

# OPERATING DURING CORONAVIRUS - RISK ASSESSMENT

<p><b>Risk Assessment of operating during coronavirus pandemic.</b></p> <p><b>Who Might be Affected?</b> Staff, students, contractors and visitors</p> <p><b>Valid from:</b> 24<sup>th</sup> August 2020</p> <p><b>Staff with concerns are asked to contact Rosie Shale</b> <a href="mailto:rshale@jcc.ac.uk">rshale@jcc.ac.uk</a></p>	<p><b>Date of Assessment:</b> August 2020</p> <p>Reviewed: 30<sup>th</sup> September 2020</p> <p>Next Review: 30<sup>th</sup> October 2020 (and monthly onwards)</p> <p><b>Name of Assessor</b> Andy Hall and Eleanor Collinge of Southalls and Rosie Shale of Joseph Chamberlain College</p> <p><b>NB: These control measures are in addition to site risk assessments which are held in the College file network and on Safety Cloud and remain applicable for other hazards.</b></p>
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<p><b>INTRODUCTION - DESCRIPTION of WORK ACTIVITY / TASK:</b></p>
<p>This risk assessment outlines general measures to be adopted by all members of the college community. This assessment will be reviewed in line with national guidance (and local epidemiological data) as and when it becomes available. We expect high levels of cooperation from staff, students, contractors and visitors. Where levels of cooperation are less than expected from:</p> <ul style="list-style-type: none"> <li>• Visitors and contractors – they should be removed from site without delay</li> <li>• Staff and students – they should be removed from site without delay and referred to the college disciplinary processes. These individuals will be removed from site until the conclusion of college disciplinary processes.</li> </ul> <p>Nothing contained within the risk assessment is intended to prevent action in an emergency, for instance during a fire evacuation or where an individual requires first aid.</p>

Groups at Risk							
X	Staff	X	Students (16 – 19)	X	Contractor	X	Other (see below)
X	Adult students	X	Visitors				
Specific Groups / Individuals at Risk							
BAME individuals							
Clinically vulnerable individuals							
Extremely Clinically Vulnerable Individuals							

**Guide to acronyms:**

BAME – Black, Asian and Minority Ethnic

BTS – Birmingham Theatre School

CPR – Cardio Pulmonary Resuscitation

DSE - Display Screen Equipment

HR – Human Resources

HVAC – Heating, Ventilation and Air-Conditioning

IPC – Infection Prevention and Control

OLC – Open Learning Centre

PC – Personal Computers

PHE – Public Health England

PPE – Personal Protective Equipment

SBO – Student Behaviour Officers

SLT – Senior Leadership Team

MRAC – Moseley Road Adult Centre

**The following tables contain:**Pages 2 - 3 **General advice and guidance** about COVID-19 Coronavirus risks and safetyPages 4 – 9 **Detailed overall assessment** of risks of operating in context of COVID-19 CoronavirusPages 10 – 13 Detailed overall assessment of risks in certain **locations**Pages 14 – 26 Appendices – assessment of risks associated with operating **specific college activities**

<b>Overall Risk</b>	<b>General Advice and Guidance:</b>
<p><b>COVID-19 Coronavirus:</b></p> <p>Most people are at risk from infection (staff, students, visitors, etc.). The risk of COVID-19 infection is, as we know, higher for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. BAME individuals are also now known to be more likely to be at risk from this virus. The majority of cases lead to mild symptoms (persistent coughing and</p>	<p>Government guidance is being reviewed on a regular basis to ensure the latest available information is put into practice. <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> The following guidance (July 2020) is listed here and is covered in further detail in the tables below:</p> <p><b>Communication</b> All members of staff and students will be will be briefed on the measures in place in college and in particular about the changes in working practices as well as precautions regarding the self-isolation process. There will also be regular communication with parents / guardians via newsletters/email bulletins about the coronavirus and our college arrangements in relation to these.</p> <p><b>Working on site and from Home</b></p> <ul style="list-style-type: none"> <li>• A timetable is in place to record when students and staff are on site, students may be allowed to work from home when they are not required to be at the college, however, during term time, it is anticipated that staff will be expected to be on site for all of their contracted hours.</li> </ul> <p><b>Travel to College</b></p> <ul style="list-style-type: none"> <li>• Staff and students are encouraged to avoid public transport in travelling to college. Where this is not possible all are reminded that wearing of face coverings on public transport is mandatory. Government guidance on the safe wearing of face coverings will be issued to all users of public transport: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings</a></li> </ul> <p><b>Arrival at college</b></p> <ul style="list-style-type: none"> <li>• Staff, students, and visitors to the college are reminded of the symptoms of coronavirus (COVID-19) at the point of entry to the site by:             <ol style="list-style-type: none"> <li>a) Posters displayed at site entrances</li> <li>b) Site rules displayed at visitor checking in points</li> </ol> </li> </ul>

temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.

#### **Self-Isolation**

- The college is following government guidance on self-isolation. In the event any member of college is exhibiting symptoms they must self-isolate. The latest advice is here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

#### **Personal Hygiene**

- Staff and students are encouraged to use common control measures which include sneezing into a tissue or elbow and not just into the hand, followed by immediate disposal of tissue and frequent hand washing.
- The college will ensure that all students, members of staff and visitors maintain excellent standards of hand hygiene.

#### **Social Distancing**

- All activity on site will be observing government mandated social distancing guidelines where possible or conducted utilising technology.
- Masks are to be worn by staff and students in corridors and in social or communal spaces.

#### **Cleaning and Disinfection**

- A significantly enhanced cleaning regime will be in place with frequent extensive cleaning measures regularly employed.

#### **Meetings**

- Meetings to be held remotely where possible, and where held in person, are to be socially distanced.

#### **First Aid**

- A first aid needs assessment has been undertaken to determine the specific needs of the college. The College Nurse will be the first point of call for first aid issues. PPE will be provided for dealing with first aid emergencies.

#### **Fire Safety**

- All staff will be advised on any changes to fire evacuation procedures (Fire Marshals will be chosen according to the staff present in the building.)
- Fire doors will not be propped open.

#### **Student / Parent / Carer Communication**

- Communications will be sent to students, parents and carers to inform of control measures and teaching arrangements in place.

#### **Other Safety Measures**

- DSE - PC users classed as habitual have completed a Display Screen Equipment Assessment
- Homeworking guide has been sent to all staff which covers importance of good workstation set-up.  
[https://safety.southalls.com/hubfs/2020%20-%20Coronavirus/Southalls\\_A%20Guide%20to%20Homeworking\\_2020.pdf](https://safety.southalls.com/hubfs/2020%20-%20Coronavirus/Southalls_A%20Guide%20to%20Homeworking_2020.pdf)

