

# 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><b>Reviewed:</b> 28<sup>th</sup> April 2021</p> <p>Next Review: 30<sup>th</sup> May 2021 (and monthly onwards)</p> <p><b>Name of Assessor</b> Andy Hall / 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>
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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 safety

Pages 4 – 9 **Detailed overall assessment** of risks of operating in context of COVID-19 Coronavirus

Pages 10 – 13 Detailed overall assessment of risks in certain **locations**

Pages 14 – 26 Appendices – assessment of risks associated with operating **specific college activities**

Overall Risk	General Advice and Guidance:
<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></p> <p>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. Teaching will be generally be carried out with half classes, alternating between remote learning and learning on site. (P &amp; Q model) This will be reviewed on a regular basis and a return to full class teaching is planned for later in the college year.</li><li>• During the Spring term lockdown, Extremely Clinically Vulnerable staff and students are expected to work / study from home. All other staff will work from home unless required to be on site as part of the skeleton staff team rota, or where they are unable to work from home. After college reopening in March, all staff are expected to work on site unless they are advised to shield.</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>

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

- **Government advice on car sharing is as follows:** If you are car sharing then you must not share the car with someone from outside your household or your support bubble unless your journey is undertaken for a legally permitted reason. For example, if car sharing is reasonably necessary as part of your work.

It is difficult to socially distance during car journeys. Where it is essential to car share, you can reduce the risk of transmission by:

- opening windows for ventilation
- travelling side by side or behind other people, rather than facing them, where seating arrangements allow
- facing away from each other
- considering seating arrangements to maximise distance between people in the vehicle
- cleaning your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch
- asking the driver and passengers to wear a face covering

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles>

#### **Arrival at college**

- 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:
  - a) Posters displayed at site entrances
  - b) Site rules displayed at visitor checking in points

#### **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 as well as in classrooms and in shared offices.

#### **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 and to include the use of masks.

#### **Vaccinations**

- Staff and students are requested to advise college (HR or Progress Tutor as appropriate) if they receive a Covid -19 vaccine.

**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 in corridors will not be propped open without the use of a Maglock or similar linked to the fire alarm system. Classroom doors should be open for ventilation during lessons, they must be closed at the end of the college day.

**Student / Parent / Carer Communication**

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

**Other GENERAL Safety Measures**

- DSE - PC users classed as habitual have completed a Display Screen Equipment Assessment.
- Management of timetabling to be considered by SLT and college managers to reduce unnecessary staff movement.
- Staff to keep and submit accurate class seating plans.
- Enhanced cleaning regime in place throughout college.
- Site staff to mark out any unused furniture.
- College nurse to provide materials for sanitising and disinfecting each room.
- Site manager to oversee use of HVAC systems.
- Masks are to be worn by all staff and students in all areas at all times, unless eating or drinking. Those who are medically exempt should seek advice from the college HR team.\*

**Lateral Flow Testing**

- The introduction of testing will support college efforts in managing the control of COVID-19 (see separate risk assessment).
- Use of home lateral flow testing will be established for students after three on-site tests have been completed.
- Use of home lateral flow test kits will be issued to staff who will test twice a week and submit results online to the NHS Test and Trace service.

**Any staff temporarily working from home**

- A 'Homeworking Guide' has been sent to all staff which covers importance of good workstation set-up. Staff should read and follow the guidance in this document: [Southalls - A Guide to Homeworking 2020.pdf](#)
- Managers will keep in regular contact with staff working at home to ensure they are well, and that they are on track with all work tasks to be carried out during remote working periods.
- If staff are struggling with their mental health as a result of working from home they are able to contact their line manager or the Director of Human Resources, Yasmin Juwle, in strict confidence ([yjuwle@jcc.ac.uk](mailto:yjuwle@jcc.ac.uk))

