All staff members and students to wear face coverings	Medium

		<p>when moving around college indoors and in communal areas. Students are required to wear face coverings in classrooms when they can't social distance. Face coverings should also be worn indoors in communal areas but can be removed when eating or drinking. If staff can social distance within classrooms and offices they can then remove face coverings. Staff have been issued with reusable face coverings and disposable medical grade face masks are available for all staff. Students have been issued with reusable face coverings. We will ensure that the individuals are aware of the safe use, cleaning or disposal of such items. Any person exempt from wearing a face covering will be issued with a sunflower lanyard to identify them as exempt.</p>	
Equipment and Stationery	Medium	<p>Where possible equipment and stationery should not be touched or used by more than one person. This is to reduce the potential surface transfer of the virus. Where staff and students can have their own equipment and they are the only person to use that, this is the preferred option. This is the case with stationery for both staff and students and we are either supplying a personal set of stationery or requesting that they bring their own to college and avoid sharing with others. Where it is essential for a piece of equipment for example a printer to be used by more than one person it will need to be wiped down with a sanitising wipe after each use, and the users should also ensure they have recently washed or sanitised hands before and after each use. We will be ensuring that adequate levels of disposable sanitising wipes are available and restocked as required by all equipment that will require more than one user.</p>	Low
Persons with Covid symptoms and potential Covid case on site	High	<p>Promotion of not attending site if you have Covid symptoms, feel generally unwell or are self-isolating is a key message that we need to ensure everyone is aware of.</p> <p>Posters and signs displayed around site and at entrance to advise of the current Covid symptoms and to not enter building if any symptoms are shown.</p> <p>If someone develops any Covid symptoms whilst working / learning on site, or feels generally unwell, they should stop work / classes immediately and make arrangements to leave site and safely travel home. They must tell their line manager and HR, or teacher for students.</p> <p>If Covid is suspected, then a deep clean can be carried out by the onsite cleaners to sanitize any areas where the individual has been working and moving around the building.</p>	Medium

		<p>If the individual cannot safely leave the building straight away, then they should make their way to the designated Covid quarantine room – Cinema room on ground floor of Main Building to await be able to leave site. The individual is advised to follow the latest advice from the NHS test and trace system.</p> <p>Any confirmed Covid Cases to be reported to SLT and they will assess if any further action needs to be taken at a local level and will support the NHS test and trace system.</p>	
Respiratory transmission – social distancing	High	<p>To reduce the risk of respiratory transmission social distancing measures should be adopted as much as possible when working and moving around the building. All staff working spaces and desks have been reconfigured to allow social distancing as much as possible.</p> <p>Natural ventilation to be used in all spaces, open all windows and doors where possible.</p> <p>Air conditioning can be used to aid air flow, but air recirculation mode is not to be used, unless there is natural ventilation in addition to this.</p> <p>Corridors and stairs are to be used by walking on left at all times to ensure maximum distance available to pass people.</p> <p>Social distancing posters, signs and floor markers to actively encourage social distancing.</p> <p>Stewards will be on site to effectively support and encourage social distancing.</p> <p>Covid briefing to all staff and students.</p>	Medium
Natural Ventilation	High	<p>Natural ventilation to be maximized in all classroom spaces, communal areas and offices, open all windows and doors where possible.</p> <p>Air conditioning units can be used to aid air flow but air recirculation mode is only to be used when natural ventilation is also available within that room.</p> <p>Any faulty windows to be repaired.</p> <p>Where any space has limited access to natural ventilation – carbon dioxide monitors will be fitted and fresh air levels regularly assessed.</p> <p>There is currently construction works taking place on site and some classrooms and offices have had partitions fitted. These partitions will have vents fitted to ensure we can still maintain natural ventilation and these rooms will use carbon dioxide monitors to regularly assess this.</p>	Medium

Surface transmission - Cleaning	High	<p>The current cleaning contract is being enhanced to ensure we have cleaning staff on site when the building is occupied to ensure all touch points are cleaned frequently throughout the day on top of the normal cleaning duties throughout all buildings. All shared areas, offices, classrooms and toilets facilities will be cleaned thoroughly at the end of each day.</p> <p>Self-sanitizing wipes are available in all kitchens, offices spaces and classrooms to allow all persons to wipe down own desks, equipment and shared areas in between uses. Students will be asked to wipe down their own chairs, desks and PC's before and after each class and be facilitated by the teacher of each class. This is due to the Timetable requiring the use of all classrooms by multiple groups of students throughout the day. Cleaning before and after will ensure the reduction of the potential surface transfer risk of the virus. A deep clean of the whole site has taken place prior to reopening and will take place again in required areas if a suspected Covid case occurs on site. Cleaning team have been briefed on cleaning guidance about frequent touch points.</p> <p>An innovative antibacterial spray called Zoono has been professionally sprayed on to all surfaces around site including frequent touch points, classrooms and offices, this will reduce the potential surface transmission of the virus across site in addition to the enhanced cleaning regime. Application will be repeated at four weekly intervals.</p>	Medium
Personal hygiene	High	<p>Hand washing should be carried out by all persons as frequent as possible, for at least 20 seconds. Hand washing facilities available in all toilet blocks and kitchen areas. Ensure adequate soap and drying facilities available and in good supply. An additional hand washing sink has been fitted into the Annex. Hand sanitiser wall mounted units have been placed around the site to ensure people can sanitise hands in between touching surfaces as they move around the building. Tissues are provided in all offices and shared areas to support the use of for any coughs or sneezes following the NHS guidance of – catch it, bin it, kill it. Bins lined with bin bags will be provided and emptied daily in all rooms and shared areas – at least 2 bins per room, one for general waste and one for used tissues and sanitising wipes.</p>	High
Using toilet facilities	High	The toilet blocks will remain open so that persons can use the hand washing facilities as frequently as they need to.	

