

Risk assessment and mitigation plan for the resumption of full time teaching and learning at College from September 2020.

This document has been prepared to provide you with information on the steps we have taken to provide a Covid secure environment to start your College life. It draws on and interprets the current government guidance and will change as that advice changes. Please do not hesitate to contact the College if you have any questions or queries relating to anything in this document. We will be please to help you.

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1.0 Preparing the site for re-opening.						
1:0	Who does this affect?	Risk Planning and Mitigating	High/Low Probability / Severity	Timeline	Resource and Action.	Verification and residual risk.
1.1	All site users.	Risk – Health, Safety and operational check of the buildings.	Low/Low	From March 21st onwards to the start of term in September.	All safety critical maintenance has been carried out throughout lockdowns as normal, including: Legionella testing, gas safety, lifts, fire safety equipment, electrical equipment, emergency equipment.	Certification and service contracts / records. Low residual risk.

2.0 Transport to and from site.						
2:0	Who does this affect?	Risk Planning and Mitigating	High/Low Probability / Severity	Timeline	Resource and Action.	Verification and residual risk.
2.1	All staff and students.	Risk – Use of public and College transport, confined space increases the risk of transmission.	Medium/Medium	End of term and thru summer. August 2020 onwards July 2020 onwards	Rework timetable to minimise use of Public Transport at peak times. We will ensure the College shuttle from the station is Covid-19 secure. With PPE and cleaning provisions. We are in discussion with Greater Anglia Railways about peak times and student travel times.	In place and agreed. Monitor use and report. Communication plan

				<p>15th June 2020 onwards</p> <p>Ongoing.</p> <p>March 8th onwards</p>	<p>The wearing of a face covering will be mandatory on public and private college bus and train services.</p> <p>We will keep abreast of government guidelines and keep students, parents and carers informed of any changes in clear and precise language.</p> <p>Station bus will be seated only and everyone must wear a mask.</p>	<p>Monitor services and report findings.</p> <p>Communication plan in place.</p> <p>Monitor and communicate.</p>
2.2	All staff and Students	Risk- overcrowded cycle storage, poor distancing.	L/M	September 2020	<p>We will provide additional bike storage areas to avoid overcrowding.</p> <p>We will sanitise cycle hoops regularly.</p>	<p>Welfare officers to be present and check.</p> <p>Low risk.</p>
2.3	All	Risk- Shared Car Use.	M/M	<p>September 2020</p> <p>September 2020 March 8th onwards.</p>	<p>Staff and student car sharing should be avoided if at all possible. Use face covering when there is no alternative.</p> <p>We will increase the number of student car park passes allowing parking on site. A fair protocol will be written and advised to all students.</p>	<p>Survey students about parking, respond</p> <p>Communications plan prior to the start of term.</p> <p>Low / medium residual risk.</p>

3.0. Arriving and leaving the site.						
3:0	Who does this affect?	Risk, Planning and Mitigation	High/Low Probability / Severity	Timeline.	Resource and Action.	Verification and residual risk.
3.1	All staff, students and visitors.	Risk – Large volumes of people converging on site.	M/L	September 2020 March 8th and after Easter	Timetable to enable better management of students. Additional student supervisors employed. Duty Manager rota strengthened. Planning to accommodate all students on site. Additional eating / work space prepared in the Library.	L. Review first week of term. Monitor.
3.2	All	Risk – People arriving and displaying or presenting with symptoms.	M/M	June 2020 onwards Easter 2021	A protocol has been written and College First aiders will be trained to manage the potential issues. Safeguarding staff will be available at all times. We will contact parents and carers and communicate exactly what is happening and ask for the person to be collected.	Monitor through first aid and safeguarding meetings.
3.3	All	Risk - Managing queues and maintaining distancing.	M/M	September 2020	We will provide 2 marquees and additional seating areas on site. We will operate with reduced student numbers on site. We will be precise about when students need to arrive and leave.	We will monitor crowd control and people movement and adjust our systems accordingly. L/M

				March 8th and Easter 21	<p>We will employ additional staff to act as Supervisors.</p> <p>Reworked rotas for duty Management and supervisors. Additional space for eating and working</p>	
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4.0. Hygiene						
4:0	Who does this affect?	Risk, Planning and Mitigation	High/Low Probability / Severity	Timeline	Resource and Action.	Verification and residual risk.
4.1	All	Risk – Poor hygiene leads to increased risk of infection and transmission.	M/M	July onwards thru summer.	<p>We will install additional handwashing stations across the site.</p> <p>Signage promoting hygiene protocols across College.</p> <p>Sanitiser stations will be installed on every floor.</p> <p>Additional WCs and handwashing temporary buildings will be installed.</p> <p>Tissues, sanitiser and anti bac wipes will be provided in every room.</p> <p>PC, phone and alcohol wipes will be provided in every office along with sanitiser.</p> <p>Promotion of the “Catch it, Bin it, Kill it” message. Tissues in every room</p>	Monitor and audit.

