

Northampton College Response to Covid-19 and reopening of College (Booth Lane, Lower Mounts and Daventry sites) risk assessment

To be reviewed approximately every three weeks and uploaded to the College website, or in any of the following scenarios:

- Following any confirmed cases of COVID-19 amongst the staff or pupil population.
- Following any accidents/incidents/near misses associated with measures implemented for COVID-19.
- Following Government advice to include national and local lockdowns

Refer to Government public health website for latest updates:

<https://www.gov.uk/government/organisations/public-health-england>

Other related Documents

- Curriculum Sequencing Plan
- Revised Classroom Layouts
- HR Staff Risk Assessments
- New staff handbook on Intranet
- New Staff Professional Code of Conduct – Covid-19
- Procedure for referring a student who presents with Covid-19 symptoms/concerns
- Duty Manager Handbook
- New student handbook and code of conduct

Please note: This document is a risk assessment detailing generic measures that have been implemented across all sites (where applicable). Schools within the college will have additional 'area specific' risk assessments / control measures in place.

Risk	Mitigation Measures	Actions to put in place	
1. Cross contamination risk at Entrances and moving around College	Minimise number of people in College; Staff work from home when possible i.e. where it does not detriment such as teaching and learning activity, support for students or the effective running of the College. Students timetabled in and to leave when lessons finished Minimal/no visitors Staggered course start times and dates. Staggered lesson start/end times and breaks.	Monitor	

	<p>Blended learning for all course delivery. Implement working from home guidelines. Define working patterns for business support staff, to reduce numbers people on site.</p>		
	<p>Implement hygiene measures. All people to wash hands / sanitise hands before entering College and leaving College.</p>	<p>Reinforce before each lesson Monitor</p>	
	<p>Reduce risk of spread infection All people temperature checked on entering the College using thermal cameras. Hand held & Infra-red thermometers are used where access arrangements are not through the main doors All people (staff & students) to wear face coverings whilst in College. Guidance for donning/doffing of face coverings included in NC Update (link to PowerPoint). Yellow lanyards issued to those who are exempt from wearing face coverings. One-way system on stairs (where possible) and in corridors (keeping to the left). Markings on stairs and in corridors External floor tape/spots used to denote two-metre social distancing on walkways leading to main entrance. Signage in place at entrance to remind those queueing of the need to socially distance. Different 'area specific' entrances used for Oak, Cherry, ACEC, Estates, LM1 & LM2 and Catering to help reduce footfall at main entrances. Manual temperature testing arrangements in place for this area. Floor tape used in entrance lobby to denote two-metre social distancing.</p>	<p>Entrance and exit barriers to be kept open during COVID-19 restrictions and monitored with a weekly review of security arrangements Monitor Show PowerPoint to students.</p>	
	<p>Use of passenger lifts. Limited to one person at a time, except when 1-1 assistance is required (PEEPs must be in place).</p>	<p>Lifts limited to specific users only Monitor</p>	

	Reminder notices placed next to lift-call buttons reminding of the need to wash hands for at least 20 seconds after using the lift.		
	Infection control for toilets. Frequency of inspection and cleaning increased. Air driers disabled in all toilets with multiple cubicles, paper towels supplied. Recommend washing hands on entering and exiting toilets. Signage in place on doors and in washrooms. Regular wipe down of door plates by cleaning staff Sanitiser Gel dispensers fitted next to toilet entrances	Monitor	
2. Risk of infection for vulnerable students and staff	Identify staff and students who fall within the PHE criteria. Identify new groups as advised by PHE In accordance with the Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19, published on 4 November 2020, discussions have been held with affected staff, students/their parents/carers with arrangements put in place for people to shield where appropriate.	Monitor	
	As, per above students who have been classed as clinically extremely vulnerable due to pre- existing medical conditions advised to shield or high-risk groups where they can attend arrangements are in place to isolate as a bubble in H1 local risk assessments in place	Individual learning plans inform delivery methods Monitor	
	The College communicates appropriately with their most vulnerable students and a risk assessment form is completed for all students with an EHCP to ensure necessary support is provided Individual communication, assessment plan for each student. Risk assessment for each student as required	review as necessary Monitor	
	If a student lives in a household with someone who is extremely clinically vulnerable, it is advised they only attend	Individual learning plans will inform the delivery method for these students	