*\* See appendix re face coverings at end of this document*

# DETAILED RISK ASSESSMENT FOR OPERATING DURING CORONAVIRUS

Hazards	How might harm occur and to whom?	Control Measures
<p>Spread of Covid-19 Coronavirus</p>	<p>Students and staff, contractors and visitors might have contact with symptomatic individuals and might contract the virus and/or pass it to others.</p>	<p>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.</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> <li>• We will offer any member of staff living with an ECV person, or who has symptoms not officially noted as the primary ones relating to Covid-19 (e.g. a headache) additional tests, where appropriate and desired.</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-phe-health-protection-teams#west-midlands-east-hpt">https://www.gov.uk/guidance/contacts-phe-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> <li>• If you test positive you must self-isolate for 10 days after the symptoms started (or ten days after the test date if asymptomatic).</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 10 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 <a href="#">Coronavirus (COVID-19): getting tested - GOV.UK</a>.</li> <li>• <a href="#">COVID-19: guidance for households with possible coronavirus infection</a> 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>10 days</b> from when their symptoms started.</li> <li>• If someone in your support bubble has symptoms, you'll usually need to self-isolate for 10 days from when their symptoms started.</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 later symptoms, they need to stay at home for 10 days from when their symptoms appeared, regardless of what day they are on in the original 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 10 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</b></p>	<p><b>Working from Home and the Reopening of College</b></p> <ul style="list-style-type: none"> <li>• Employees and students who are considered to be clinically extremely vulnerable and received a letter advising them to shield were advised that they should work from home during the Spring term lockdown. This advice has now altered and staff may work return to work on site, but where working from home is a viable option, this may be considered as part of a risk assessment by HR. This includes pregnancy and other vulnerable groups.</li> <li>• After the Easter holiday, the college will continue its staggered return to full on-site teaching as listed below:</li> <li>• Full class teaching after Easter will commence for all vocational and A level students in Art subjects and Media, as well as students in N1 Health and Social care and N1 and N2 IT. AS students and the remaining N1 students will return to full time teaching from 10<sup>th</sup> May 2021.</li> </ul>

	<p><b>and might contract the virus and/or pass it to others.</b></p>	<ul style="list-style-type: none"> <li>• A staggered return to full class teaching will increase gradually the numbers on site, based on a monthly review of the context.</li> <li>• For all other students, a delivery model of blended learning with timetabled periods of online learning alternating with on-site activity will continue. The college has now abandoned its rota model of alternate weeks in favour of a model where all students attend site each week.</li> </ul> <p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>• Where possible, college will design its activity to enable social distancing as detailed below. Current governmental guidance and principles are: <ul style="list-style-type: none"> <li>➢ Two metres, or one metre plus additional control measures guidance on distancing.</li> <li>➢ Minimise close contact to 15 minutes or less where possible.</li> <li>➢ 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> <p><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></p> </li> <li>• Where classes and other activities are now at full capacity, the additional control measures are – side by side or back to back seating (with perspex screens in some areas where this is not possible), the wearing of masks, the use of both hand sanitisers and disinfectant wipes, enhanced on-site cleaning regime, plus the additional ventilation provided by open doors and where possible, open windows.</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.</li> <li>• The wearing of masks by students is mandatory in classrooms, and by staff if they are outside their designated teacher zone at the front of the room.</li> <li>• Classes continuing with blended learning will continue to adhere to the social distancing rules of alternate seating in lessons.</li> </ul> <p><b>Some classes will be at full capacity in the phased return to full class teaching, the usage rules relating to alternate seating which previously applied will no longer be valid, however, the following should be adhered to strictly in these lessons:</b></p> <ul style="list-style-type: none"> <li>• Students to leave enough room for social distancing if the space in the classroom allows.</li> <li>• Where possible, students will remain in a static seating plan.</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>• An ordering and delivery service for food and drink will be available for staff who wish to avail themselves of this facility.</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 all areas at all times unless eating and drinking, or for staff when they are working alone in a room.</li> </ul>
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<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 have symptoms, 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> <li>c) Travelling in a small vehicle, like a car, with an infected person.</li> </ul> </li> <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>
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<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. This includes those who have been recently added to the shielding lists.</li> <li>• Employees and students who are considered to be clinically extremely vulnerable and received a letter advising them to shield were advised that they should work from home during the national lockdown. Advice has now changed and these staff may return to work and study (see above, page 6). 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 review one to one risk assessments with any employee who is considered to benefit from additional control measures at the point of the return to work on site.</li> <li>• These measures may include such controls as, for example 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). Full and complete vaccination should make the individual safer on site.</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 review one to one risk assessments with any employee who is considered to benefit from additional control measures at the end point of the current lockdown.</li> <li>• These measures may include such controls as, for example 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 and healthcare assistant 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> <li>• A staff well-being committee has been set up to support staff under pressure at this time and in the future.</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></p> <p><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</li> </ul> <p><a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> <ul style="list-style-type: none"> <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</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>Safe working in education, childcare and children’s social care.</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> </ul>