				March 8th onwards	Weekly briefing with Covid safety message reiterated.	
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5.0. Cleaning.						
5:0	Who does this affect?	Risk, Planning and Mitigation	High/Low Probability / Severity	Timeline	Resource and Action.	Verification and residual risk.
5.1	Cleaning staff – All staff and students.	Risk- High transmission risk across multiple areas.	M/M	June and ongoing.	We will ensure our cleaning contractor operates in a Covid-19 secure manner, ensuring all its staff are protected and trained and no one is at increased risk. We will ensure our cleaning staff operate under the same Covid reporting and isolation systems as College staff and students.	Monitor and audit. Regular monthly meetings.
5.2	All	Risk- inadequate cleaning.	M/M	July 20 onwards	A cleaning protocol will be in operation.	Signing checklist in areas. Weekly audit carried out.
5.3	All	Risk – inadequate daytime cleaning.	L/L	August 20 onwards	We will employ two additional cleaners to operate throughout the day with a rota to clean high risk areas.	Manage and monitor the staff. Low
5.4	All	Risk – Disposal of waste that is potentially contaminated.	L/M	July 20 onwards	We will provide additional large foot operated bins across the site.	Weekly audit. Low
5.5	All	Risk – Use of the wrong chemical cleaning regime leads to inadequate system.	L/M	June onwards.	The College will review the materials used and ensure that correct chemical regime is in place and that COSHH regulations are maintained.	Low.

					We will move to a disinfectant regime.	
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6.0. Movement about the site						
6:0	Who does this affect?	Risk, Planning and Mitigation	High/Low Probability / Severity	Timeline	Resource and Action.	Verification and residual risk.
6.1	All	Risk – Inability to maintain social distancing around the site.	M/M	July onwards	<p>College will operate a simple keep left system in corridors and stairs.</p> <p>We will require staff and students to wear a face covering and lanyard whilst walking about the site but not in the classroom.</p> <p>We will remind staff and students to respect other people, maintain distance and be supportive.</p> <p>Signage will be clear and precise.</p> <p>Communication to students explaining clearly what is expected.</p> <p>We will enable staff and students to report persistent breaches of social distancing, not wearing a mask and antisocial behaviour.</p>	<p>Monitor and amend if necessary.</p> <p>Welfare monitors to report.</p> <p>Review CCTV.</p> <p>Review breaches of conduct</p>
6.2	All	Risk – Use of stairs.	L/L	July	<p>Clear and precise signage</p> <p>Where staircases allow there will be a keep left protocol, clearly signed.</p>	<p>Monitoring by welfare</p> <p>Low</p>

					Where stairs are not wide enough they will have a right of way system	
6.3	All	Risk – Confusing and poor signage.	L/L	July	Social distancing advice signage will be clear and precise. Wellbeing Monitors employed to assist new students and staff.. Map produced and shared in advance and available online.	Check and amend. L
6.4	Mobility impaired people.	Risk – Mobility impaired staff and or students.	L/M	September	Students or staff with a mobility impairment will be a risk assessed and suitable adjustments made to the workplace and emergency planning protocols are in place.	HR and Registry / Ac support. Low
6.5	All	Risk – Not enough room in corridors to ensure distancing.	L/L	August	All unnecessary furniture and extraneous items will be removed from corridors to aid people flow and distancing.	Monitor early on in term Low
6.6	All	Risk, Lifts	L/L	June	Lifts will be restricted to one person only. There will be a system of sanitising outside every lift. They will be cleaned regularly.	L

