



2. Health and Safety Risk Assessment Form

For further guidance please refer to the [Health and Safety Risk Assessment Pack](#) on the Intranet

1. LOCATION

Croydon and Coulsdon College

2. DESCRIPTION OF ACTIVITY / METHOD OF WORK or STUDY

COVID-19 Risk Assessment following the move to Step 3 of the Governments roadmap out of lockdown from 17th May 2021 (V9)

Written in consideration of the Government Further Education Guidance Coronavirus (COVID-19) Operational Guidance, dated May 2021.

3. Completed By

Rebecca Lynch

Job Title

Health & Safety Advisor

Date

15/05/2021

Date for Review

Ongoing

4. Risk Calculation Details

Likelihood (L) (that harm will occur)	
Certain	4
Likely	3
Possible	2
Remote	1

Severity (S) (Impact of the harm)	
Severe	4
High	3
Moderate	2
Low	1

Risk Rating = Likelihood (L) x Severity (S)

- Initial Risk Rating (**IR**) is the level of risk that exists **before** any control measures are put in place.
- Residual Risk Rating (**RR**) is the level of risk that remains **after** suitable and sufficient risk control measures are put in place

NB: Please ensure that any residual risk rating greater than 8 is escalated to the Health and Safety Advisor.

5. SIGNIFICANT HAZARDS	6. PERSONS AT RISK	7. UNCONTROLLED RISKS	8. INITIAL RISK RATING (IR)			9. RISK CONTROL MEASURES	10. RESIDUAL RISK RATING (RR)		
			L	S	IR (L x S)		L	S	RR (L x S)
Close contact with others									
Mixing with others	Staff, Students and Visitors	Building users exposed to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus • inadequate personal hygiene • inadequate distancing 	3	4	12	<ul style="list-style-type: none"> • Start/finish times, lunch and break times for students to be staggered across all schools/faculties • Face coverings recommended to be worn in all common areas where social distancing cannot be easily maintained, unless exempt • Face coverings to be worn by staff where it is not possible to maintain 2m social distancing, unless exempt • Face visors must not be worn as an alternative to face coverings • Communication to staff and students informing them of the process for safe wearing and removal of face coverings • Activities to be strictly spread evenly over the whole week, not bunched • Online meetings held where possible • Only necessary participants to attend meetings onsite 	1	4	4



					<ul style="list-style-type: none">• Onsite meetings to be held in large well-ventilated rooms, where possible, individuals to adhere to social distancing rules• Blended delivery of lessons utilising online teaching methods where staff/students cannot attend site• Business support staff to work from home if identified as appropriate by departmental risk assessment and agreed by managers/heads of department• Appropriate and clear wayfinding and social distancing signage throughout building particularly in public areas, common areas and pinch points i.e. Reception, library, lift lobbies, stair landings etc in form of posters, signage, floor markers, digital signage etc• Hand sanitisation stations provided in key areas, frequently cleaned and filled by estates• Where the departmental risk assessment identifies that social distancing cannot be adhered to, appropriate PPE will be provided to staff• Only essential visitors with prior appointments will be permitted to visit the college with clear information provided.• Weekly checking of departmental risk assessments and revised procedures to ensure compliance by heads of school/faculty/department• Staff members prohibited from bringing friends/family onsite unless prior authorisation has been given by the Director of IT and Estates.• Visitors seating removed from all common areas, including reception.• Visitors in reception required to wait outside until appointment time		
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						<ul style="list-style-type: none"> Consideration given to students attending placements from different workplaces when training at the College. Refer to departmental risk assessments for specific detail. 			
Movement around the College									
Access and Egress	Staff, Students and Visitors	Building users exposed to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing mixing with others 	3	4	12	<ul style="list-style-type: none"> Start/finish times, lunch and break times for students to be staggered across all schools/faculties Face coverings recommended to be worn in all common areas where social distancing cannot be easily maintained, unless exempt Timetables developed to minimise movement around the College Keep left traffic system at all campus buildings implemented at entrances, exits and corridors in the building, clearly marked using signage and floor markers etc (e.g. Up East – Down West at Croydon) All main College doors open through working hours Additional entrances/exits opened where available to reduce contact Appropriate way finding and social distancing signage provided at all entrances/exits in form of posters, signage, floor markers, floor mats etc Hand sanitisation stations provided at entrance and exit points Restricted access to areas not required Perspex screen installed for reception areas Regular cleaning routine for all common areas Removal of all entrance and visitor seating Lift use restricted for goods-in use and those with mobility requirements. Clear signage advising lift use restrictions 	1	4	4