	College if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn at home.		
	Students and parents are informed of hygiene expectations and for the need to follow these in the home environment Addendum to current student behaviour policy completed review of policy completed for new term Expectations leaflet updated with new information. Expectations delivered to students as part of induction and sent to student as part of welcome pack.	Implement a communication strategy.	
3. Precautionary transmission measures	Staff will not report for work if feeling unwell due to COVID-19 symptoms or if in self-isolation until the full recommended period of self-isolation has expired or a negative test result has been received. Staff should report absence as normal stating suffering COVID-19 symptoms or self-isolating. Staff should work from home if possible. Similarly, if a member of staff is unwell due to any other illness, they should follow normal procedures.	Further define the need for staff to follow NC sickness reporting policy and new Covid19 policy	
	Communicate variations to strategy for COVID-19 to all staff via NC updates. Reading of NC update is mandatory Desktop icon in place giving direct links to symptoms and required actions	Ongoing	
	Staff who are presenting with COVID-19 symptoms, should contact HR and immediately book a test for COVID-19. Education staff are considered essential workers	https://www.gov.uk/apply-coronavirus-test-essential-workers	
	Students who are unwell with COVID-19 symptoms will not be allowed to attend college.	They should report their absence as usual, stating they have Covid-19 symptoms.	

	<p>Student triage system implemented</p> <p>If anyone in the household has developed a fever, a new continuous cough, or has had a loss or change to their sense of smell or taste, the household should remain in isolation for 14 days or until a negative test result has been confirmed.</p>	<p>They must then follow the guidance on self-isolation and not return to college until their period of self-isolation has been completed, or until a negative test has been confirmed.</p> <p>Student must self-isolate for 14 days, or until a negative test has been confirmed.</p>	
	<p>Nobody is allowed to stay on site if they have come from (or visited, or been in contact with someone in the last 14-days) a region that has been subjected to current “Tier Arrangements”. Visitors and Contractors must complete a Triage form prior to visiting the site (by appointment only). https://bit.ly/NCScreenV</p> <p>Upon arrival they are asked to read a coronavirus advice sheet and to tick a box on the contractors signing in/out sheet confirming that they are showing no symptoms and have read the advice sheet.</p> <p>Visitors (by appointment only) will be asked a set of relevant questions upon arrival to ascertain recent travel and destinations with local lockdown, travel restrictions.</p>	<p>Monitor</p>	
	<p>Government advice on PPE has changed. The college policy is that face coverings should be used in all internal areas of the college with multiple occupancy. Face coverings are to be worn in all areas of the college except single occupancy offices and when eating and drinking.</p> <p>Where social distancing cannot be maintained (e.g. HBAT students, provision of first aid treatment etc.) additional local measures are to be introduced though local risk assessments</p> <p>Morning and lunchtime supervision strategies within college buildings introduced</p>	<p>Ensure all PPE is available for staff and students. Review and implement strategies as required.</p> <p>Monitor</p>	
	<p>Face coverings should not be worn in any circumstance by those who may not be able to handle them as directed, for</p>	<p>Keep abreast of scientific and Public Health England guidance.</p>	