	<p><b>including the possibility of over-reliance on PPE or lack of understanding of IPC</b></p>	<ul style="list-style-type: none"> <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>
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# 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	<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 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> <li>• College transport has been provided for students and staff who are able to make use of this facility and this route.</li> </ul>
Spread of Covid-19 Coronavirus	Risks associated with people arriving at college gates and entrances	<p><b>Arrival at college gates</b></p> <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	<p><b>Reception areas</b></p> <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 are 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. The sign in screens include a declaration that they and their 'bubble' are not symptomatic nor have tested positive in the last ten days.</li> <li>• 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 at all times in the reception area.</li> </ul>

<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risks associated with classroom use</b></p>	<p><b>Students and staff to maintain social distancing and hygiene measures according to current government guidelines. The following measures will be in place when the college is open for general teaching:</b></p> <ul style="list-style-type: none"> <li>● Blended learning on a rota basis will continue to be carried out for A2 subjects with the exception of art (P &amp; Q model). For all other subjects, from May 10th, teaching will now be in full classes. This will be reviewed on a regular basis.</li> <li>● Classes continuing with blended learning will continue to adhere to the social distancing rules of alternate seating in lessons.</li> </ul> <p><b>For those classes at full capacity in the phased return to full class teaching, the usage rules relating to alternate seating which previously applied will no longer be valid, however, the following should be adhered to strictly in these lessons:</b></p> <ul style="list-style-type: none"> <li>● A2 students will need to sit in accordance with social distancing guidelines and at alternate desks.</li> <li>● In full classes, students to leave enough room for social distancing <b>if</b> the space in the classroom allows.</li> <li>● Where possible, students will remain in a static seating plan.</li> <li>● A small number of students will be offered study passes during their remote learning weeks. These will only be available to certain categories of student for example, those who have been identified as vulnerable or who do not have adequate study facilities at home. These students will only be only allowed access to the library, OLC, Social Street and the toilets between 10 am and 3 pm.</li> <li>● Masks are to be worn by staff and students in all areas at all times unless eating and drinking, or for staff when they are working alone in a room or working within the designated teacher zone at the front of the classroom during lessons. *</li> <li>● Where possible BTEC students will remain in a single classroom for the day and teachers will join their class.</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>● 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.</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 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. 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. <i>* See appendix re face coverings</i></li> </ul>
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Spread of Covid-19 Coronavirus	Risk associated with large rooms such as hall/sports hall	<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. Masks are to be worn in larger gatherings.</li> </ul>
Spread of Covid-19 Coronavirus	Risks associated with social and eating areas	<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>•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> <li>•Masks are to be worn in social areas at all times, unless eating or drinking.</li> </ul>
Spread of Covid-19 Coronavirus	Risks of working in offices and staff work rooms	<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>•Masks are to be worn by staff in all areas at all times unless eating and drinking, or when they are working alone in a room.*</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 to this. All staff work spaces will be signed to indicate capacity. We will allocate staff PCs in the OLC study area to act as overspill where staff workrooms or offices have reached their allocated capacity.</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 the 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>