						<ul style="list-style-type: none"> • Visitors and contractors to be kept to a minimum and only by prior appointment with clear information provided • Additional facilities for cycle storage / security for students to be provided 			
Common Areas	Staff, Students and Visitors	<p>Building users exposed to virus via:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus • inadequate personal hygiene • inadequate distancing • mixing with others 	3	4	12	<ul style="list-style-type: none"> • Appropriate way finding and social distancing signage provided in all common areas in form of pop up's, posters, signage, floor markers, floor mats etc • Face coverings recommended to be worn in all common areas where social distancing cannot be easily maintained, unless exempt • Hand sanitisation stations provided in all common areas including all lift lobbies, library, student services, refectory etc. • Removal of all entrance and visitor seating • 'Catch it, bin it, kill it' posters displayed in common areas • Allocated waste bin for disposal of temporary face coverings provided in Reception (and possibly other areas) in close proximity to sanitizing station and emptied regularly • Protective screens placed on public facing desks (reception/IT helpdesk/LRC etc) • Keep left traffic system implemented at entrances and exits in the buildings, clearly marked using lollypop stands and floor markers etc • All movement along corridors and stairs kept to the left-hand side • Use of stairs encouraged • Non-essential trips within the building discouraged • Barriers available to set up queuing systems to control traffic flow inside/outside buildings as appropriate 	1	4	4

						<ul style="list-style-type: none"> Enhanced cleaning regimes of high touch points (light switches, lift buttons, door handles etc by day cleaners Hand washing and personal hygiene signage displayed in all common areas C19 storage room allocated for all COVID-19 supplies such as signage, mats etc. Items ordered only by CB for consistency COVID-19 Secure Poster displayed in Reception 			
Use of Lifts	Staff, Students and Visitors	Lift users exposed to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inadequate distancing mixing with others 	3	4	12	<ul style="list-style-type: none"> Lifts deactivated if possible, utilised only for goods-in and those with mobility requirements Where lifts cannot be deactivated one person at a time policy in place with clear signage Hand sanitisation stations provided outside lifts in operation Appropriate social distancing signage provided inside and outside lifts Enhanced cleaning regimes of lift buttons and inside lifts Goods lift in use for single use only and for transportation of equipment/materials/items that cannot be carried up stairs 	1	4	4
Outdoor Areas (Coulston Only)	Staff, Students and Visitors	Building users exposed to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing mixing with others 	3	4	12	<ul style="list-style-type: none"> Outdoors areas opened up for staff / student breaks Tables set up outside positioned with distance between each Regular cleaning of tables 	1	4	4
Cleaning and disinfection									
Inadequate cleaning	Staff, Students and Visitors	Building users exposed to virus via:	3	4	12	<ul style="list-style-type: none"> Refer to risk assessment relating to cleaning COVID-19 aware procedures and training for cleaners in place 	1	4	4



		<ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene 				<ul style="list-style-type: none"> Dedicated cleaners for high use areas Enhanced strict cleaning regime for public areas, IT equipment, door handles, light switches, lift buttons, vending machines, hand driers, taps, toilet flushers etc throughout the day Enhanced strict cleaning regime for allocated classrooms and academic areas Local deep cleaning contractor on retained contract for use in suspected or confirmed COVID-19 case Information posted in key areas, regularly refreshed on laminated washable posters Waste bins emptied throughout the day Cleaning regimes recorded and checked throughout the day Water coolers frequently sanitised throughout the day. Signage advising individuals not fill up personal water containers from coolers. Disposable cups provided Regular auditing of revised cleaning procedures to ensure compliance 			
Cleaning areas used by others	Cleaning Team	Cleaners exposed to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate distancing 	3	4	12	<ul style="list-style-type: none"> COVID-19 aware procedures and training for cleaners in place Risk assessments for external cleaning contractors Rotation of staff to minimise numbers on site Specific sanitising stations for cleaners Spot checks in place to ensure correct cleaning methods are being used Appropriate use and disposal of PPE Regular auditing of revised cleaning procedures to ensure compliance 	2	4	8
Building Safety									
Building Evacuation	Staff, Students and Visitors	Building users exposed to virus via:	3	4	12	<ul style="list-style-type: none"> Planned fire evacuations will go ahead as normal 	2	4	8