# DETAILED RISK ASSESSMENT FOR OPERATING DURING CORONAVIRUS

Hazards	How might harm occur and to whom?	Control Measures
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Students and staff, contractors and visitors might have contact with symptomatic individuals and might contract the virus and/or pass it to others.</b></p>	<p><b>The college will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household with symptoms, do not attend college.</b></p> <p><b>Knowledge and awareness of symptoms</b> - Most common symptoms of coronavirus (COVID-19) include the recent onset of:</p> <ul style="list-style-type: none"> <li>• a new continuous cough</li> <li>• a sore throat</li> <li>• a high temperature</li> <li>• a loss of, or change in, your normal sense of taste or smell (anosmia).</li> </ul> <p><b>Response to any infection</b> - The following measures will be followed where relevant:</p> <ul style="list-style-type: none"> <li>• The college will engage with the <u>NHS Test and Trace</u> process.</li> <li>• The college will manage confirmed cases of COVID-19 amongst the college community.</li> <li>• Local Health Protection Team advice will be followed in order to contain any outbreak. <a href="https://www.gov.uk/guidance/contacts-ph-health-protection-teams#west-midlands-east-hpt">https://www.gov.uk/guidance/contacts-ph-health-protection-teams#west-midlands-east-hpt</a></li> <li>• The college will communicate with members of staff, students and parents/guardians and carers about NHS Test and Trace, and where necessary, will supply details of how to book tests.</li> <li>• Parents/guardians, students and members of staff are asked to inform the college immediately of any test results.</li> <li>• Control measures outlined below will be followed where testing is undertaken.</li> </ul> <p><b>Advice if you have coronavirus (COVID-19) symptoms:</b></p> <ul style="list-style-type: none"> <li>• do <b>not</b> go to a GP surgery, pharmacy or hospital</li> <li>• you do not need to contact 111 to tell them you're staying at home</li> <li>• Arrange a COVID-19 test for everyone in your household (over the age of 5) via the NHS at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</a></li> <li>• Everyone from your household and your support bubble must isolate until you receive the test results, you will be advised if you and others need to continue to self-isolate.</li> </ul>

		<p><b>Adherence to following measures</b></p> <ul style="list-style-type: none"> <li>• Where students, members of staff and other adults have tested positive in the last 7 days for coronavirus (COVID-19) they should stay at home and not attend the college.</li> <li>• Where self-isolation is being undertaken, a test must be arranged for coronavirus <u>Coronavirus (COVID-19): getting tested - GOV.UK</u>.</li> <li>• <u>COVID-19: guidance for households with possible coronavirus infection</u> must be followed as listed below. (Guidance on timescales may change.)</li> <li>• If you live alone and have symptoms of coronavirus illness (COVID-19), however mild, stay at home for <b>10 days</b> from when symptoms started.</li> <li>• If you live with someone who has symptoms, you'll need to self-isolate for <b>14 days</b>.</li> <li>• If someone in your support bubble has symptoms, you'll usually need to self-isolate for 14 days.</li> <li>• After 10 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal.</li> <li>• If anyone else in your household displays symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.</li> <li>• Reduce the spread of infection in the home: wash hands regularly for 20 seconds using soap and water, or use hand sanitiser; cover coughs and sneezes.</li> <li>• If you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.</li> <li>• If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you need to follow the same guidance on self-isolation again.</li> <li>• If a medically confirmed staff or student case is identified, their class(es) and in the case of staff – their close colleagues, will be required to self-isolate for 14 days. Others in their household will not be required to self-isolate unless someone in their household develops symptoms.</li> <li>• Members of staff returning to work after a period of absence e.g. holiday, will be asked to complete a return to work questionnaire to confirm that they are free of symptoms.</li> </ul>
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Students and staff, contractors and visitors working on site might have contact with asymptomatic individuals and might contract the</b></p>	<p><b>Working from Home</b></p> <ul style="list-style-type: none"> <li>• Current government advice states that most workplaces have now re-opened and that staff may be able to work from home unless required to be on site, however, in an education setting, almost all staff will be expected to work on site once the college work of the academic year 2020 – 2021 commences.</li> <li>• Students should study both at home and on site, this will mean a delivery model of blended learning with timetabled periods of online learning alternating with on-site activity. This will limit numbers on site at one time.</li> </ul> <p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>• Reduction of the number of staff, students, visitors and contractors in any work area is required to comply with government social distancing recommendations which are currently two metres, or one metre plus additional control measures: <a href="https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others">https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others</a></li> </ul>

	<p><b>virus and/or pass it to others.</b></p>	<p><b>Rescheduling activity</b></p> <ul style="list-style-type: none"> <li>•The college will review work schedules and working patterns to reduce the number of people on site at any one time.</li> <li>•College will design its activity to enable social distancing. Activities which cannot be managed using social distancing must not take place. Current governmental guidance and principles are: <ul style="list-style-type: none"> <li>a) Two metres, or one metre plus additional control measures guidance on distancing.</li> <li>b) Minimise close contact to 15 minutes or less where possible.</li> <li>c) Face to face close contact must be avoided, side-by-side working and back-to-back working is acceptable. The number of individuals a person is in close contact with must be minimised. Use of PPE is not an appropriate control measure in these cases.</li> </ul> </li> </ul> <p><b>Teaching activity (see appendices)</b></p> <ul style="list-style-type: none"> <li>•Classroom provision must take in to account social distancing, contact time and regular cleaning and disinfection.</li> <li>•Cohorts / classes should be kept together if possible; mixing should be limited by timetabling where possible.</li> <li>•In rare circumstances, to ensure distancing measures, classes may need to be relocated to another room or additional control measures such as the wearing of masks may be introduced in classrooms.</li> </ul> <p><b>•Rest and lunch breaks</b></p> <ul style="list-style-type: none"> <li>•Social distancing to be adhered to in canteen/cafeteria areas, staff work areas and smoking area(s).</li> <li>•Staff and students to be reminded on a daily basis of the importance of social distancing (signage, posters and digital signage).</li> <li>•Staff managers and Student Behaviour Officers to ensure this is adhered to.</li> <li>•Masks are to be worn by staff and students in corridors and in social or communal spaces.</li> </ul>
	<p><b>Students and staff, contractors and visitors working on site might present as symptomatic at the workplace</b></p>	<p><b>The college will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend college.</b></p> <p><b>Symptoms of Covid-19</b></p> <ul style="list-style-type: none"> <li>•If anyone in the workplace becomes unwell with COVID -19 symptoms, they will be sent home and advised to follow the ‘stay at home’ guidance.</li> <li>•Government guidance will be followed: <u>Safe working in education, childcare and children’s social care.</u></li> </ul> <p><b>Actions to be taken for cases of symptomatic individuals on site:</b></p> <ul style="list-style-type: none"> <li>•For staff / students unable to leave the premises immediately, a quarantine area has been identified with suitable welfare facilities for the sole use of symptomatic individuals.</li> <li>•This area will be deep cleaned after the individual has left the site.</li> <li>•Face masks can be used by staff supporting these individuals only where social distancing cannot be maintained.</li> <li>•Disposable gloves, masks and aprons can be used by staff where contact is reasonably foreseeable.</li> <li>•Where students or members of staff have been in close contact with or helped a student who has displayed symptoms, they will remain at college, unless they develop symptoms themselves or the symptomatic person tests positive for coronavirus.</li> <li>•Members of staff, students and parents/carers will be advised that close contact means: <ul style="list-style-type: none"> <li>a) Direct close contacts i.e. face to face contact with an infected individual for any length of time, within one metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).</li> <li>b) Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</li> </ul> </li> </ul>