7.0. In the classroom						
7:0	Who does this affect?	Risk and Planning.	High/Low Probability / Severity	Timeline	Resource, mitigation and Action.	Verification and residual risk.
7.1	All	Risk – Social distancing cannot be maintained	L/M	September.	<p>Strict hygiene measures in place Students 2 metres away from the teacher</p> <p>Front facing classroom layout in rows wherever possible.</p> <p>Improve ventilation wherever possible.</p> <p>Use large rooms wherever possible.</p>	<p>Monitor in September and report issues.</p> <p>L/ L</p>
7.2	All	Risk- Social distancing in the classroom.	L/L	July 20	<p>HODS around and visible to ensure systems are working. Teacher will arrive in the room prior to the start and prop the door open. Students will be seated to avoid unnecessary close contact. Queuing in corridors will be avoided. Staff and students advised not to move desks.</p>	Report from HODS on any issues. Work together to resolve
7.3	Teaching staff	Risk - moving round the room at distance.	L/L	September 20 onwards	<p>Teaching staff will manage and alter the way they use the classroom room to ensure they are distanced wherever possible. Wherever possible we will use technology to aid teaching and</p>	Feedback through course teams and HODS. Share best practice to resolve issues.

					learning reducing the need for close contact.	
7.4	All	Risk – poor ventilation.		June onwards	We have consulted the fire service. Teaching staff will be allowed to prop the door open for ventilation during lessons. Windows opened wherever possible into the winter. Doors closed by teacher when leaving.	Monitor during the first weeks of term.
7.5	All	Risk – use of Air Conditioning in confined spaces.	M/H	Sept	At the time of publishing we will allow the use of air conditioning with a fixed fan and we will have them cleaned and serviced regularly. We will keep abreast of the guidance from PHE and WHO and alter this guidance when required to do so.	Monitor Low / Medium.
7.6	All	Risk –Poor hand hygiene leads to higher infection rates.	M/M	Sept 20 onwards	Sanitiser dispenser outside every classroom.	

8.0. Staff and Students personal risk.						
8:0	Who does this affect?	Risk and Planning.	High/Low Probability / Severity	Timeline	Resource, mitigation and Action.	Verification and residual risk.
8.1	Staff	Risk- Staff and students with increased risk of serious illness.	L/H	June onwards	Every member of staff returning will be asked to complete a personal questionnaire which will include an Equality Impact Assessment. Those staff at greater risk from Covid-19 will be protected by PPE,	HR to verify all staff have responded, manage and report.

					<p>redeployment or home working, in agreement with the person concerned.</p> <p>Safeguarding & Academic support team will risk assess each student with an EHCP and a learning plan put in place to ensure their safety.</p> <p>Update shielding guidance for staff.</p>	Academic Support records maintained to a high standard.
				January 21 and March 21		
8.2	First Aid Staff	Risk-First aid staff at risk when treating others.	M/L	June onwards	<p>A first aid rota will in place.</p> <p>A suitable large room will be designated as a first aid and holding room for anyone presenting with Covid - 19. It will be thoroughly cleaned in between use.</p> <p>Each First aider will have the recommended PPE.</p> <p>A First Aid and safeguarding protocol for those presenting with symptoms is in place.</p>	Regular first aid meetings in first term to monitor. L
8.3	Staff	Risk – staff moving round the site reducing ability for social distancing.	L/L	September onwards	<p>Staff movements around the site will be reduced to a minimum.</p> <p>Local staff welfare provision will be provided.</p> <p>Staff will bring a packed lunch.</p>	Monitor and adjust.
8.4	Staff	Risk – regular exposure to others.	M/M	September onwards	<p>Every location that is customer facing will have protective screens in place. Staff will be redeployed if they are at a higher risk if they contract the virus.</p> <p>Physical solutions will be in place across the college such as barriers and signage.</p>	HR to monitor and report. L

8.5	Staff	Risk – Close proximity 1:1 Work	M/M	September	Where regular 1:1 work takes place between staff and students we will follow a 1:1 protocol to ensure safety.	Line Managers to monitor and report. L/M
8.6	All	Risk – external visitors.	L/L	From September	Visitors to site will be kept to a minimum. Visitor instructions and protocol at reception. Maintenance visits kept to absolute minimum in term time or arranged out of hours.	IT to review and plan. L
8.7	Frontline staff	Risk – Shared equipment	M/M	June onwards March 21 onwards	If equipment is shared there will be a personal named set wherever possible. Keyboards, mice, headsets for instance. Reception, help desk, LRC, Reprographics. Reiterate the risks in communications.	Monitor working practice.