		<ul style="list-style-type: none"> inadequate distancing mixing with others 				<ul style="list-style-type: none"> Fire Alarm will continue to be tested on a weekly basis out of hours Social distancing adhered to where possible during any evacuation Social distancing adhered to at the assembly point where possible with teaching staff, fire wardens and head of departments providing instruction to learners and staff members congregating. Staff, students and visitors advised to disregard the keep left system and leave building by the nearest safe exit in the event of an evacuation Installation of additional door guards to enable fire doors to be kept open along designated main traffic routes planned 			
Room Ventilation	Staff, Students and Visitors	Building users exposed to virus via: <ul style="list-style-type: none"> inhalation of airborne virus 	3	4	12	<ul style="list-style-type: none"> Air handling systems assessed for compliance Rooms checked to ensure all windows are fully operational Windows open in all areas where present during use Where ventilation rates do not meet current CIBSE guidance rooms will be taken out of use 	1	4	4
Use of toilet and shower facilities									
Use of sanitary facilities	Staff, Students and Visitors	Building users exposed to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing 	3	4	12	<ul style="list-style-type: none"> Limiting facilities to large and specific toilets blocks nearest to timetabled classrooms and staff rooms in use Alternate cubicles (toilets/showers), urinals, hand dryers and sinks taken out of use as necessary to maintain social distancing and limiting numbers of occupants Physical covering applied to out of use facilities Where changing rooms/facilities for use by catering staff and students are essential numbers using these areas will be controlled and staggered and social distancing measures implemented 	1	4	4



					<ul style="list-style-type: none"> Enhanced cleaning regimes of all facilities throughout the day including toilets, urinals, sinks, door handles, hand driers, taps, toilet flushers etc Hand washing and personal hygiene wipeable laminated signage displayed in all toilet and shower blocks Enhanced thorough cleaning and disinfection routines in place for all areas throughout day Soap available and topped up regularly in all areas Notices advising toilet lids to be lowered before flushing Limits on numbers using facilities General public no longer authorised to use reception toilet Specific staff only facilities to be made available where possible Hand sanitiser gel in staff-only facilities 				
Student Attendance									
Mixing with others	Staff and Students	Students exposed to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing 	3	4	12	<ul style="list-style-type: none"> Staff/students/parents/carers provided with guidance covering new College processes in place and asked to adhere Students who are pregnant should contact their tutor/teacher who will assist in the completion of an individual risk assessment Students advised to follow all COVID-19 Government guidance and college procedures at all time Face coverings recommended to be worn in areas where social distancing cannot be easily maintained, unless exempt Students to wear face coverings in areas where compliance is required by the relevant sector guidance e.g. hair and beauty and sports 	1	4	4



						<ul style="list-style-type: none"> • Communication to students informing them of the requirement to wash hands thoroughly and more frequently • Students allocated specific class groups in which to work • Timetables developed so mixing of different groups is minimised • Students encouraged to remain on site for lessons only and advised to use outside space where possible during free time between lessons • ID badge swipe machines installed at key locations where groups or individuals may mix such as library and refectory to enable track and trace process • Where a student is unable to attend site due to self-isolation or shielding remote education plans and arrangements in place. 			
Exams									
<ul style="list-style-type: none"> • Refer to Exams risk assessments for specific details 									
Staff Working									
Mixing with others	Staff	Staff exposed to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus • inadequate personal hygiene • inadequate distancing 	3	4	12	<ul style="list-style-type: none"> • Staff advised to follow all COVID-19 Government guidance and College procedures • Staff who are pregnant should contact HR who will assist in the completion of an individual risk assessment • Staff recommended to wear face coverings in all common areas and in classrooms/ workshops where social distancing cannot be easily maintained, unless exempt • Staff to wear face coverings in areas where compliance is required by the relevant sector guidance e.g. hair and beauty and sports • Face shields provided to staff for use when working if required. Note: these should be used in addition to face coverings and should not be worn as an alternative. 	1	4	4