	<p>example, young children (nursery) or those with special educational needs or disabilities; as it may inadvertently increase the risk of transmission.</p> <p>Staff training is available to all staff on the correct use of face masks and shields</p> <p>Both face mask and face shields must be worn where close contact cannot be avoided, i.e. HBAT students. Visors supplied to HBAT students. A supply of masks are available if required, although students are expected to supply their own. Flip-up visors and reusable / washable face masks are available for teaching staff. Disposable gloves and disposable aprons are supplied. Task specific risk assessments required where close contact cannot be avoided</p>		
	<p>Everyone entering the College (staff, students, visitors) must wash hands/sanitise hands every time they enter the college and regularly whilst in College; including before and after eating, before and after visiting toilets and before and after using shared equipment i.e. kettles, using lifts</p> <p>Signs in place.</p>	<p>Communicate safety protocols through NC update and intranet</p> <p>Enforce behaviour change through constant messaging. And visual aids</p>	
	<p>Teaching staff to minimise the use of offices/shared workspaces and maintain social distancing; staff should work from home whenever possible and agreed with Managers.</p> <p>Workstations rearranged to ensure 2m distance and face-to-face working eliminated (dividers / screens used where this is not possible). 'Hot-desking' is permitted providing desks are thoroughly sanitised before and after use.</p> <p>Where staff desks are unable to be moved to allow 2m distancing staff are to relocate to other areas including classrooms</p>	<p>review working from home strategy</p> <p>Offices should be re-arranged where possible to ensure social distancing.</p> <p>Trial of large screens at the front of classrooms to further protect teaching staff.</p>	
	<p>Business Support areas will make appropriate arrangements to minimise the number of staff in College. This is likely to</p>	<p>Business Support managers to implement working from home strategy for teams if appropriate.</p>	

	<p>involve rotating staff into College. However, all functions should be maintained and any issues reported to the line manager.</p> <p>Rooms re-arranged where necessary and possible to maintain social distancing.</p>		
	<p>All Staff will only make drinks / food for themselves (and not for colleagues). Staff to wash hands / sanitise hands before and after handling food / drinks and to ensure any multitouch points are cleaned before and after use (e.g. kettles / coffee machine). Signage in place to remind staff.</p>	<p>Update staff handbook.</p>	
	<p>Where possible staff (and students) will use the same classroom, office, room, area each day.</p> <p>Implement strategy. Communicate message to staff via NC update</p> <p>All students clean their desk prior to use and immediately afterwards</p>	<p>Monitor</p>	
	<p>Behavior and hygiene protocols, expectations are communicated to all students, parents and staff; and reinforced by all staff</p> <p>How to behave in College protocol, sent to all students, prospective students, and parents. Reinforced at induction and thereafter by all staff.</p> <p>Staff behaviour protocol sent to all staff.</p>	<p>monitor</p>	
	<p>All staff follow and regularly reiterate the catch it, bin it, kill it hygiene message to students;</p> <ul style="list-style-type: none"> • cover your cough or sneeze with a tissue • if you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands <p>Boxes of tissues in classrooms and offices. Open bins provided and emptied daily. No swing-lid bins allowed.</p>	<p>Communicate message to staff via NC update and poster campaigns.</p> <p>Keep stocks maintained in each room</p>	

	<p>All students are asked and reminded to wash their hands;</p> <ul style="list-style-type: none"> • before leaving home • on arrival at college • after using the toilet • after breaks and sporting activities • before and after food preparation and eating any food, including snacks • before leaving college 	<p>Student code of conduct updated to include information. Code of conduct included in Expectations leaflet and sent out to students as part of welcome comms Signage Networks : IT, Moodle</p>	
<p>4. Staff, students or visitors develops symptoms of coronavirus (COVID-19) on site</p>	<p>Implement strategy for identifying those who may be infected.</p> <p>Isolation rooms allocated for those waiting to be picked-up Booth Lane A1.01 (dedicated isolation room, no windows or toilet). Lower Mounts room LM2.0.27 (dedicated isolation room, no windows or toilet). Daventry room Dav0.35 (first aid room, with windows and toilet). Clinical waste bags available. Waste to be double-bagged and stored in secure area for 72hrs prior to disposal.</p> <p>Rooms deep-cleaned after occupation of suspected case.</p> <p>HR & Student Services to be contacted on every occasion who will advise on the latest actions to be taken. Further details in duty managers handbook</p> <p>Student/staff (or visitor) to leave site as quickly as possible, and advised to self-isolate for 14 days or until a negative result is received Student/staff should be collected if unable to travel home in their own vehicle. Public transport and taxis must not be used.</p>	<p>Monitor</p> <p>Clearly sign room as out of use until cleaning can be undertaken.</p>	