9.0. Use of Space and provision of additional space to ease distancing.						
9:0	Who does this affect?	Risk and Planning.	High/Low Probability / Severity	Timeline	Resource, mitigation and Action.	Verification and residual risk.
9.1	All	Risk – Managing social distancing.	M/M	August onwards.	Timetable review to limit the number of planned students on site. We will be providing outdoor covered space in the form of two marquees, with long term plans for permanent structures	Monitoring by Welfare officers Monitor success Monitor success

					<p>We will be providing more picnic tables.</p> <p>LRC and Student Centre to be redesigned for seating at distance.</p> <p>The food centre will be re modelled to allow for safe queuing, purchasing food and leaving to find somewhere to eat.</p> <p>Classrooms may designated as places to eat, if required.</p>	Low risk. The site is large and there is space.
9.2	All	Risk – Students not leaving site immediately after lessons causing social distancing difficulty.	M/M	September onwards.	<p>Induction will clarify that students must go home after their lesson time and not wait on site in groups. Ensure as much space as possible is free for those not able to travel immediately or for those arriving early or with spare time.</p>	<p>Communicate to parents.</p> <p>Welfare officers to monitor.</p> <p>L</p>

10.0 Food provision						
10:0	Who does this affect?	Risk and Planning.	High/Low Probability / Severity	Timeline	Resource, mitigation and Action.	Verification and residual risk.
10.1	All	Risk – Frontline catering workers have an increased risk of transmission and contracting Covid-19.	M/M	September	Screens provided where necessary. Covid secure food preparation. Grab and go option to reduce handling.	Regularly review and audit.
10.2	All	Risk – Inadequate cleaning.	M/M	September	Areas for consuming food will have a cleaning rota and protocol.	M Monitor and audit regularly.

					Additional Daytime cleaners will be employed.	
10.3	Catering staff	Risk – Catering staff personal risk assessment.		September	Caterer to provide their risk assessment to protect their staff. GW to review and liaise with their H and S manager.	Clarify with C/link
10.4	Students and NHS Staff	Risk – Students off site, risk of transmission into hospital.	M/M	September	Addenbrookes concourse will be out of bounds. Induction plan will make this clear.	Monitor with Addenbrookes.
10.5	All	Risk -vending and water machines increased transmission by surface touching.	H/H	June onwards	Water machines and vending taken out of service due to high risk of transmission. Monitor and review regularly.	L
10.6	All	Risk – level of food provision maybe limited.	L/M	June onwards	We will work with our catering contractor to ensure a fast and efficient grab and go service is available and value for money.	L

11.0 Smoking and behaviour						
11:0	Who does this affect?	Risk and Planning.	High/Low Probability / Severity	Timeline	Resource, mitigation and Action.	Verification and residual risk.
11.1	All	Risk – Smoking on or near the College site.	H/H	September	The College is a non-smoking site and this will be extended to the immediate surroundings to ensure social distancing is maintained.	Write and agree policy and procedure.
11.2	All	Risk – Smoking is dangerous.	H/H	September	We will reinforce the no smoking college message at induction and provide help to quit resources.	Monitor. M/M
11.3	All	Risk – Poor behaviour in relation to Covid safety precautions.	L/L	September	We will not tolerate persistent disregard for the safety precautions. College disciplinary procedures will	L/L Monitor behaviour and report to leadership.

					apply to any act of non-compliance that put others in danger.	
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12.0 Shared equipment and spaces.						
12:0	Who does this affect?	Risk and Planning.	High/Low Probability / Severity	Timeline	Resource, mitigation and Action.	Verification and residual risk.
12.1	All	Risk – Sharing equipment leading to transmission from surfaces to hand.	M/M	September onwards.	We will examine all areas where equipment is shared wherever possible provide each person with a personal kit, (art for instance). Where this is not possible there will be a cleaning regime in place or a method of taking the equipment out of service for 72 hours. PPE and disinfectant wipes will be available in every location. Art and D&T, Photography, Media, Sciences, Sports, IT are all areas where this action will be necessary.	L/M This is still an area of potential risk because it requires personal discipline. It will be monitored regularly.
12.2	All	Risk – shared printers and reprographics area.	M/M	July onwards.	PPE will be provided for reprographics staff. Printers around college will have clear signage about sanitising and safe use protocols.	L
12.3	All	Risk- Shared equipment in the classroom- higher risk of transmission.	M/M	September onwards.	Computers. All computer rooms will have hand sanitiser available. All computer rooms will have sanitising wipes available. Teaching staff to verify all students have used both before starting work. Art. Wherever possible students to have prepared a personal basic kit pack.	L L