		<p>Monitoring of persons using the toilet block at any one time needs to be considered so that large crowds are discouraged, and the Stewards will be on site to support the considered use of this shared areas to encourage social distancing as much as possible.</p> <p>The toilets, urinals, sinks will be subject to frequent additional touch point cleaning throughout the day when the site is occupied to reduce the potential for surface transmission.</p> <p>Persons to sanitise and wash hands before and after using the toilet facilities.</p> <p>Paper hand towels to be supplied in all toilet facilities.</p> <p>The teaching staff will advise students that they are able to leave their classes should they need to use the toilet facilities; this will reduce the amount of people requiring these facilities during breaks between classes and at lunch times.</p> <p>Covid briefing to all staff and students.</p>	Medium
Using canteen / kitchen facilities	High	<p>The catering facilities are now open for the sale of cold meals and snacks and hot beverages. The reopening of the kitchen to prepare and cook hot meals will be reviewed at Oct Half Term and this risk assessment reviewed at such a time.</p> <p>When using canteen to purchase food or drinks a one-way system is in place and site stewards available to discourage large crowds developing. A second canteen area is being erected in the college grounds to enable the upper and lower 6th to split at lunch times to support social distancing measures. Where possible screens will be erected at the serving and tills areas. Vending machines are in use and available to staff and students, we have provided sanitising wipes and hand sanitiser to clean down in between users, and cashless payment option available.</p> <p>Stewards will be available at lunch break times to support and discourage crowding.</p> <p>Every staff kitchen space will be subject to increased cleaning throughout the day and all touch points cleaned. Every kitchen will be supplied with disposable sanitising wipes so that users of the kitchen can wipe down touch points after use, such as Kettles and fridge doors. Users of the kitchen area are advised to wash hands before touching anything in kitchen area and consuming food or drinks.</p> <p>Kitchen users should only prepare food and drinks for themselves and not share food, drinks or equipment without it being cleaned.</p>	Medium

Shared areas for breaks and independent study	High	<p>There are a number of shared areas that have been configured with tables and chairs:</p> <ul style="list-style-type: none"> • Well of the hall • Canteen • LRC • Sportshall <p>Students and staff can use these shared areas for independent study and work as well as breaks.</p> <p>Students and staff are also permitted to leave site during any breaks and are encouraged to go outside weather permitting as natural ventilation in external areas has been identified to improve the reduction in respiratory transmission and it's easier to socially distance.</p> <p>Site stewards will be available across the site to assist when using these shared areas, and will ensure students don't gather in large groups, but they are now permitted to sit in small groups together around tables.</p>	Medium
First Aid provisions	High	<p>Due to the desk-based nature of the work being carried out on site by staff and students the risk of requiring first aid is low.</p> <p>First Aider resource to be checked daily to ensure there is adequate first aiders on site to cover the number of staff and students present on site</p> <p>First aiders given additional guidance on how to administer First aid during Covid 19 pandemic from refresher training delivered on site during Aug.</p> <p>If possible first aid should be administered by the injured party with the verbal instructions of a First Aider so that social distancing can be adhered to,</p> <p>If social distancing cannot be achieved, then disposable PPE is provided at each first aid box location for the First Aider to wear.</p> <p>Estates Team to gain assurance that any contractors on site have their own First Aid provisions.</p> <p>Covid Briefing delivered to all staff.</p>	Low
Fire procedure	High	<p>Fire alarm testing will take place as usual on Fridays at 9:05 during this period but no fire drills are planned.</p> <p>If Fire alarm did sound, then all persons are advised to leave the building through the nearest fire exit as quickly and calmly as possible and social distancing measures could be relaxed to aid safe and efficient evacuation from building. Fire Marshalls are available to support the safe evacuation of the building.</p>	Low

		When safely out of the building social distancing as much as the space allows could resume at emergency muster point. Covid briefing to all staff, students and contractors	
Meetings	High	If meetings need to take place inside the building, then doors and windows should be opened to improve natural ventilation and social distancing should be encouraged. Meeting should also keep persons attending and meeting durations to a minimum to avoid large crowds of people together in one space. Guidance on meetings will be briefed during Covid Briefing.	Low
Health and Wellbeing	Medium	The Health and Wellbeing of staff and students at this challenging time needs to remain a priority. Staff are encouraged to share any concerns with line managers, H&S team and HR team. The Employee Assistance Programme is available 24/7 for free confidential advice – this will be promoted to all staff. Mental Health First Aiders available on and off site. Students will be encouraged to speak to their teachers and Pastoral Tutors, and they will offer support on Health and Wellbeing. Covid Briefing to all staff and students to promote sources of support.	Low

Person responsible for developing Risk Assessment:	Becky Ray CMIOSH Health and Safety Project Manager	Signed:	Date: 03/12/2021
Person responsible for implementing Risk Assessment:	Lynne Cleary	Signed:	Date: 03/12/2021

Review Register

Date of Review	Version number	Reviewer	Comments
1 st November	V2	B.Ray	Amended due to Welsh Gov Covid regulation changes 28 th Oct 2021
3 rd December	V3	B.Ray	Amended due to Welsh Gov Covid changes dated 30 th November 2021. Face covering national rules changed