		<p>c) Travelling in a small vehicle, like a car, with an infected person.</p> <ul style="list-style-type: none"> <li>•The college will maintain records of student and staff groupings, along with records of any close contact that takes place between students and adults in different groups.</li> <li>•If later advised that a member of staff or student has developed Covid-19 and has recently been on our premises, potentially contaminated areas will be identified, and will be deep cleaned, with access prohibited for 72 hours.</li> <li>•Line managers will maintain regular contact with staff members during periods of self-isolation.</li> <li>•Pastoral staff will maintain regular contact with students during periods of self- isolation.</li> <li>•Where the student or staff member tests negative, they can return to their work and the fellow household members can end their self-isolation.</li> </ul> <p>• <b>Containing Outbreaks by following local Health Protection Team advice</b></p> <ul style="list-style-type: none"> <li>•The college will work with their local Health Protection Team upon identification of an outbreak.</li> <li>•Controls that may be implemented include the self-isolation of a larger number of students e.g. a whole P or Q cohort or whole subject BTEC group.</li> <li>•Where staffing levels may be reduced due to absences within the college the Principal / SLT on site will undertake an assessment of the necessary controls to operate the college with a reduced capacity.</li> <li>•Where the Principal is affected by self-isolation, the Business Continuity Team will meet to agree necessary steps to ensure continuity of leadership in the College.</li> </ul>
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Transmission to Clinically Extremely Vulnerable Groups</b></p>	<p><b>Adoption of governmental advice on those who are extremely clinically vulnerable:</b>  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <ul style="list-style-type: none"> <li>•Individuals who were previously recommended to Shield for 12 weeks on written advice of their GP should be considered clinically extremely vulnerable.</li> <li>•Employees who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice may change July – September. This includes pregnancy and other vulnerable groups.</li> <li>•Those with underlying medical conditions are not automatically clinically extremely vulnerable but may be clinically vulnerable.</li> <li>•HR will conduct one to one risk assessments with any employee who is considered to benefit from additional control measures upon their return to work.</li> <li>•These measures may include such controls as, for example, wearing a mask or a visor in higher traffic areas of college, altered timetabling, use of a separate (low staff capacity) welfare room for those who are more vulnerable for breaks and lunch, early/late start or finish and working from home where the nature of the work permits. (List not exhaustive).</li> <li>•Staff are advised to discuss concerns with their line manager or Human Resources.</li> <li>•Students are advised to discuss concerns with their tutor or Student Services.</li> <li>•Human Resources and Student Services can obtain further advice and guidance from the Health and Safety Officer.</li> </ul>

<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Transmission to BAME Groups - Both staff and students</b></p>	<p><b>British Medical Association states that current evidence for COVID-19 shows that those from a BAME (black, Asian and minority ethnic) background have been disproportionately impacted, with age and specific underlying conditions also associated with more severe illness.</b></p> <ul style="list-style-type: none"> <li>• HR will conduct health questionnaires to determine if some staff are potentially at greater risk than others, for example because they belong to a BAME group, have pre-existing health condition(s), age or other risk factors.</li> <li>• HR will conduct one to one risk assessments with any employee who is considered to benefit from additional control measures upon their return to work.</li> <li>• These measures may include such controls as, for example, wearing a mask or a visor in higher traffic areas of college, altered timetabling, use of a separate (low staff capacity) welfare room for those who are more vulnerable for breaks and lunch, early/late start or finish and working from home where the nature of the work permits. (List not exhaustive).</li> <li>• HR will manage the process of booking tests and monitoring subsequent follow-up actions/adjustments for staff.</li> <li>• Pastoral managers and personal tutors will conduct health questionnaire and health awareness briefings for students. College nurse will signpost NHS test and trace services for students.</li> </ul>
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risk to Mental Health and Wellbeing</b></p>	<p><b>Mental Health</b> <a href="https://hse.gov.uk/stress">https://hse.gov.uk/stress</a></p> <ul style="list-style-type: none"> <li>• College managers will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> <li>• Line managers to ensure regular communication of mental health information and an open-door policy for those who need additional support.</li> </ul> <p><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risk of poor Infection Prevention and Control (IPC)</b></p>	<p><b>Adoption of IPC principles outlined in Implementing Protective Measures in Education and Childcare Settings (11/05/2020)</b></p> <ul style="list-style-type: none"> <li>• Minimise contact with symptomatic individuals and those from a household with symptomatic individuals.</li> <li>• Cleaning hands on arrival and more frequent cleaning of hands with soap and water (preferred) or alcohol (60%) hand sanitiser.</li> <li>• Cleaning and disinfecting frequently touched surfaces often.</li> <li>• Minimising contact and mixing by altering the premises, classroom layout and timetables if possible.</li> </ul> <p><b>Hand Washing</b>  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <ul style="list-style-type: none"> <li>• Hand washing facilities available, with soap and water in place. Portable hand washing stations will be located in the courtyard.</li> <li>• Drying of hands with disposable paper towels advised.</li> </ul> <p><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <ul style="list-style-type: none"> <li>• Staff encouraged to protect the skin by applying emollient cream regularly  <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>• Gel sanitisers will be provided in any area where washing facilities are not readily available and for those unable to use the handwashing stations.</li> </ul>

		<p><b>Additional advice</b></p> <ul style="list-style-type: none"> <li>•All to be reminded to catch coughs and sneezes in tissues – and to follow the slogan ‘Catch it, Bin it, Kill it’.</li> <li>•All to be reminded to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>•Staff will be encouraged to report any problems and carry out skin checks.</li> </ul>
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risk of high viral loading on contact surfaces</b></p>	<p><b>Students and staff to maintain social distancing and hygiene measures according to current government guidelines.</b></p> <ul style="list-style-type: none"> <li>•Mark out clearly any furniture or college areas which are not safe to use under the current guidance on distancing.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>•An enhanced cleaning regime will ensure the more frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use, such as desks, computer screens, keyboards, computer mice, phones, photocopiers, door handles, stair rails, light switches, lift contact points, kitchen surfaces, toilets and taps etc using appropriate cleaning products, disinfectant and appropriate methods.</li> <li>•Bins are covered, provided with bin bags, and collected for disposal daily.</li> <li>•Daily visual checks on the implementation of social distancing will be undertaken by the SBOs. Visual checks on personal hygiene and cleaning and disinfection arrangements will be undertaken by site staff.</li> <li>•Rigorous checks will be carried out by cleaning manager and site manager to ensure that the necessary procedures are being followed.</li> </ul>
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risk related to provision and use of PPE including the possibility of over-reliance on PPE or lack of understanding of IPC</b></p>	<p><b>Disposable PPE will be promoted over the use of re-usable PPE</b></p> <p>Government guidance will be followed: <b><u>Safe working in education, childcare and children’s social care.</u></b></p> <ul style="list-style-type: none"> <li>• Disposable PPE such as gloves will not be issued routinely to staff as there is a risk from poor / ineffective decontamination practices by the user of PPE.</li> <li>• Where Risk Assessment identifies wearing of gloves / masks as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove these carefully to reduce contamination and how to dispose of them safely. <a href="https://www.hse.gov.uk/skin/videos/gloves/index.htm">https://www.hse.gov.uk/skin/videos/gloves/index.htm</a></li> <li>• Staff will be reminded that wearing of gloves is not a substitute for good hand washing and that wearing masks is not a substitute for social distancing.</li> <li>• Disposable PPE should be either: <ul style="list-style-type: none"> <li>(a) Sealed in packaging</li> <li>(b) Worn</li> <li>(c) In the bin</li> </ul> </li> <li>• Once used, PPE must be considered contaminated with infectious material and:</li> <li>• Disposable PPE must be placed in a sealed bag before entering the normal waste stream.</li> <li>• Re-usable PPE decontaminated in accordance with the manufacturers’ instructions. Where manufacturers’ instructions do not provide detailed instructions on the decontamination from microbiological organisms they should not be re-used. Cleaning materials should be placed in a sealed bag before entering the normal waste stream. Clinical waste collection should be prompt and regular.</li> </ul>