					<p>This will be stored on site and used only by the individual. Sanitiser used before accessing their kit.</p> <p>Photography Cameras cleaned and taken out of action for 72 hours or sanitised preferably both because of the way a camera is used.</p> <p>Machines Where equipment is shared, sanitiser and sanitiser wipes will be available and technicians will clean handles and points of contact after every lesson where it has been used. Print presses, D and T equipment, glue guns, irons, hairdryers, microscopes, scales scientific equipment.</p> <p>Use of sinks. Students to wipe taps with a sanitiser wipe before use.</p>	<p>L/M</p> <p>L/M</p> <p>L</p>
12.4	Staff	Risk – shared equipment in offices.	M/M	June onwards	Staff to maintain their own personal office equipment to reduce sharing to a minimum.	<p>Review with a staff survey in October. Plan and alter protocols accordingly.</p> <p>Auditing</p>
12.5	Staff	Risk – Transmission in offices.	L/L	July	All offices reviewed to ensure distancing is achievable. Staff may be moved to temporary offices where necessary.	<p>L</p> <p>Monitor in September and adjust.</p>
12.6	Staff	Risk – Staff kitchen provides greater risk of transmission.	M/M	September	Staff kitchen will be closed until further notice.	<p>L</p>

					Staff advised to bring flask and lunch. Welfare provided locally to reduce movements around the site.	
12.7	Staff	Risk – Staff room cannot achieve social distancing and is a high risk area for transmission.	M/M	September.	Staff briefings and meetings to remain online. Staff can meet at distance outside, weather permitting. “MS Teams” used extensively to avoid movement and aid distancing.	L

13.0 Trips and visits.						
13.0	Who does this affect?	Risk and Planning.	High/Low Probability / Severity	Timeline	Resource, mitigation and Action.	Verification and residual risk.
13.1	All	Risk – use of minibus is confined and transmission risk level high.	H/H	September Easter 21	Minibus will not be used until further notice and guidance. Revised guidance. Minibus can be used. Only the driver in the front seat. Everyone wearing masks and windows open. Short journeys only.	Review termly or when advice changes
13.2	All	Risk – achieving distancing on transport.	M/M	September	Trips and visits are a vital part of College life. We will reintroduce them as soon as possible and treat each case on its merits. We will review government guidance regularly.	Review.

14.0 Sport facilities and showers.						
14.0	Who does this affect?	Risk and Planning.	High/Low Probability / Severity	Timeline	Resource, mitigation and Action.	Verification and residual risk.
14.1	All	Risk - transmission and infection in gyms.	H/H	April onwards. Easter21 onwards	The College gym will remain closed until the regulations allow. We will then assess the viability of slowly opening it with additional cleaning regimes. College gym opened in line with national guidance.	Monitor guidelines. Medium risk.
14.2	Staff	Risk- transmission and infection in showers.	M/M	June 20 onwards	Showers can be used and guidance will be provided.	L
14.3	Staff and students.	Risk – Transmission and infection in the sports hall.	M/M	September onwards. Easter 21	In all cases the College will follow sport governing body advice. Close contact sport will not resume until advised it is safe to do so. National guidance followed for indoor and outdoor sport.	Monitor guidelines. L

16.0 First Aid Provision.						
16.0	Who does this affect?	Risk and Planning.	High/Low Probability / Severity	Timeline	Resource, mitigation and Action.	Verification and residual risk.
16.1	All	Risk – Failure to plan for additional First Aid requirements.	M/M	July onwards	<p>Designate a large room as a first aid holding room that allows for distancing whilst treating a person.</p> <p>Room close to reception and welfare facilities.</p> <p>Stock of PPE for First aiders in personal kit.</p> <p>Ensure adequate supplies of first aid equipment.</p> <p>Infra-red non-contact thermometers will be used.</p> <p>Safeguarding lead available at all times for contact with parent / carer.</p> <p>Covid – 19 First Aid protocol in place.</p>	<p>Review First aid forms and act to resolve issues.</p> <p>Regular first aider meetings.</p> <p>L</p>