	<p>All staff / students will be requested to book a test if they display symptoms of coronavirus and inform College of the result. In the event that student/staff members are not able to access tests straight away, they must continue to self-isolate for a minimum of 10 days from when the symptoms first started.</p> <p>Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).</p> <p>Where the student or member of staff tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p>	<p>Risk assessment to be completed for this task by Norse.</p>	
<p>5. Confirmed staff, student visitors including contractors Covid- 19 case</p>	<p>Where the student/member of staff tests positive, the rest of their group should be sent home and advised to self-isolate for 14 days.</p> <p>The other household members of that wider class or group do not need to self-isolate unless the student/staff member they live with subsequently develops symptoms.</p> <p>Confirmed cases referred to DFE and local Public health team by HR</p> <p>Ensure that cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013.</p> <p>HR advised on RIDDOR reporting requirements.</p>	<p>Develop local lock down plan</p> <p>Develop swift shift to remote learning and ensure precise communication strategy to all involved.</p> <p>H&S Officer to keep updated with RIDDOR reporting requirements for Covid19.</p>	
	<p>Classrooms(s), offices and other room(s) used by the student /staff member with a confirmed case of Covid-19, are closed off for enhanced cleaning. HR issue instructions for areas to be cleaned, Estates implement this information and Contract Cleaners implement cleaning process</p>	<p>Enhanced Cleaning and Disinfecting Coronavirus (COVID-19) guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	

	<p>Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal with additional cleans on all hand rails, door plates etc</p> <p>Touch point cleaning regime in place</p>	<p>Respond with additional cleaning</p> <p>Monitor</p>	
	All are required to follow the governments test and trace programme.	Revisit lock down curriculum areas and whole college response.	
6. Hygiene provision and effective cleaning	Soap dispensers and paper hand towels within toilets are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply.	monitor	
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	Provide suitable and sufficient rubbish bins for paper hand towels. Ensure that bins are emptied throughout the day. Bins in toilets/corridors emptied every 2 hours	Review at weekly cleaning meetings	
	Toilet doors to be sanitised regularly touch point cleaning regime in place		
	Installation of hand sanitisers are located at key points around the site e.g. reception, corridors, cafeterias Sanitisers installed, each teaching space has a bottle of sanitiser located on PPE table located in each room	<p>Refill stocks of PPE each evening</p> <p>Monitor help desk for additional requests</p> <p>Implement checklists, and make visible, for cleaners to complete to evidence cleaning.</p>	
	<p>All hand contact surfaces to be cleaned throughout the day; special attention given to contact points i.e. light switches, hand rails, door handles, lift buttons and toilets etc</p> <p>All resources to be cleaned before and after use (including computers) by users. Sanitiser spray and paper roll are the preferred method to clean such surfaces.</p> <p>Students and staff clean their own desks and equipment prior and after use</p>	<p>Good supply of anti-bacterial wipes.</p> <p>Monitor</p>	
	<p>Access to toilets limited to a specified number.</p> <p>Max 4 occupants in large toilets</p>	Monitor	

	<p>Break times / lunch times staggered. Signage in place. Alternate urinals and sinks taken out of use and appropriate signage put in place</p>		
	<p>Any unnecessary contact with bins should be removed in order to reduce the risk of potential cross-contamination. Lids removed from all swing-lid bins.</p>		
	<p>Use of shared equipment (such as photocopiers and 'Follow-me' printers). Sanitiser spray, paper roll and appropriate signage stationed at each photocopier / printer with instructions to clean the touchscreen / buttons etc. before and after use (and to deposit used paper into open-topped bin provided).</p>	Monitor and maintain PPE stocks	
	<p>Eliminate risk of potential cross-contamination from advertising leaflets and prospectuses. leaflet stand & prospectus stands removed.</p>	Prospectus available to view on-line.	
	<p>Where safeguarding and security is not adversely affected, all</p> <ul style="list-style-type: none"> • internal doors that are not designated fire doors • fire doors with automatic closers • doors that do not need to be kept closed for security reasons are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates. • Fire risk assessment updated • all students to be briefed regularly on fire procedures 	<p>All corridor fire doors to be wedged open and manually closed by staff as they vacate the building during an alarm Estates and Cleaning staff to wedge open in the mornings and closed during lock up procedure to ensure all doors left in a safe position when the building is not occupied</p>	
	<p>Full PPE is needed for staff providing personal care and first aid if a distance of 2 metres cannot be maintained. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. A full PPE kit is located in a grab bag, with security at each site for use in a First Aid incident</p>	Ensure guidelines are clear and communicated to appropriate staff.	