# RISKS RELATING TO KEY LOCATIONS

Hazards	How might harm occur and to whom?	Control Measures
Spread of Covid-19 Coronavirus	Risks to those people using public transport to journey to college	<b>Travel to College</b> <ul style="list-style-type: none"> <li>• Staff and students are encouraged to avoid public transport in travelling to college where possible.</li> <li>• Where this is not possible, government mandated use of a protective face covering is required when using public transport.</li> <li>• Walking and cycling to college is to be encouraged and promoted.</li> </ul>
Spread of Covid-19 Coronavirus	Risks associated with people arriving at college gates and entrances	<b>Arrival at college gates</b> <ul style="list-style-type: none"> <li>• On arrival staff and students will be required to show ID cards.</li> <li>• If an ID card has not been bought to college, a temporary replacement will be available. Temporary cards will be disinfected once returned and stored securely for 72 hrs before re-issue.</li> <li>• On arrival staff and students should self-declare any recent illness of themselves or contacts.</li> </ul>
Spread of Covid-19 Coronavirus	Risks to those people using college reception areas	<b>Reception areas</b> <ul style="list-style-type: none"> <li>• A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. It may be necessary to queue to gain entry.</li> <li>• Floor markings are visible where it is necessary to manage any queuing.</li> <li>• Reception desks are operated between screens, Perspex screens to be installed where required.</li> <li>• Signing in for college visitors who have a booked appointment is via a computer terminal, the screen is cleaned with a sanitising spray regularly. Signage is provided to remind users to use hand sanitiser before and after using the terminals. Documents to be handed at reception are placed in the trays provided and not handed directly to staff.</li> <li>• Security controlled zone in college entrance ahead of the access barriers.</li> <li>• College turnstiles will be used on entry for security reasons and, barriers will be set to the open position to allow for swift exit.</li> <li>• All entrants to the College will be required to use the hand sanitiser / hand washing stations after using turnstiles.</li> <li>• Hand washing stations to be located in the courtyard for students to use and sanitiser for any student unable to use the washing stations.</li> <li>• Masks are to be worn by staff and students in corridors and in social or communal spaces.</li> </ul>
Spread of Covid-19 Coronavirus	Risks associated with classroom use	<b>Students and staff to maintain social distancing and hygiene measures according to current government guidelines.</b> <ul style="list-style-type: none"> <li>• Where possible BTEC students will remain in a single classroom for the day and teachers will join their class.</li> <li>• Where possible, all students will remain in a static seating plan for each of their different subjects.</li> <li>• Where this is not possible, risks will be lowered by the use of regular cleaning and by social distancing.</li> </ul>

		<ul style="list-style-type: none"> <li>•Students will need to sit in accordance with social distancing guidelines while college is functioning at half capacity. This will require the marking out and identification of unused desks, tables, computer work stations.</li> <li>•Seating is to be arranged as forward facing. Screens to be provided in computer rooms where furniture cannot be moved to face forwards.</li> <li>•Students to use alternate desk spaces, leaving enough room for social distancing while college is functioning at half capacity.</li> <li>•Where possible, students will remain in a static seating plan.</li> <li>•Teacher desks and work areas in classrooms are to be marked out with two metre distancing tape on the floor.</li> <li>•All unnecessary teaching resources will need to be removed from learning environments to promote social distancing, and to also assist the cleaning process.</li> <li>•Close face to face contact will be avoided. The time spent within 1 metre of anyone will be minimised.</li> <li>•Each classroom to be equipped with a sanitising station with hand sanitiser, disinfectant wipes and tissues.</li> <li>•Staff and students should use hand sanitisers on entering the classroom and may also choose to use disinfecting wipes to clean own desk at the start of a session.</li> <li>•Classroom shared Chromebooks and computers may only be used if each keyboard, mouse and screen is sanitised between users.</li> <li>•Students and teachers can take text books home but unnecessary sharing will be avoided. Good hand hygiene when handling these resources is emphasised.</li> <li>•Shared paper and other resources such as stationery items must not be used.</li> <li>•A 'clear desk' practice is to be actively encouraged.</li> <li>•Portable fans and heaters are not to be used.</li> <li>•Air conditioning units to be switched off where the air used is recirculated air.</li> <li>•Windows and doors (except fire doors without automated closing devices) to remain to open to increase ventilation.</li> <li>•Ventilation system to vent only air from outside, no recirculation of air is permitted.</li> <li>•Where this is not possible, use of air purification units with HEPA filters should be considered.</li> </ul>
<b>Spread of Covid-19 Coronavirus</b>	<b>Risk associated with large rooms such as hall/sports hall</b>	<p><b>Large gatherings are to be avoided, social distancing to be maintained and masks to be worn.</b></p> <ul style="list-style-type: none"> <li>•Where the larger college rooms and spaces are in use, they are to be set up with distance markings and direction signs for circulation, with chairs and tables placed at correct spacing to maintain safety.</li> </ul>
<b>Spread of Covid-19 Coronavirus</b>	<b>Risks associated with social and eating areas</b>	<p><b>Large gatherings are to be avoided, social distancing to be maintained and masks to be worn except when eating and drinking.</b></p> <ul style="list-style-type: none"> <li>•Floor markings, barriers or signs will be visible where it is necessary to manage any queuing.</li> <li>•Easily visible signage and/or floor markings will advise students and staff of any one-way circulation routes and of social distances for queueing.</li> <li>•Cafeteria chairs and tables will be placed at correct spacing to maintain safe distancing.</li> <li>•Where this is not possible, furniture is to be marked out to ensure social distancing measures are maintained.</li> <li>•Students and staff are encouraged to use outdoor seating areas.</li> <li>•Arrangements will be made to clean lunch and break tables regularly throughout the day.</li> <li>•Staff and students should use hand sanitisers or wash hands before eating.</li> <li>•Contract caterers will provide evidence to the college of the measures that they are taking to be COVID-secure.</li> </ul>