					<ul style="list-style-type: none">• Staff advised on safe use, cleaning, storage and disposal of face shields and coverings• Clear desk policy introduced and enforced by Department Heads in all staff rooms• Lecturers/teachers to remain at the front of the class and maintain 2m distance from students where possible• Face to face contact to be avoided• Movement of staff between different cohorts/groups minimised• Managers with assistance from HR to complete individual risk assessments for those falling within high-risk categories• HR to identify and address risks with each case on an individual basis through risk assessment.• Business support staff to work from home if identified as appropriate by departmental risk assessment and agreed by managers/heads of department• HR monitoring weekly rota of staff due onsite• Staff working on site are provided with new College processes in place and asked to adhere• Virtual meetings (Zoom /Teams) to be held wherever feasible• Staff provided with wipes, tissues, sanitizer etc if required• College Management to be aware of and prepared to take action in order to follow Government and Local Authority advice and any local restrictions• Use of temporary workers minimised as per DfE guidance• Weekly checking of departmental risk assessments and revised procedures to ensure compliance by heads of school/faculty/department		
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Teaching



- Refer to departmental risk assessments for individual teaching areas including Pathways Centre.
- Heads of department/faculty are responsible for ensuring risk assessments are completed and are being followed and that they are shared with teaching staff

Use of Classrooms (including workshops, salons, studios)

<p>Mixing of individuals</p> <p>Failure to clean and disinfect surfaces & equipment / ventilate rooms</p>	<p>Staff and Students</p>	<p>Building users exposed to virus via:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus • inadequate personal hygiene • inadequate distancing 	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • Students and staff to wear face coverings in areas where compliance is required by the relevant sector guidance e.g. hair and beauty and sports • Staff recommended to wear face coverings in classrooms/ workshops where social distancing cannot be easily maintained, unless exempt • Frequent handwashing and good hygiene practises reiterated to all students and staff • Enhanced strict cleaning regime for academic areas • PPE and temporary face coverings to be disposed of in general waste bins. PPE must not be put in recycling bins. • Tissues for student and staff use provided in classrooms <p>Layout reconfigured to ensure:</p> <ul style="list-style-type: none"> • Large classrooms allocated and laid out to ensure social distancing, where possible • Where social distancing between students within classrooms is not possible students allocated specific class groups in which to work • Timetables developed so mixing of different groups is minimised • Two door classrooms subject to a one-way system, one entrance and one exit • Minimum amount furniture in room with all extraneous furniture, equipment and resources removed or locked away • Soft furnishings removed where possible • Appropriate social distance spacing between individuals where possible 	<p>1</p>	<p>4</p>	<p>4</p>
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					<ul style="list-style-type: none"> • Sufficient and increased space left between staff and student desks • Student desks arranged side by side and facing the front where possible • Perspex screens in place where desks must face e.g. IT suites • Furniture to remain fixed in position and checked between sessions regularly • 2m marker laid on floor between students and teaching area • Weekly checking of departmental risk assessments and revised procedures to ensure compliance by heads of school/faculty/department <p>Room occupation:</p> <ul style="list-style-type: none"> • Electronic registers to be taken accurately by teaching staff for each session • Students should remain in one timetabled room if possible with staff changing place instead (to reduce movement around building) • Where room changes are necessary MIS to be notified immediately • Seating plans to be recorded and kept for each teaching session • Room capacity checked against class sizes prior to every session • Minimise sharing of rooms between class groups/cohorts. • Windows remain open throughout the lessons for ventilation including 10 minutes prior and after classes where possible 		
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					<ul style="list-style-type: none"> Fans can be used where adequate fresh air from windows is available Students advised to wear warm clothing in cooler weather Doors opened by lecturers/teachers 10 minutes before and after lessons to minimise contact and maximise ventilation Windows and doors to remain open to encourage ventilation Door kept open while students arrive Where possible early arrivals to be admitted to classrooms and IT rooms before lecturer Procedure for queuing system for workshops and salons Late arrivals admitted at the discretion of the staff member No sharing of resources and equipment and students to be advised to bring own in as appropriate e.g. Hair and Beauty kits, or to have own College set e.g. tools, which will be sterilised daily. Students are directed to leave room one at a time in at end of lesson to ensure physical distancing 			
Task/Activity specific hazards and lack of ownership of risks					<ul style="list-style-type: none"> Refer to departmental risk assessments for individual teaching areas. RA to be completed by relevant, trained, heads of department/faculty and agreed with local lecturers/teachers. 			
Educational Trips and Visits								
<ul style="list-style-type: none"> Refer to individual trips and visits risk assessments for detailed assessment and specific further information 								
					<ul style="list-style-type: none"> Only trips and visits that are essential to the course will be permitted to take place, these should be agreed with the H&S team, and HoS/faculty/department 			