7. Transport	Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive at college (considering touch points and adjusting as they go to wash their hands thoroughly) Face masks now required on public transport this includes taxis. Minibuses use restricted to sport only and risk assessment in place following FA guidelines for away matches	Implement staff guidance Monitor	
	Encourage staff and students to walk or cycle to college Changing rooms / showers not available for use (during Covid-19) after cycling to work. 4 additional bike storage areas created	Periodic review	
	Make sure transport providers do not work if they or a member of their household are displaying any symptoms of COVID-19	Transport Providers under NCC / Employer framework that includes these stipulations. Information included in college contracts with providers. monitor	
	Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers	Transport Providers under NCC / Employer framework that includes these stipulations. Information included in college contracts with providers, monitor	
	Liaise with bus companies to co-ordinate services with revised start times Stagecoach East Midlands to provide a scholar service for students attending college sites. Timetables and expected numbers provided	Monitor usage	
8. Fire	The operational Fire risk assessment has been reviewed and appropriate controls are in place.	Implement strategy and monitor Monitor and review as materials change	

	Bulk quantities of alcohol-based hand gel stored in external well-ventilated areas. Regular orders placed to keep on-site stock to a minimum.		
	The Fire alarm drill has been revised bearing in mind the following Social Distancing Reduced staffing levels Limited areas During the COVID-19 restricted period on hearing a fire alarm all people should evacuate the building, keeping a social distance, and muster on grassed areas and await further instruction, keeping socially distanced	Communicate to staff all students to be briefed regularly on fire procedures staff to remove door wedges as they vacate rooms review at half term	
	Personal Emergency Evacuation Plans (PEEP) are reviewed and in place for students/staff who need assistance to evacuate the building, as now	Monitor	
9. Deliveries	If practicable drivers should wash or clean their hands before unloading goods and materials	Monitor	
	Do not approach delivery staff, allow packages to be left in a goods in store.		
	Delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices. Hands are to be thoroughly washed after handling all deliveries or waste materials Sanitiser Gel located in lobby area Sanitiser spray and paper roll available at Goods-In Parcels left in Goods-in lobby area. Delivery drivers not allowed in office and no signatures are given (just a name verbally supplied). Personal deliveries are NOT allowed. Any orders that arrive which were ordered prior to this restriction will be kept at goods-in and the recipient contacted by phone, so that the goods can be collected from the lobby via an external door.	Monitor and remind drivers of the processes implemented	

10. Contractors	Visitors to the site to be kept to a minimum and scheduled when possible to times when there are reduced numbers on site. However, it is important that essential maintenance necessary to the safe running of the college is still carried out on the site.	Essential visits only.	
	Contractors allowed on site will comply with new protocols regarding social distancing, good hygiene and accessing College, in addition to normal requirements	Manager action SDC building NCCA have their own protocols which have been checked and monitored by Estates	
	All contractors are to wash/sanitise their hands upon entering the site, wear a face mask and maintain social distancing at all times.	monitor	
11. Teaching in College Cross Infection of teacher and students; in addition to provisions above	<p>Reduce number of students in College by 50% Minimise movement around College</p> <ul style="list-style-type: none"> • Students timetabled in one classroom as much as possible • Students come in only for timetabled sessions and leave College after timetabled session • If students have morning and afternoon sessions they bring packed lunches to eat in their classroom • Self-study in college by exception. For vulnerable students and students that have a specific learning need that cannot be supported remotely. • Spaces for self-study are booked in advance, monitored by staff with control measures in place – e.g.- face coverings, social distancing and sanitising of workspaces before and after use. Catering supplied only for vulnerable students and Free Meals students, limited deliveries to remote buildings <p>Social Distancing in Classrooms: 2m spacing between student places</p>	<p>Review the following as required: Curriculum sequencing plan Staggered timetables. Staggered start dates. Remote learning models.</p> <p>Ensure PPE is available and topped up daily.</p>	