<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risks of working in offices and staff work rooms</b></p>	<p><b>Staff to maintain social distancing according to current government guidelines.</b></p> <ul style="list-style-type: none"> <li>• The number of individuals a person is in close contact with must be minimised.</li> <li>• Typically, 6 staff members will be able to work at an appropriate distance from each other in the larger department work rooms or offices. Smaller or larger rooms may require a different occupancy figure than this. All staff work spaces will be signed to indicate capacity. The staff room and drama studio may become available as an overspill teacher work area, if required.</li> <li>• Where practicable, administrative staff to be allowed to create, with their line manager, a work rota for days in the office and days working from home in order to allow safe usage of some small offices.</li> <li>• Work seating positions are to be arranged so that face to face working is avoided in offices and work rooms.</li> <li>• Side-by-side location of staff work desks and computers, and back-to-back of desks and computers is acceptable, so long as social distance guidance is maintained. Use of PPE is not an appropriate control measure in these cases.</li> <li>• Seating arrangements may require the taping off unused desks, tables, computer work stations.</li> <li>• Each office or work room to be equipped with a box containing hand sanitiser, disinfectant wipes and tissues.</li> <li>• Staff should use hand sanitisers on entering the room and may also choose to use disinfecting wipes to clean own desk.</li> <li>• Shared computers may only be used if keyboard, mouse and screen are sanitised between users.</li> <li>• Shared paper and other resources such as stationery items must not be used.</li> <li>• A 'clear desk' practice is to be actively encouraged.</li> <li>• Members of staff will minimise movement around the site by using email, phones or portable radios.</li> <li>• Staff should maintain social distancing within staff work rooms and offices and should avoid congregating unnecessarily.</li> <li>• Staff members are discouraged from using other colleagues' phones, work tools and equipment, cups and drinking / eating vessels where possible. If necessary, clean and disinfect them before and after use.</li> <li>• Portable fans and heaters are not to be used.</li> <li>• Air conditioning to be switched off if recirculated air is used in the air conditioning units.</li> </ul>
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risks associated with hand hygiene and toilet use</b></p>	<p><b>Students and staff to maintain social distancing and handwashing hygiene - according to current government guidelines.</b></p> <ul style="list-style-type: none"> <li>• Posters are to be displayed around the college site showing a good hand washing technique i.e at least 20 seconds with soap and water followed by thoroughly drying hands.</li> <li>• Staff members are informed to avoid physically greeting others for example, the shaking of hands or nudging elbows is discouraged as this would not enable distancing. A simple 'good morning' or 'good afternoon' will suffice and will also adhere to the clear social distancing measures.</li> <li>• Paper towels and hand driers are provided in WCs to encourage good hand hygiene.</li> <li>• Only allow 3 students to access to the toilets at any one time – students will self-manage this as advised by signage and with assistance of Student Behaviour Officers</li> <li>• Site team to check soap dispensers and paper towels are fully stocked.</li> <li>• Toilets to be deep cleaned at the end of each working day.</li> </ul>
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risks associated with student social and study</b></p>	<p><b>Students and staff to maintain social distancing according to current government guidelines.</b></p> <ul style="list-style-type: none"> <li>• Masks are to be worn by staff and students in corridors and in social or communal spaces.</li> <li>• Students to use alternate desk computer spaces, in open access areas, leaving enough room for social distancing while college is functioning at half capacity.</li> </ul>

	<b>areas and corridors</b>	<ul style="list-style-type: none"> <li>• A one-way system may be instituted once the college returns to full capacity. In this case, staff and pupils will be briefed, and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>• Cleaning staff to maintain an all-day presence in their designated zones to clean/disinfect all surfaces such as tables, seats, benches and door handles.</li> <li>• Social mixing should be avoided, apart from brief transitory contact in corridors for example at break time, lunch time or when leaving/entering the site.</li> <li>• Students to be encouraged to use outdoor spaces in preference to indoor areas.</li> </ul>
<b>Spread of Covid-19 Coronavirus</b>	<b>Risks associated with Prayer Room</b>	<p><b>Students and staff to maintain social distancing according to current government guidelines.</b></p> <ul style="list-style-type: none"> <li>• A booking system will be in place for the booking of time in the prayer room and for Friday prayers. This will be managed under the remit of the pastoral team.</li> <li>• Bookings available for prayer room between 8.00 a.m. to 4.30 p.m. at fifteen-minute intervals throughout the day.</li> <li>• Limit of 4 males and 4 females at a time in prayer room.</li> <li>• Limit of 2 at a time for using the washing facilities.</li> <li>• Shoes to be placed in designated shoe rack spaces only.</li> <li>• Hand sanitiser is to be used before entering and on leaving the prayer room and Friday prayers.</li> <li>• Students to bring own individual prayer mat – no sharing is to be allowed.</li> <li>• In line with rules at local mosques, masks are to be worn during prayers.</li> <li>• Limit of 30 individuals at Friday prayers in main hall.</li> <li>• Friday prayers to be kept short in order to remain within government guidelines for limiting time spent and the numbers of individuals in enclosed spaces.</li> </ul>
<b>Spread of Covid-19 Coronavirus</b>	<b>Risks associated with external college areas</b>	<p><b>Social distancing to be maintained in:</b></p> <ul style="list-style-type: none"> <li>• Garden</li> <li>• Courtyard</li> <li>• Smoking area</li> <li>• Car park areas</li> <li>• Staff and pupils are to be briefed, and signage will be provided to identify which entrances, exits and circulation routes to use.</li> </ul>
<b>Spread of Covid-19 Coronavirus</b>	<b>Risks associated with staff and students working outside the JCC site at other centres</b>	<p><b>Staff to work in accordance with JCC risk assessment guidance over and above any local centre guidelines:</b></p> <ul style="list-style-type: none"> <li>• External organisations' risk assessments to be collected and communicated to all relevant staff and students.</li> <li>• All principles included in this JCC risk assessment to apply to off-site working where relevant.</li> <li>• Managers to communicate JCC Covid-19 Safety protocols and expectations to their staff.</li> <li>• Staff to communicate JCC Covid-19 Safety protocols and expectations to their learners.</li> </ul>

# RISKS RELATING TO COLLEGE ACTIVITY

## - OTHER THAN REGULAR CLASSROOM CONTACT:

Hazards	How might harm occur and to whom?	Control Measures
Spread of Covid-19 Coronavirus	Risk related to delivery of Personal Care	<p><b>Disposable face masks / visors and other items of PPE will be provided for staff required to provide personal care to students.</b></p> <ul style="list-style-type: none"> <li>• This is anticipated to affect a very small number of staff as the number of students requiring personal care is likely to be very limited.</li> <li>• Guidance on PPE use will be communicated to this specific 'at risk' group before those students return to premises.</li> <li>• This guidance will be based on NHS / PHE advice on the provision of community-based care. (Fluid repellent mask, disposable aprons and disposable gloves).</li> </ul>
Spread of Covid-19 Coronavirus	Provision of First Aid	<p><b>First aid will be provided within current governmental guidance.</b></p> <ul style="list-style-type: none"> <li>• Face masks will be provided for staff providing first aid if required. This will affect a very small number of staff.</li> <li>• Current guidance on the provision of CPR will be provided to First Aiders. Rescue breaths must not be applied without the availability of appropriate equipment.</li> <li>• First aid guidance will be based on NHS / PHE advice on the provision of community-based care.</li> <li>• College nurse will notify management if she becomes aware of any change in national first aid guidelines.</li> <li>• No vulnerable staff to provide first aid cover.</li> </ul>
Spread of Covid-19 Coronavirus	Risks associated with lettings of college facilities	<p><b>College lettings</b></p> <ul style="list-style-type: none"> <li>• Sports hall and Saturday school lettings are suspended until further notice.</li> </ul>
Spread of Covid-19 Coronavirus	Risks of running trips and visits off site	<p><b>No student trips or visits are to be permitted.</b></p> <ul style="list-style-type: none"> <li>• Exceptions to this might be if an awarding body directs that external work is to be completed. In such a case we will assess the activity and take a decision whether or not we believe we can safely manage this risk.</li> <li>• If college minibuses are to be used for this purpose, hand sanitiser will be provided for use by students and staff members when getting onto and off the vehicle. In addition, the use of face masks is required.</li> </ul>
Spread of Covid-19 Coronavirus	Risks of running Enrichment activity	<p><b>A limited range of enrichment activity will take place.</b></p> <ul style="list-style-type: none"> <li>• Any sporting activity to be non-contact and socially-distanced with small numbers, such as table tennis or badminton.</li> <li>• Other enrichment activities must be carried out in small groups and without any face to face activity, using the principles of social distancing.</li> </ul>