\* See appendix re face coverings

<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 areas and corridors</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.</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>• Students to be encouraged to use outdoor spaces in preference to indoor areas.</li> </ul> <p style="text-align: right;"><i>* See appendix re face coverings</i></p>
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risks associated with Prayer Room</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>• 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 and numbers of individuals in enclosed spaces.</li> </ul>
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risks associated with external college areas</b></p>	<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>

Spread of Covid-19 Coronavirus	Risks associated with staff and students working outside the JCC site at other centres	<b>Staff to work in accordance with JCC risk assessment guidance over and above any local centre guidelines:</b> <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 working at other centres – away from main site - where relevant.</li> <li>• Managers to communicate JCC Covid-19 Safety protocols and expectations to their staff at other centres.</li> <li>• Staff to communicate JCC Covid-19 Safety protocols and expectations to their learners at other centres.</li> </ul>
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## 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	<b>Disposable face masks / visors and other items of PPE will be provided for staff required to provide personal care to students.</b> <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	<b>First aid will be provided within current governmental guidance.</b> <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	<b>College lettings</b> <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	<b>Student trips or visits are permitted within government and college guidelines and are to be 'Covid-safe in the arrangements.</b> <ul style="list-style-type: none"> <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> <li>• Outdoor visits are preferable to the planning of any indoor activities</li> </ul>

<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risks of running Enrichment activity</b></p>	<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>• College sports activity will be re-started in accordance with national guidelines.</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. And the control measures listed in this document.</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 must wear face masks when on site.*</li> <li>e) 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>f) 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> </ul>

		<ul style="list-style-type: none"> <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> <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> </ul> </li> <li>• OFSTED visits have been confirmed as being ‘light touch monitoring inspections’ in the summer term with a planned return to full inspections in the autumn. 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> <p style="text-align: right;"><i>* See appendix re face coverings</i></p>
<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Risk of operating public examinations during Coronavirus pandemic</b></p>	<p><b>Joseph Chamberlain College will follow guidance in relation to the conduct of public examinations as outlined in the government document - <a href="#">Public health guidance to support autumn exams Updated 29 September 2020</a></b>  <b>Specifically, this means that college will put in place the following control measures and arrangements:</b></p> <p><b>Exam room set up:</b></p> <ul style="list-style-type: none"> <li>• Exam rooms will be cleaned before each examination session, specifically exam desks and chairs will be cleaned, including any staff desks and chairs which are at the front of the exam room.</li> <li>• Exam desks will be set up to be forward facing with no face to face working.</li> <li>• Exam desks will be set up at a 2 metre distance from each other from the centre point of each candidate’s chair and desk.</li> <li>• There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.</li> <li>• Ventilation must be provided through open doors and windows where possible.</li> </ul>

**Candidate conduct:**

- Candidates should not attend college for any examination if they have symptoms of Coronavirus or if any member of their household/ bubble has symptoms, instead they should self-isolate.
- Candidates should not attend college for an examination if they are awaiting a Coronavirus test result, instead they should self-isolate.
- Candidates should read the safer travel guidance before planning their journey to an examination. Avoid public transport if possible, and wear a face covering if use of public transport is necessary. Car sharing outside a household/bubble is not permitted.
- Candidates should maintain social distancing before examinations.
- Candidates will be allowed to enter the examination room early and will not be gathered in groups before the examination. Candidates will be supervised and will be asked to queue in an orderly fashion.
- Candidates will use hand washing stations (or hand sanitiser) before entry to their examination, including any late arrivals.
- Candidates will be strongly advised against bringing bags and phones with them to public examinations.
- Candidate departures from an examination will be carefully staggered, with row by row exit being carefully supervised, and a significant time left between each group leaving the room.

