

Risk Assessment reference:	9.0 Phase 9 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 28 th Feb 2022 – 30 th April 2022
Date:	4 th March 2022
Version:	V1
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:	8Weeks – 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 and in light of new variants.</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</p>	Low

		<p>circumstances and seek their own medical advice from their GP, to see if their GP supports 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 Staff & Students	High	<p>Staff and teachers to be onsite for the effective operation of the college. .</p> <p>Full capacity numbers of students on site on for face to face learning. , 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 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 in large groups at break times.</p> <p>Classrooms have functionality to deliver lessons remotely if a teacher is having to self isolate so full timetable can be delivered remotely without effecting operation of College. Blended learning approach available should cases rise and Teachers and students self isolating.</p>	Medium
Testing & Self Isolation	High	<p>All staff and students are encouraged to test at home with Lateral Flow Tests provided by College and asked to conduct these three times a week. 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 of students attending site.</p> <p>If a staff member or student who has tested positive for Covid should self isolate and follow current self isolation advice from Wales.Gov website, and inform the College.</p>	Low
Vaccination	High	<p>The national Covid-19 vaccination roll out is in place and high-risk groups and general population 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</p>	Low

		<p>choose 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 take up this offer if safe for them to do so. Students and under 18's have also had the opportunity to receive a vaccination.</p>	
Contractors	High	<p>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.</p>	Medium
Visitors	High	<p>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.</p>	Low
Building layout	High	<p>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 support full capacity numbers of students on site to conduct curriculum lessons. All workstations and students should space out as much as the room allows to achieve as much social distancing as possible..</p> <p>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.</p> <p>Stewards 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>	Medium

		<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 where possible.</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>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	<p>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 when moving around college indoors and in communal areas. 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</p>	Medium

		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. Medical grade masks are available should staff wish to wear these.	
Equipment and Stationery	Medium	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.	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>Any confirmed Covid Cases to be reported to the Covid email account 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>	Medium
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 at 2m as much as possible.</p> <p>Natural ventilation to be used in all spaces, open all windows and doors where possible.</p>	Medium

		<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. 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. Covid briefing to all staff and students.</p>	
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>	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 are encouraged to wipe down their own chairs, desks and PC's before and after 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. 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</p>	Medium

		the potential surface transmission of the virus across site in addition to the enhanced cleaning regime. Application will be repeated at four weekly intervals.	
Personal hygiene	High	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.	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. 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. 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. Persons to sanitise and wash hands before and after using the toilet facilities. Paper hand towels to be supplied in all toilet facilities. Covid briefing to all staff and students.	Medium
Using canteen / kitchen facilities	High	The catering facilities are now open for the sale of hot and cold meals as well as snacks and hot beverages. When using canteen to purchase food or drinks a one-way system is in place and site stewards available to discourage large crowds developing. 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.	Medium

		<p>Stewards will be available at lunch break times to support and discourage crowding – but Students can sit in small groups for break times and each table will be spread out as much as the space allows.</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. Kitchen users should only prepare food and drinks for themselves and not share food, drinks or equipment without it being cleaned.</p>	
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 <p>Students and staff can use these shared areas for independent study and work as well as breaks and are allowed to sit in small groups. 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. 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 which are configured apart where possible.</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. 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. First aiders given additional guidance on how to administer First aid during Covid 19 pandemic from refresher training delivered on site during Aug. 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>	Low

		<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>	
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> <p>When safely out of the building social distancing as much as the space allows could resume at emergency muster point.</p> <p>Covid briefing to all staff, students and contractors</p>	Low
Meetings	High	<p>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.</p>	Low
Exams	Medium	<p>Exams and Mock exams are due to take place within this time frame. The sports hall will be configured for exams, where students will be spread out and forward facing. Students are allowed to take their face coverings off once seated in their exam desk. Face coverings would be worn when moving to and from their exam desk. Invigilators should keep as much social distance as possible when conducting their role and wear face coverings. All doors and windows should be able to aid natural ventilation.</p>	
Health and Wellbeing	Medium	<p>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.</p> <p>The Employee Assistance Programme is available 24/7 for free confidential advice – this will be promoted to all staff.</p> <p>Mental Health First Aiders available on and off site.</p> <p>Students will be encouraged to speak to their teachers and Pastoral Tutors, and they will offer support on Health and Wellbeing.</p>	Low

		Covid Briefing to all staff and students to promote sources of support.	
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Person responsible for developing Risk Assessment:	Becky Ray CMIOSH Health and Safety Project Manager		Date: 4 th March 2022
Person responsible for implementing Risk Assessment:	Lynne Cleary		Date: 4 th March 202

Review Register

Date of Review	Version number	Reviewer	Comments