<p><b>Risks related to Fire Safety in the context of Covid 19</b></p>	<p><b>Changes to emergency evacuation plan; numbers of marshals; and inadequate use of fire precautions may lead to increase in evacuation time and promote fire spread throughout the building</b></p>	<p><b>Fire Safety</b></p> <ul style="list-style-type: none"> <li>• Fire Marshall provision will be reviewed. Fire Marshals will be chosen according to the staff present in the building.</li> <li>• Staff and students are encouraged to use hand sanitiser or hand washing stations when re-entering the building / classrooms following a fire evacuation.</li> <li>• Social distancing will be maintained at the assembly point – this will be led by the Fire Marshals and staff have been informed about maintaining social distancing in the workplace.</li> <li>• Weekly in-house testing of the fire alarm / emergency lighting will continue.</li> <li>• The fire practice for 2020/2021 will be a “walk-through” of the evacuation routes so that staff and students are familiar with the procedure should the alarm be raised. All staff will be advised on any changes to fire evacuation procedures.</li> <li>• Corridor fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a frequent basis throughout the day, as per government guidance. Classroom doors should remain open to ventilate the room during lessons. Classroom doors should be closed when a classroom is not occupied.</li> </ul>
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Contractor visits AND external worker visits to college</b></p>	<p><b>External visitors and contractors to be controlled and monitored on site as follows:</b></p> <ul style="list-style-type: none"> <li>• Essential visits such as those concerned with the management of fire safety, legionella, gas safety, electrical safety, and examinations of ventilation systems will be pre-arranged with the relevant contractor. The following measures will be adopted, where possible: <ul style="list-style-type: none"> <li>a) The contractor will attend the site out of hours where possible to minimise opportunity for contact between all parties.</li> <li>b) Where contractor visits site during hours of college operation, contractors will work in rooms that are not in use by teaching staff or students.</li> <li>c) The room will be well ventilated, where possible.</li> <li>d) Contractors will be issued with additional site rules at reception, including expectations in terms of cleaning, respiratory hygiene and hand hygiene. The contractor must confirm that they are not symptomatic.</li> <li>e) Hand sanitiser gel will be provided for use upon entry to the site.</li> </ul> </li> <li>• Emergency visits may be undertaken but are subject to the following measures: <ul style="list-style-type: none"> <li>a) Contractors must book in at reception.</li> <li>b) They must confirm that they are not symptomatic (for COVID-19).</li> <li>c) They will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene.</li> <li>d) Where possible, students and members of staff will be moved from the work location; and in accordance with safeguarding principles.</li> <li>e) Hand sanitiser gel will be provided for use upon entry to the site.</li> </ul> </li> <li>• Cleaning, catering and facilities contractors, including landscaping: <ul style="list-style-type: none"> <li>a) Self-isolation guidance will be issued to contractors who have a daily role on site.</li> <li>b) Site rules including those on cleaning, hand hygiene and respiratory hygiene expectations will be issued to each contractor.</li> <li>c) Posters will be displayed within kitchens, cleaning cupboards, and facilities offices regarding social distancing, hand hygiene, etc.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"><li>d) Measures for social distancing, include:<ul style="list-style-type: none"><li>i. Consider Perspex screens for kitchens.</li><li>ii. Separation of landscaping contractors from students and other staff; working in an external environment which is well ventilated.</li></ul></li><li>• OFSTED visits have been confirmed as being suspended for Autumn Term 2020. The management of these visits will be planned in a later review of this risk assessment.</li><li>• Parents' evenings and open evenings will take place using remote technology as appropriate.</li><li>• Safety Consultant and enforcement officer (e.g. food safety officers) visits may be unannounced. The following control measures will be implemented:<ul style="list-style-type: none"><li>a) Visitors must book in at reception.</li><li>b) They must confirm that they are not symptomatic (for COVID-19).</li><li>c) They will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene.</li><li>d) Hand gel will be provided at reception for use.</li><li>e) Social distancing measures will be adopted.</li><li>f) Screens will separate receptionists from visitors to the site, where social distancing cannot be maintained.</li></ul></li><li>• Cold calls (sales) will not be processed beyond the reception area of the college.</li><li>• Gate and door control pads will be regularly cleaned.</li></ul>
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# APPENDICES - RISK ASSESSMENTS FOR SPECIFIC SUBJECTS /AREAS

## 1. ART

Hazards	How might harm occur and to whom?	Control Measures
Spread of Covid-19 Coronavirus	Risks associated with teaching of art subjects	<p><b>In art subjects, the following principles and protocols will be followed in addition to the more general guidance above:</b></p> <ul style="list-style-type: none"> <li>• All students to be offered the opportunity to purchase their own art supplies including aprons if required.</li> <li>• Students will be issued with their own PPE e.g. eye protection or disposable aprons in art where required.</li> <li>• Sharing of art supplies is to be actively discouraged and any shared equipment (for example sewing machines or photography equipment) must be sanitised after use and between each user. Where possible any issued equipment should be quarantined for 72 hours.</li> <li>• Any unused surfaces are to be kept clear in order to facilitate an enhanced college cleaning regime.</li> <li>• Art supplies shop to be run online with orders collected by students in the open area next to staff workroom.</li> <li>• Computer rooms will need Perspex screens if room design requires face to face working at a computer station.</li> </ul> <p><b>Classroom and office usage is as follows, while college is functioning at half capacity:</b></p> <ul style="list-style-type: none"> <li>• Students to use alternate desk spaces, leaving enough room for social distancing while college is functioning at half capacity.</li> <li>• Where possible, students will remain in a static seating plan.</li> </ul> <p>OCN08 – Capacity for 10 students using computers at any one time.            OCN09 – Larger office – maximum of 4 staff working at any one time for periods longer than 15 minutes.            OCN10 – Textiles room – maximum capacity of 11 students if sewing machines are moved and re-located. Textile dry prep room – 1 staff member only. Textiles wet room – 1 individual using spray washer at a time, wearing a visor. Otherwise, 2 individuals in this room at any one time. No use of hairdryer to dry artwork will be permitted.            OCN12 – Photographic studio – For demonstrations, 5 students, socially distanced, with 1 staff member. For photo shoots, only 1 photographer and 1 subject at a time, no multiple use of the room. For face to face photoshoots at least 2 metre distance must be maintained and for short periods of less than 15 minutes only; face masks or visors are advised in this context as an additional precaution.            OCN13 – Computer room – the computers may be moved to central tables or to additional tables at the rear of the room to enable social distancing.</p>

		<p>OCN14 – Dark room – 1 person to use developer bath at a time with disposable PPPE. Booths to be used by a maximum of 4 individuals plus 1 teacher with a limit of 15 – 30 minutes maximum. All equipment to be disinfected after use and, where possible a 72 hour quarantine between scheduled uses of the room.</p> <p>OCN15 – Computer room – Perspex screens to be installed to enable 12 students to use this room.</p> <p>OCN16 – Art classroom - 9 students at maximum capacity.</p> <p>OCN18 – Smaller staff office - maximum of 2 staff working at any one time for periods longer than 15 minutes.</p> <p>OCN19 - Design workshop – 1 member of staff with 1 student at a time – the use of this room is likely to be very limited because of current plans for delivery of the art curriculum.</p> <p>N.B. Classes may relocate to an alternative larger art room, if required, and where available. Additional working space and computers are available outside classrooms.</p> <p><b>CLEAPPS guidance to be followed by all staff at all times.</b></p>
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## 2. DRAMA