	<p>Revised layout of rooms, seating plan for each classroom. Student to always sit at same space Sanitiser spray/paper roll and gel to be kept in each classroom/teaching space. Sanitiser gel in corridors.</p> <p>Sector guidance followed for all aspects of teaching and support https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>Cleaning: students to wipe down desks at start and end of each lesson Hygiene: wash hands & sanitise at start and end of lesson instructions;</p> <p>PPE: protection for teachers and support staff</p> <ul style="list-style-type: none"> • Face coverings – can be washed / reused; • Visors – protect whole face, will need wiping down • Gloves: plastic disposable <p>Guidance for donning / doffing of visors and face masks published in NC Update.</p> <p>PPE provided for Covid19 is not to be shared If delivering care or first aid a grab bag is available, containing:</p> <ul style="list-style-type: none"> • Type IIR Mask • Gloves • Goggles • Apron <p>If demonstrating requires closer working, staff and students must wear masks</p>	<p>Identify & Purchase sets of tools/kit to be purchased or loaned.</p> <p>Maintain PPE levels and purchase PPE in advance</p> <p>Monitor</p>	
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	<p>Minimise use of shared kit: Students / bursary purchase or are loaned a kit of small tools for personal use</p> <p>Ensure stock of PPE available at start of term</p> <p>Shared kit sanitised after use</p> <p>Timetable blocks of practical work to complete projects in one block where practicable.</p> <p>All practical spaces. Surfaces and equipment to be wiped down at the start and end of each session by students</p>		
<p>12. Catering Cross contamination between students and staff, in communal area</p>	<p>Breakfasts: Takeaway service only in Express, eating in LOOKOUT socially distanced Screens at each counter installed Card payments only, no cash</p> <p>Lunches: Takeaway meals:</p> <ul style="list-style-type: none"> delivered to Supported Learning, ACE centre, Oak, Cherry & (ESOL): to be eaten in classrooms or off site <p>Students should go home immediately after timetabled sessions and not arrive too early for timetabled sessions. If they have timetabled sessions before and after lunch they are to bring packed lunches and eat in classroom or outside in their zoned areas.</p> <p>Staff if in College to bring packed lunches and eat in offices Student and parent handbook clearly set out expectations</p> <p>Hygiene: Regular hand washing; cards only (no cash) Handwashing facilities and hand sanitiser dispensers readily available and conveniently located.</p>	<p>Ensure that the Lookout Express is complying with the <u>guidance for food businesses on coronavirus (COVID-19)</u>.</p> <p>Ordering and payment software</p> <p>Limited No of packed lunches will be delivered to classrooms</p> <p>Supervision rota to be kept in place.</p>	

	<p>PPE: Screens at tills (regular wipe down); masks, visors, gloves, aprons available for use of catering staff. Staff issued reusable masks and face shields where required</p> <p>Card payments only</p>	Screens installed as required	
	Use of vending machines. Touch cleaning regime in place	monitor	
<p>13. Offices/Staff Rooms Cross contamination between staff, in communal area</p>	<p>Social Distancing;</p> <ul style="list-style-type: none"> • space out tables / chairs • Rota staff in offices • Staff to work from home (not college) when possible <p>Cleaning: Regular wipe down of surfaces, keyboards and shared kitchen facilities and equipment, by staff</p> <p>Hygiene: Regular hand washing; sanitising</p> <p>PPE: Face coverings available</p>	<p>Managers to maintain staff rotas</p> <p>Sanitiser spray and paper roll in Offices to be kept stocked</p> <p>Gel dispensers in Office to be filled daily</p>	
<p>14. Public facing areas: Reception, Student Services, Enrolment Office Cross infection</p>	<p>Access by appointment only</p> <p>Enquiries serviced remotely by phone, skype, email etc</p> <p>PPE available (face coverings, gloves) all leaflets, prospectuses, magazines, newspapers, books removed</p> <p>Screens in place</p>	<p>Wipe down screens regularly</p>	
<p>15. Mental health</p>	<p>Well-being Policy in place.</p> <p>Copies of this risk assessment available on the intranet and document library</p>	<p>HR support available (internal) Employee support helpline available (external): Tel: 0800 068 6729</p>	
<p>16. Physical interventions</p>	<p>Contract security (Norse) on-site. Security trained in control and restraint.</p>	Monitor	