						<ul style="list-style-type: none"> • Domestic (UK) overnight and overseas visits should not take place but can be planned in line with COVID guidelines in relation to student numbers etc • The COVID-19 risk assessment for each venue/trip location, where appropriate, will be obtained prior to any trip taking place • Government guidelines will be followed at all times in relation to all trips and visits 			
						<ul style="list-style-type: none"> • Face coverings to be worn when using public transport • Face coverings to be worn when in public places • The activity organizer will carry hand sanitiser for frequent use by the student's whilst on the trip including before and after travelling on public transport 			
Support Departments									
<ul style="list-style-type: none"> • Refer to departmental risk assessments for individual support departments required to be onsite. • Heads of departments are responsible for ensuring risk assessments are completed and are being followed • Heads of department are responsible for ensuring risk assessments are completed and are being followed and that they are shared with all staff within the team 									
First Aid Provision									
Providing Emergency First Aid	First Aiders, Staff and students	First Aiders and casualty exposed to virus via: <ul style="list-style-type: none"> • inhalation of airborne virus • inadequate distancing • contact with infected person 	3	4	12	<ul style="list-style-type: none"> • First Aiders to follow the College Guidance for First Aiders during COVID-19 • First Aiders will maintain a distance of 2m from any individual requiring assistance wherever possible • First Aiders to put on PPE immediately before attending any first aid request • If physical contact is required to treat the injured person then the following PPE must be worn; disposable apron, disposable gloves, facemask, visor • Following treatment, the visor will be sanitised by the first aider. • Other items of PPE will be placed in a clinical waste bin • One-way systems can be ignored when attending a first aid request 	1	4	4



						<ul style="list-style-type: none"> Log kept of student requiring use of the room Swipe Card access to be added to first aid room to restrict access and for test and trace purposes 			
Individuals with high/specialist medical needs	Staff and Students	First Aiders and casualty exposed to virus via: <ul style="list-style-type: none"> inhalation of airborne virus inadequate distancing contact with infected person 	3	4	12	<ul style="list-style-type: none"> Individual RA conducted for all students with high medical needs to determine if it is safe for them to return LSS and Client Care/ Premises to liaise daily in relation to students present in building who have high medical needs. First Aiders informed of individuals in the building (through badge entry records) and in class (through completed registers) 	1	4	4
COVID Testing – Lateral Flow Test (LFT) Centre									
<ul style="list-style-type: none"> Refer to risk assessment for COVID LFT Test Centre Staff and students are requested to either attend 2 x LFT per week or to collect a home test kit and test at home Students requested to take an initial LFT prior to return then 2 further tests (3-5 days apart) after which home tests will be provided 									
Contractor Management and Visitors									
Mixing of individuals	Contractors, Visitors, Staff and Students	Building users exposed to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate personal hygiene inadequate distancing 	3	4	12	<ul style="list-style-type: none"> Contractors and visitors should not attend if they are displaying any COVID symptoms – Front of House to ask upon arrival Contractors and/or Visitors COVID-19 onsite rules provided by College prior to visit Rules also displayed at Reception Contractors/visitors must have a prior appointment in order to attend site They must: <ul style="list-style-type: none"> provide the H&S Advisor updated COVID-19 RAMS prior to the visit NOT attend if they are displaying any COVID symptoms report to reception immediately upon arrival and provide contact information for track and trace purposes 	1	4	4



						<ul style="list-style-type: none"> • wear a face covering in all communal areas. Where a contractor is exempt the College should be made aware prior to the visit • ensure a boundary of 2m is set up around the working area • follow the COVID secure measures in place in and around the building/site • maintain appropriate distance from all staff and students • adhere to the keep left/one-way system and other COVID signage onsite • ensure frequent hand washing • NOT use lifts unless necessary to transport materials, in which case the goods lift may be used with prior agreement • leave the building by the nearest safe exit immediately upon hearing the fire alarm. One way/keep left systems may be disregarded at this time • appropriately clean/disinfect all working areas/College equipment before leaving site • sign out at reception before leaving site • leave site immediately if feeling unwell with any COVID-19 symptoms • notify the College immediately if any member of the team that has attended tests positive for COVID-19 within 48 hours of leaving site 			
Post and Deliveries	Staff and Students	Building users exposed to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus • inadequate personal hygiene • inadequate distancing 	3	4	12	<ul style="list-style-type: none"> • Post is dropped off and picked up at same time to reduce contact time • Minimise 'handover' points' • Deliveries to be kept to a minimum and only by prior appointment with clear information provided. 	1	4	4