Hazards	How might harm occur and to whom?	Control Measures
<p>Spread of Covid-19 Coronavirus</p>	<p>Risks associated with learning at Birmingham Theatre School (BTS)</p>	<p><b>BTS is a separate site and students can be grouped effectively into a social bubble, however, social distancing rules must still apply according to the following guidelines:</b></p> <ul style="list-style-type: none"> <li>• One-way system through the building to be introduced and maintained by staff.</li> <li>• Hand sanitising materials to be available on entry to each room.</li> <li>• Year groups to be taught separately as distinct social bubbles.</li> <li>• Paper resources and other resources such as stationery items must not be shared.</li> <li>• Windows to be opened to increase ventilation.</li> <li>• A 'clear desk' practice is to be actively encouraged in staff areas.</li> <li>• Portable fans and fan heaters are not to be used.</li> <li>• No close work to be carried out – social distancing of at least 2 metres or 1 metre plus additional control measures to be maintained.</li> <li>• No large group productions or rehearsals to take place.</li> <li>• Where possible, drama activity to be limited to monologue or duologue work.</li> <li>• Where examination board requires more than this, the following control measures will be in place:             <ol style="list-style-type: none"> <li>a. No singing, chanting, voice work or dancing to be permitted.</li> <li>b. Small group rehearsals (up to 4 students) may take place if students are wearing face masks or visors and maintaining social distancing of 2 metres or 1 metre plus additional control measures.</li> <li>c. Outdoor (or online) productions can take place with social distancing measures of 2 metres or 1 metre plus additional control measures enforced during rehearsal and performance.</li> <li>d. Studio to be limited to 12 students for practical work.</li> </ol> </li> <li>• Studio may be used for larger meetings of short duration up to 15 minutes, up to a limit of 25 individuals - leave 2 metres or 1 metre plus additional control measures between each chair with no face to face seating arrangements allowed, only side to side.</li> <li>• Classrooms must adhere to government social distancing rules as applied on main college site and leave 1 metre plus additional control measures between each chair, table, desk with no face to face seating arrangements allowed, only side to side. In practice, 8 is likely to be a maximum group size for any student work in the larger upstairs classroom and 4 in the smaller room.</li> <li>• Lounge area next to the studio will accommodate a maximum of 4 individuals, based on social distancing guidelines.</li> <li>• The use of sets, props and costumes to be limited as much as possible and omitted completely where possible. Where deemed necessary by examination board, these should be used according to the following guidelines:             <ol style="list-style-type: none"> <li>a. Sets to be minimal and easily wiped down and disinfected between uses.</li> <li>b. Costumes to be limited to one individual at a time – no sharing permitted. Any costumes issued are to be cleaned and quarantined for at least 72 hours.</li> <li>c. Props to be limited to one individual at a time – no sharing permitted. Any props issued are to be cleaned and quarantined for at least 72 hours.</li> </ol> </li> </ul>

### 3. ADULT LEARNING AT MRAC

Hazards	How might harm occur and to whom?	Control Measures
<p>Spread of Covid-19 Coronavirus</p>	<p>Risks associated with learning at Moseley Road Adult Centre (MRAC)</p>	<p>MRAC is a separate site and adult students can be grouped effectively into a social bubble, however, social distancing rules must still apply. MRAC is a building which has small rooms and narrow corridors, with a variety of heating methods, hence the following precautions will be undertaken:</p> <ul style="list-style-type: none"> <li>• One-way system through the building to be introduced and maintained by staff.</li> <li>• One person on stairs at a time, to prevent crossing in narrow staircase.</li> <li>• Hand sanitising materials to be available on entry to each room.</li> <li>• Where local heating is provided by a fan unit, this must not be used.</li> <li>• Where windows open they should be used to provide ventilation.</li> <li>• Courtyard door should be used to increase air circulation and ventilation in the building where weather permits.</li> <li>• Classrooms must adhere to government social distancing rules as applied on main college site and leave 1 metre plus additional control measures between each chair, table, desk with no face to face seating arrangements allowed, only side to side.</li> <li>• Where possible, students will remain in a static seating plan.</li> <li>• Adult students and staff should wear masks in corridors and smaller spaces in the building. Staff may wear visors for teaching.</li> <li>• Toilets are to be limited to one user in each.</li> <li>• Classroom and office occupancy is as follows (with door signs to indicate) while college is functioning at half capacity:             <ol style="list-style-type: none"> <li>a. Reception – 1 person to staff reception with use of a screen – students and staff to arrive and use hand sanitiser on entry to the building.</li> <li>b. G7B - (Small office) 1 person.</li> <li>c. G7 – Classroom, 13 students plus teacher.</li> <li>d. G6 – Classroom, 7 students plus teacher.</li> <li>e. G5 – Classroom, 7 students plus teacher.</li> <li>f. G8 – Office, 1 staff member.</li> <li>g. G4 – Kitchen – 3 staff at one time.</li> <li>h. G10 – Office, 1 staff member.</li> <li>i. G3 – 2 individuals permitted working in this area.</li> <li>j. G2 – Office, 2 staff members.</li> <li>k. G1 – Classroom, 9 students plus teacher.</li> <li>l. F1 - Classroom, 8 students plus teacher.</li> <li>m. F2 – Classroom, 8 students plus teacher.</li> <li>n. F3 – Computer room, 5 staff members at full capacity.</li> </ol> </li> </ul>

## 4. SCIENCE LABS / COMPUTER ROOMS & CLINICAL ROOM (Orchard House)

Hazards	How might harm occur and to whom?	Control Measures
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risks associated with teaching of science subjects</b></p>	<p><b>In science subjects, the following principles and protocols will be followed in addition to the more general guidance above:</b></p> <ul style="list-style-type: none"> <li>• Classrooms to have forward facing desks where furniture permits this to occur.</li> <li>• Students to use alternate desk spaces, leaving enough room for social distancing while college is functioning at half capacity. Students may temporarily be seated at the benching by the windows overlooking the road side of the building, if all desks are occupied.</li> <li>• Where possible, students will remain in a static seating plan.</li> <li>• Text books issued for science are to be taken home by students and not used in the classroom. When returned, these textbooks must be quarantined before issuing to any other group.</li> <li>• Open shelves should be cleared and any resources should be stored in cupboards.</li> <li>• Practical work is to be carried out using staff demonstration where possible. according to social distancing rules and standard college risk assessment for practical work in science subjects.</li> <li>• Where practical work takes place, all equipment must be issued by staff and must be disinfected or quarantined between users. Dishwasher will be used to ensure all equipment is disinfected between users, provided it meets CLEAPS guidance on safety.</li> <li>• Practical work should be designed to include as little movement around the room as possible, social distancing must apply.</li> <li>• Students should not share lab coats. Staff will issue single use plastic aprons for practical work where required and where appropriate. These will be disposed of safely after use.</li> <li>• Students will be issued with their own disposable PPE where required, for example the use of plastic aprons. Where this is not possible, for example with eye protection, any PPE equipment should be disinfected before re-use or quarantined for 72 hours before being re-issued.</li> <li>• Students will be offered the option of buying from the college a lab coat and eye protection for their own personal use.</li> <li>• Computer rooms will need Perspex screens if room design requires face to face working at a computer station.</li> <li>• Computer keyboards, screens and mice must be disinfected between users.</li> </ul> <p><b>CLEAPPS guidance to be followed by all staff at all times.</b></p>