	Security staff to follow Norse procedures.		
17. First-aid	<p>Revised first aid at work procedure sent to all registered college first aiders (section added referring to precautions to be taken by first aiders during Covid-19).</p> <ul style="list-style-type: none"> • Maintain social distancing if possible. • Avoid touching your mouth, eyes and nose. • Thoroughly wash hands with soap and water after contact. • Where social distancing is not possible, wear disposable gloves and apron, fluid repellent surgical face mask and disposable eye protection (visor or goggles). Grab bag available • If CPR is required it is advised that you DO NOT perform rescue breaths or mouth-to-mouth ventilation (perform chest compressions only). If you do, you MUST use a resuscitation face shield. 	<p>Regularly check the latest Public Health England (PHE) guidance: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>Review First aid availability based on staff availability and ensure suitable provision is maintained (Estates and Security first aid trained)</p>	
18. Ventilation	<p>All Buildings, except LM1, Oak & ACEC have a non-recirculatory ventilation system and can be used normally. Clean air is drawn in on one side of the building and used air expelled on the opposite side (no mixing).</p> <p>Ventilation obtained by opening windows (signage in place).</p> <p>Buildings with air conditioning systems are turned off and isolated. (Oak and ACEC)</p> <p>LM1 ventilation system is a mixture of AC units and AHUs. AC units only supply the IT server room. AHUs supply ground and first floor only, the rest of the building is naturally ventilated except toilets that have extract only</p> <p>Desk Fans and portable AC units removed from offices</p>	<p>Monitor indoor temperatures.</p> <p>Monitor Advice on ventilation</p> <p>Monitor Advice on ventilation</p> <p>Remove any that are found during lock up procedures</p>	
19. Closure of Facilities due to lack of staff	Staff working arrangements		

	<p>Bubbles have been created with different areas of the college and are maintained through changes in working patterns to include shift work and where possible staff working from home. Senior manager have arrangements in place to maximise business continuity.</p> <p>Remote online learning developed to maintain curriculum delivery.</p>	<p>Example: Estates/facilities/maintenance staff; split into bubbles (same shift bubbles). No mixing of early / late shifts. No mixing of estates / maintenance. Staff restricted to single site where possible but where staff have to change site they visit one site only per day</p>	
<p>20. Christmas</p>	<ul style="list-style-type: none"> • Christmas buffets/gatherings in offices cannot take place. • Physical Christmas cards not to be sent or hand-delivered to other staff or students. • Personal Christmas parcel deliveries not allowed. • Christmas trees allowed in shared offices/staff rooms (with caveats*). 	<p>* Decorations brought from home to decorate tree must have a period of 72 hours whereby they are not touched before being placed on the tree.</p> <p>Tree must be decorated and touched by one person only (with appropriate sanitisation of hands before and after decoration). The same applies when the decorations are being removed.</p> <p>Any tree lights must be switched off at the end of the day so as to ensure no additional touching of plugs etc. They must either be new or have been Portable Appliance Tested if three or more years old.</p>	

DATE CREATED	Created BY	FIRST REVIEW DATE
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10 June 2020	Owner / joint assessor: Steve Rankine - Deputy Principal (Finance). Assessor: Gary Brough – Vice Principal (Resources). Assessor: Paul Valentine – Health and Safety Officer.	3 July 2020
17.06.20	Gary Brough	July 2020
26.06.2020	Gary Brough	July 2020
02.07.2020	Gary Brough	August 2020
20.08.2020	Gary Brough	September 2020
05.10.2020	Gary Brough	November 2020
28.10.2020	Paul Valentine, Gary Brough, Bob York	27.11.2020
02.12.2020	Paul Valentine	04.01.2021