**Face coverings:**

- Face coverings should be worn in all areas of college before and after the examination by both candidates and exams staff.
- Candidates and invigilators should wear a face covering for the duration of the examination and while on site.\*

**Invigilators:**

- Invigilators may walk up and down aisles between desks, but may also stand at the front of the exam room behind a marked-out zone where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room.
- Invigilators should minimise contact with students and maintain as much distance as possible from other staff.
- Invigilators and other staff should stand alongside candidates when interacting with them, rather than face to face.
- Invigilators may wear gloves when collecting exam scripts from candidates if they choose, however, they are not required to do so.
- Invigilators should wash their hands thoroughly and more frequently than usual and particularly after handling exam papers and candidate answer booklets.
- Invigilators should be aware of the definition of a 'close contact' as being someone within a distance of 1 metre for less than a minute or within 2 metres for 15 minutes or more.
- For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff should maintain a 2 metre distance where possible, for example using a separate room from other candidates. If staff cannot maintain a 2 metre distance, they should avoid close face to face contact and minimise time spent within 1 metre of others. Perspex screens, masks and visors may be used to assist in such circumstances.
- If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff should maintain a 2 metre distance where possible. Staff should take mitigating measures, such as standing alongside the candidate and using a face covering.\*

*\* See appendix re face coverings*

# APPENDICES - RISK ASSESSMENTS FOR SPECIFIC SUBJECTS /AREAS

## 1. ART

Hazards	How might harm occur and to whom?	Control Measures The following measures will be in place when the college is open for general teaching:
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>While some art classes are at full capacity in the phased return to full class teaching, the usage rules which previously applied to alternate seating arrangements will no longer be valid, however, the following should be adhered to strictly in each classroom:</b></p> <ul style="list-style-type: none"> <li>• Students to leave enough room for social distancing if the space in the classroom allows.</li> <li>• Where possible, students will remain in a static seating plan.</li> <li>• Face masks to be worn in lessons by students and staff (except where staff are within the teacher zone at the front of the classroom).</li> </ul> <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>Advice should continue to be followed concerning the areas listed below:</b></p> <p>OCN09 – Larger office – maximum of 4 staff working at any one time for periods longer than 15 minutes. 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.</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>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><b>CLEAPSS 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
Spread of Covid-19 Coronavirus	Risks associated with learning at Birmingham Theatre School (BTS)	<p><b>The following measures will be in place when the college is open for general teaching:</b></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 should apply.</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>● After the Easter break the following rules will apply to practical work: <ul style="list-style-type: none"> <li>➢ Where students work individually or in a small group where distancing measures CAN be adhered to and where there’s a need for the face to be uncovered for teaching certain skills and for assessment, social distancing measures will be the control used in that situation rather than masks.</li> <li>➢ In larger groups or smaller spaces where distancing would not be possible, the use of a mask required instead.</li> <li>➢ Balancing the control measures in a careful way for each activity should be the approach used at the discretion of the teacher in relation to the activity carried out at the time, bearing in mind the need for hygiene measures and hand washing and the fact that BTS are in a bubble.</li> </ul> </li> <li>● Outdoor and indoor productions can take place within government guidelines at the time of performance.</li> <li>● Studio to be limited to 12 students for practical work.</li> </ul>

	<ul style="list-style-type: none"> <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>
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### 3. ADULT LEARNING AT MRAC

Hazards	How might harm occur and to whom?	Control Measures The following measures will be in place when the college is open for general teaching:
Spread of Covid-19 Coronavirus	Risks associated with learning at Moseley Road Adult Centre (MRAC)	<p><b>MRAC is a separate site and adult students can be grouped effectively into a social bubble, however, social distancing rules must still apply. In addition, a significant proportion of adult learning is online and the highest level courses are taught remotely in their entirety. MRAC is a building which has small rooms and narrow corridors, with a variety of heating methods, hence the following precautions will be undertaken:</b></p> <ul style="list-style-type: none"> <li>•Adult learning staff and students will teach and learn using a blended learning model for the first half of the summer term.</li> <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 rules as applied on main college site and additional control measures such as sanitiser, disinfectant wipes, ventilation and masks should be used - as listed above.</li> <li>•Where possible, students will remain in a static seating plan.</li> <li>• Adult students and staff should wear masks at all times unless eating and drinking*. Staff may wear masks or visors for teaching.</li> <li>•Toilets are to be limited to one user in each.</li> </ul>