Use of Staff Areas									
Staff rooms/offices and tea points	Staff	Building users exposed to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus • inadequate personal hygiene • inadequate distancing • overcrowding 	3	4	12	<ul style="list-style-type: none"> • Use of staff rooms and occupancy to be minimised • Minimise numbers of staff in each staff room / kitchen • Maximum capacity displayed on door of communal staff rooms • Seating areas arranged to allow social distancing and reduce capacity • Disposable plates, cups, cutlery provided at tea points and main staff room • All other crockery/cutlery/tableware removed • Staff encouraged to provide own lunch and drinks and avoid use of shared kettle, fridges, cutlery etc. • Rooms reorganised (including main staff room) to ensure social distancing where possible • Staff recommended to wear face coverings in rooms/offices where social distancing cannot be easily maintained or where Perspex screens are not installed (unless eating or drinking) • Excess seating removed • No face to face desks, unless separated with Perspex screen • Perspex screens in place where desks must face • Use of high touch items and shared office equipment including pens, printers etc limited • Staff advised to avoid sharing resources such as pens and stationary • Staff encouraged use of outdoor areas for breaks and lunch periods. • Enhanced cleaning regimes throughout day • Clear desk policy introduced and enforced by Department Heads in all staff rooms • No hot-desking permitted 	1	4	4



						<ul style="list-style-type: none"> • Windows and doors to remain open to encourage ventilation • Fans can be used where adequate fresh air from windows is available • Sanitiser and wipes provided in shared staff rooms/offices • Individual sanitizer bottles provided to staff • Soft furnished seating in offices replaced with hard chairs, where possible • PPE and temporary face covering to be disposed of in general waste bins. PPE must not be put in recycling bins 			
Catering Provision (Refer to risk assessments relating to refectory/canteen use)									
Mixing with others	Staff and Students	Café/Refectory users exposed to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus • inadequate personal hygiene • inadequate distancing • overcrowding 	3	4	12	<ul style="list-style-type: none"> • Start/finish times, lunch and break times for students to be staggered • ID badge swipe machines installed to enable track and trace process • Seating areas arranged to allow social distancing and reduce capacity • Staff and Students recommended to wear face coverings where social distancing cannot be easily maintained, with the exception of when eating or drinking or if exempt • New tills installed to reduce waiting times • Contactless payment only where necessary • Perspex screens placed on counters where staff are serving if social distancing cannot be maintained • Perspex screens installed along food counter • Enhanced cleaning regimes • Dedicated cleaner covering refectory/canteen opening times • Appropriate social distancing signage and hand hygiene posters 	1	4	4

						<ul style="list-style-type: none"> • Social distancing marked out for queuing with one-way systems in place • Minimise staff working together in kitchen facilities • Minimise access to walk in pantry/fridges and freezer • All food/drink provided in disposable containers with disposable cutlery • Catering staff to wear face coverings, visors and disposable gloves and clean/ change these frequently • High level windows to be kept open during service where weather permits 			
Start/Break Times									
Mixing with others	Staff and Students	Building users exposed to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus • inadequate personal hygiene • inadequate distancing 	3	4	12	<ul style="list-style-type: none"> • Start/finish times, lunch and break times for students to be staggered • Student common room designated to a different school/faculty each day of the week to limit numbers • Use of outside areas for breaks encouraged • Staff encouraged to bring own food • Limit time spent in close proximity • Make use of larger break rooms to allow physical distance • Enhanced strict cleaning regimes for vending and water machines • Allocated cleaner in place for refectory/canteen during opening times 	1	4	4
Overcrowding in common areas such as refectory, canteen, main staff room, student common room	Staff and Students	Room users exposed to virus via: <ul style="list-style-type: none"> • inadequate distancing • overcrowding 	4	4	16	<ul style="list-style-type: none"> • Refer to separate departmental risk assessments relating to student common room, refectory/canteen and staff room management and use • Start/finish times, lunch and break times for students and staff to be staggered • Heads of school/faculty to liaise with one another in relation to management of start/finish and break times ensuring staggering is coordinated across the college 	3	4	12