## 5. INCLUSIVE LEARNING SUPPORT

Hazards	How might harm occur and to whom?	Control Measures
Spread of Covid-19 Coronavirus	Risk of students and staff working closely together in learning support context	<p><b>Government guidelines and advice is here:</b>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a></p> <ul style="list-style-type: none"> <li>• Government SEND legislation is now amended to require schools and colleges to make ‘<b>reasonable endeavours</b>’ to meet the needs of students with additional needs – either with or without an EHCP. This amendment has been extended on a monthly basis through the pandemic closure period and might be expected to continue in September.</li> <li>• The following controls will be used to deliver learning support:               <ol style="list-style-type: none"> <li>a. Students with an EHCP will have an individual risk assessment carried out by a member of the team to assess if there is any difficulty with applying the government mandated distancing guidance in terms of their support. If distancing rules are anticipated to be problematic and close working may be needed, appropriate PPE such as gloves, masks or a visor as appropriate will be specified in the risk assessment. The need for these measures is likely to be limited in practice.</li> <li>b. In-class support will only take place at a distance of 1 metre plus additional control measures and will be side to side, not face to face.</li> <li>c. Equipment and stationery will not be shared. Any equipment issued will be kept by the individual student until its return. It will then be disinfected and placed in quarantine for at least 72 hours.</li> <li>d. Assistance for students with disabilities requiring increased levels of contact – for example assistance with a wheelchair – will be carried out using increased levels of hand hygiene and disinfection. The need for these measures is likely to be limited in practice.</li> <li>e. Staff work room will not have more than 2 staff at any one time.</li> <li>f. Student ‘Sanctuary’ (the inclusive learning well-being space) will be set out to accommodate no more than three individuals in each alcove (for example, 1 staff member and 2 students) with no face to face interactions permitted and side to side interactions allowed only.</li> </ol> </li> </ul>

## 6. LIBRARY AND OPEN LEARNING CENTRE

Hazards	How might harm occur and to whom?	Control Measures
Spread of Covid-19 Coronavirus	Risks associated with library use	<p><b>Library use will require the following principles and protocols to be followed:</b></p> <ul style="list-style-type: none"> <li>• Tables and chairs moved and marked out - to facilitate social distancing. Alternate working spaces are to be kept free and no face to face working is allowed, while college is functioning at half capacity.</li> <li>• One way in and one way out system to be created for the library.</li> <li>• One-way system through the shelves to be created in the library.</li> <li>• Perspex screen installation for service desk.</li> <li>• Enhanced cleaning regime to include sanitising frequent touch points, any desks, chairs, open access computers, keyboards and mice.</li> <li>• Library to move reading to online and audio resources where possible.</li> <li>• Hand sanitiser and disinfectant wipes to be provided at both the entrance and service desk.</li> <li>• Click and collect service for issuing books from library as well as usual practice of issuing books on a library visit.</li> <li>• 72 hr book quarantine to be instituted.</li> <li>• Printing to be discouraged. However, where printing is required, open access printer(s) to have hand sanitisers and disinfectant wipes located next to them for cleaning the equipment.</li> <li>• Creating a priority system for groups of identified students. Priority is to be given to students who are identified by the pastoral team as needing access to college library because of no home Wi-Fi or computer.</li> <li>• Limit of 30 individuals to use library at one time.</li> <li>• Students are to wear masks in the library.</li> </ul>
Spread of Covid-19 Coronavirus	Risks associated with OLC use	<p><b>OLC Large gatherings are to be avoided and social distancing maintained.</b></p> <ul style="list-style-type: none"> <li>• Staff and students will need to work in accordance with social distancing guidelines. This may require the taping off unused desks, tables, chairs and computer work stations. No face to face working is allowed. While college is functioning at half capacity, alternate working spaces are to be kept free.</li> <li>• Enhanced cleaning regime to include sanitising frequent touch points, any open access computers, keyboards and mice.</li> <li>• OLC staff to monitor social distancing compliance.</li> <li>• Students are to wear masks in the OLC.</li> </ul>

## 7. Classroom based subjects (e.g. history, English, religious studies, psychology, sociology etc...)

Hazards	How might harm occur and to whom?	Control Measures	Further actions and comments
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risks associated with classroom based subjects with little or no practical work involved</b></p>	<p><b>Students and staff to maintain social distancing and hygiene measures according to current government guidelines.</b></p> <ul style="list-style-type: none"> <li>• Where possible, students will remain in a static seating plan for each of their different subjects.</li> <li>• Where this is not possible, risks will be lowered by the use of regular cleaning and by social distancing.</li> <li>• Staff and students will need to sit in accordance with social distancing guidelines. While college is functioning at half capacity, only alternate seating spaces are to be used. This will require the marking out and identification of unused desks, chairs, tables, computer work stations. A foldable desk will be available to accommodate students in classrooms, if and where required.</li> <li>• Seating is to be arranged as forward facing. Screens are to be provided in those classrooms where computer are in a face to face arrangement.</li> <li>• All unnecessary teaching resources will be removed from learning environments to promote social distancing, and to also assist the cleaning process.</li> <li>• Close face to face contact will be avoided. The time spent within 1 metre of anyone will be minimised.</li> <li>• Each classroom to be equipped with hand sanitiser, disinfectant wipes and tissues.</li> <li>• Staff and students should use hand sanitisers on entering the classroom and may also choose to use disinfecting wipes to clean own desk at the start of a session.</li> <li>• Classroom shared Chromebooks and computers may only be used if each keyboard, mouse and screen is sanitised between users. College headphones are not to be issued or shared – students may use their own</li> <li>• Students and teachers can take books home but unnecessary sharing will be avoided. Good hand hygiene when handling these resources is emphasised.</li> <li>• Other classroom resources are not to be shared and any equipment issued to an individual (such as a camera in film studies – for example) will be kept by the individual student until its return. It will then be disinfected and placed in quarantine for at least 72 hours.</li> <li>• Shared paper and other resources such as stationery items must not be used.</li> <li>• A ‘clear desk’ practice is to be actively encouraged.</li> <li>• Portable fans and heaters are not to be used.</li> <li>• Air conditioning units to be switched off.</li> <li>• Windows and doors (except fire doors without automated closing devices) to remain to open to increase ventilation.</li> <li>• Ventilation system to vent only air from outside, no recirculation of air is permitted.</li> <li>• Where this is not possible, use of air purification units with HEPA filters should be considered.</li> </ul>	<ul style="list-style-type: none"> <li>- Management of timetabling to be considered by SLT and college managers.</li> <li>- Staff to keep accurate class seating plans.</li> <li>- Enhanced cleaning regime in place in each main teaching area.</li> <li>- Site staff to mark out any unused furniture.</li> <li>- College nurse to provide materials for sanitising and disinfecting each room.</li> <li>- Site manager to oversee use of HVAC systems.</li> </ul> <p>SLT to consider use of HEPA filters in the Main site classrooms and offices.</p>

**Please contact Rosie Shale at JCC or Andy Hall / Eleanor Collinge at Southalls in the event any of the controls within this risk assessment require updating or changing so amendments can be recorded.**