	<ul style="list-style-type: none"> <li>•Office occupancy is as follows (with door signs to indicate): <ul 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. G8 – Office, 1 staff member.</li> <li>d. G4 – Kitchen – 3 staff at one time.</li> <li>e. G10 – Office, 1 staff member.</li> <li>f. G3 – 2 individuals permitted working in this area.</li> <li>g. G2 – Office, 2 staff members.</li> <li>h. F3 – Computer room, 5 staff members at full capacity.</li> </ul> </li> </ul>	<i>* See appendix re face coverings</i>
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## 4. SCIENCE LABS / COMPUTER ROOMS & CLINICAL ROOM (Orchard House)

Hazards	How might harm occur and to whom?	Control Measures The following measures will be in place when the college is open for general teaching:
<b>Spread of Covid-19 Coronavirus</b>	<b>Risks associated with teaching of science subjects</b>	<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>• 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>CLEAPSS guidance to be followed by all staff at all times.</b></p>

## 5. INCLUSIVE LEARNING SUPPORT

Hazards	How might harm occur and to whom?	<p style="text-align: center;"><b>Control Measures</b></p> <p style="text-align: center;">The following measures will be in place when the college is open for general teaching:</p>
<p>Spread of Covid-19 Coronavirus</p>	<p>Risk of students and staff working closely together in learning support context</p>	<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 throughout the 2020 – 2021 academic year.</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 ‘Pod’ (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?	<p style="text-align: center;"><b>Control Measures</b></p> <p style="text-align: center;"><b>The following measures will be in place when the college is open for general teaching:</b></p>
<b>Spread of Covid-19 Coronavirus</b>	<b>Risks associated with library use</b>	<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.</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. Students should use disinfecting wipes to clean their own 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 for books that have been used or returned to the library.</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 and staff are to wear masks in the library.*</li> </ul> <p style="text-align: right;"><i>* See appendix re face coverings</i></p>
<b>Spread of Covid-19 Coronavirus</b>	<b>Risks associated with OLC use</b>	<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.</li> <li>• Students should use disinfecting wipes to clean own desk and pc and mouse.</li> <li>• Enhanced cleaning regime to include sanitising frequent touch points, any open access computers, keyboards and mice.</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>• OLC staff to monitor social distancing compliance and mask wearing.</li> <li>• Students and staff are to wear masks in the OLC.*</li> </ul> <p style="text-align: right;"><i>* See appendix re face coverings</i></p>

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

Hazards	How might harm occur and to whom?	<p style="text-align: center;"><b>Control Measures</b></p> <p style="text-align: center;"><b>The following measures will be in place when the college is open for general teaching:</b></p>
<b>Spread of Covid-19 Coronavirus</b>	<b>Risks associated with classroom based subjects with little or no practical work involved</b>	<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>● Students and staff will wear masks in the classroom during lessons, though staff may choose not to do so when working within the teacher zone at the front of the room.*</li> <li>● Staff may choose to wear a mask or visor in the classroom during lessons.*</li> <li>● Seating is to be arranged as forward facing. Screens are to be provided in those classrooms where computers 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.</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 should 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 actively encouraged.</li> <li>● Portable fans and heaters are not to be used.</li> <li>● Air conditioning units to be switched off, where no additional ventilation is provided in the classroom.</li> <li>● Windows and doors (except fire doors without automated closing devices) to remain 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> <p style="text-align: right;"><i>* See appendix re face coverings</i></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.**

*\* Face Coverings:*

*The World Health Organisation (WHO) also advise that children aged **12 and over** should wear a face covering under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.*

*The system of controls outlined in the guidance - Actions for FE colleges and providers during the coronavirus outbreak including recommending the wearing of face coverings, is aimed at ensuring health and safety in the workplace and protecting students and staff. When implemented, the system of controls creates an inherently safer system where the risk of transmission of infection is substantially reduced.*