						<ul style="list-style-type: none"> • Student common room (Croydon Only) designated to a different school/faculty each day of the week to limit numbers • Students recommended to wear face coverings where social distancing cannot be easily maintained. • Maximum capacity displayed in affected rooms and areas • Rooms set up to ensure capacity is kept to a safe number of occupants with social distancing • Head of school/faculty/department to ensure risk assessments reflect management of capacity in each area 			
Travel into College									
Use of public transport	Staff and Students	Exposure to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus 	3	4	12	<ul style="list-style-type: none"> • Students and staff discouraged from using public transport unless no alternatives exist. Travel should be walking or using bicycles into College • Student /staff member provided with safer travel guidance for passengers information • Croydon Council requested to provide additional bicycle storage at Croydon for students and staff • Staggered start/finish times to avoid peak times on public transport • TFL advice relating to public transport and travel to be followed at all times. • Students advised that TFL have launched various resources to assist in planning journeys, cycle route information and cycle skills courses. • Coulsdon College Only: <ul style="list-style-type: none"> ○ Bus routes 60 and 466 are planned to run every other bus dedicated for school travel in the morning 	1	4	4



						<ul style="list-style-type: none"> Students and staff reminded to wear a face covering when travelling on public transport Allocated waste bin for disposal of temporary face coverings provided (location tbc) in close proximity to sanitizing station and emptied regularly Parking spaces created for staff use. Those requiring a space must reserve one in advanced by contacting HR 			
College Vehicles									
Minibus	Staff and Students	Drivers and passengers exposed to virus via: <ul style="list-style-type: none"> physical contact with contaminated surfaces, inhalation of airborne virus inadequate distancing 	3	4	12	<ul style="list-style-type: none"> Single person to use only, where possible Regular cleaning of vehicles after every use by staff member using the vehicle Cleaning materials provided in every vehicle Log kept of individuals using vehicle for test and trace purposes 	1	4	4
College Car/Van/ Forklift			3	4	12	<ul style="list-style-type: none"> Single person to use only where possible Cleaning materials provided in every vehicle Sanitiser to be use before and after journey Regular cleaning of vehicles after every use by staff member using the vehicle Log kept of individuals using vehicle for test and trace purposes 	1	4	4
Homeworking									
<ul style="list-style-type: none"> Refer to Home Working Risk Assessment and guidance note sent to staff 									
Dealing with suspected or confirmed case of COVID-19									
Individual displaying symptoms of COVID-19 when onsite: <ul style="list-style-type: none"> new, continuous cough 	Staff and Students	Transmission of virus by all persons in contact with symptomatic person including first aiders	3	4	12	<ul style="list-style-type: none"> Any student/staff member who becomes unwell with symptoms of COVID-19 whilst onsite must go home immediately (avoiding the use of public transport) and be advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. 	2	4	8



<ul style="list-style-type: none"> • or a high temperature • or a loss of, or change in, their normal sense of taste or smell (anosmia) 						<ul style="list-style-type: none"> • Student /staff member provided with safer travel guidance for passengers information • The College COVID-19 Guidance for suspected or confirmed cases to be followed. • Isolation room has been allocated • Where a member of staff is required to care for an individual displaying symptoms, 2m distancing should be adhered to. Where this is not possible full PPE (Face shield, apron, gloves, fluid resistant face mask) must be worn. Client Care can provide this • Health and Safety Adviser contacted and informed immediately • Staff advised to follow NHS Test and Trace guidance should they become unwell with symptoms or if they are contacted by the NHS Test and Trace service 			
Mental Wellbeing									
Poor Mental Health	Staff and Students	Individuals experience poor mental health effects due to changes associated with COVID-19 Pandemic	3	4	12	<ul style="list-style-type: none"> • Managers to ensure daily contact with team members • Mental health First Aiders available within College to offer support and guidance to persons who are struggling via email or phone • Regular Executive communication to all staff • Employee Assistance Program (EAP) support available • HR continuously assessing ways to support staff remotely • Weekly review of sickness levels by Head of HR and further recommended actions to Executive 	1	4	4
Monitoring and Review									
Risk Assessments no longer suitable and sufficient	Staff	Increased risk in relation to COVID-19	4	4	16	<ul style="list-style-type: none"> • The Health and Safety Advisor holds overall responsibility for monitoring and reviewing this high-level risk assessment in consultation with the Director of IT and Estates and the Executive team 	1	4	4



					<ul style="list-style-type: none">• Heads of school/faculty/department are responsible for undertaking a risk assessment of their areas and activities within them and for checking this weekly to ensure it is still suitable and sufficient• Regular auditing of departmental risk assessments will be undertaken by the Health and Safety Advisor alongside nominated site managers			
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