



Stage 2 - GENERAL RISK ASSESSMENT - HS 011

Department/Programme Area:	Location (centre/room):	Main Activity:
Estates & All Areas Bolton College Deane Road Campus Deane Road Bolton College BL3 5 BG CC Deane & Derby Site Brownlow Fold Site New Bury Site	Bolton College Deane Road Campus Deane Road Bolton BL3 5BG Building DEANE ROAD	Coronavirus (COVID 19) Pandemic SITE ARRANGEMENTS & MANAGEMENT September Re-Opening

Assessor/s Name/s:	ANGELA GILBERT	Dep't/Programme Manager Name:	GARRY WESTWATER JANE MARSH BILL WEBSTER MARK BURGOYNE	Assessment Date:	1 st August 2020 Re-opening for September 2020	Review Date:	November 2020
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Supporting Documents:	<p> Snr Management Briefings, DSE Policy, Critical Incident Plan, Emergency Contact Details Register for Snr Managers, HOA and CL Managers, Advice and Guidance Posters, Access to Online Documents via Remote Working Instructions, Access to Teaching & Learning Recourses, Access to HR Self Service, Remote (Home) Working Policy, Contact Details of External Agencies i.e. Cleaning, Access to IT Services, Dept. Briefing Notes, , Access Control to Site Rotas in Place, Fire Wardens, First Aiders Registers, Registers of Vulnerable Learners & IDs, Registers of Key Workers, Gov.UK & Public Health England Advice and Guidance Documents, Emergency Contact Details of Staff, A Risk Staff Info each Dept, See also Building Site Risk Assessment. Sickness and Leave of Absence Policies. Maintenance Records. www.gov.uk Teaching and learning software. Gov Covid 19 Guidance for Returning to Work. HSE Guidelines. H&S at Work Act 1974, Marketing E Newsletters, Corvid 19 Poster, Dept Specific Risk Assessments. Classroom management/layout document. </p>
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Re fNº	Task, Process, Activity Equipment, or Sub Area to be assessed	Hazard/s	Groups Affected by Risk	Frequency/ Duration of exposure	Effect of Hazard/s	Severity	Current Control Measures (what is already being done?)	Likelihood	Overall Risk Level	Additional Controls Needed (what else needs to be done?)
1	Travel to and from place of work Car Walking Cycling Public Transport Taxi	Collision Breakdowns 3 rd Party Contact	Staff Learners Visitors	Daily (some staff /learners not required in on daily basis)	Personal Injury Contacting Covid 19 Virus health issues could	Crisis 5	Staff and learners have been advised of the following Travel by car alone if possible. Arrange a means of rescue for breakdowns. Reduce time spent at garages, petrol stations, motorway services.	Remote 2	Low 10	Re-issue safer travel guidelines as part of staff update. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers

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					range from symptomatic, minor symptoms through to covid related Death		<p>Staggered start and finish times in place to help reduce numbers of people arriving leaving at the same time.</p> <p>Where possible (job specific) Staff will be on site on a rota basis to reduce volume of people on site at any one time.</p> <p>Washing /sanitising of hands before and after each journey.</p> <p>Have good ventilation in the car-open window</p> <p>Plan journeys in advance, allow extra time for travel, check with travel operators on times and routes.</p> <p>Pre-book tickets on line, use contactless methods of payment.</p> <p>Take less busy routes, reduce the number of changes on your journey.</p> <p>Avoid close / physical contact with others, reduce time in other peoples company in crowded spaces.</p> <p>On public transport wearing of face coverings is mandatory unless you are covered by the exemption list</p> <p>Walking- Keep 2 meters from others. Walk in well-lit areas. Stick to public walkways. Walk with another if possible maintaining social distancing.</p>			

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							<p>Be alert of your surroundings and people around you.</p> <p>Wash facilities are available on site, signage is in place for social distancing 2 mtr or 1 mtr plus were 2 mtrs cannot be maintained.</p> <p>Sanitise hands on arrival at college.</p> <p>Consider purchasing or hiring a cycle and utilise the cycle shelters that are on site. (staff have access to cycle to work scheme)</p> <p>You can hire a cycle shelter fob and locker key for a small refundable deposit available at student services.</p> <p>Taxi-Check with the company what safety measures they have for travel and follow the drivers instruction.</p> <p>If travelling alone sit in the back on left side. If travelling with another avoid physical contact, face away from each other, cover face with a face covering. Sanitise hands at college entrances.</p> <p>If people car share then follow government advice – refer to https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>			

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2	Pedestrian Access and Egress into site. Deane Road Build A	Slips Trips and Falls on walkways and Steps Covid 19 contact Person to Person and Surface contact.	Staff, Learners Contractors Delivery drivers Visitors Nursery Children and Parents	Daily (not every learner/staff member required daily)	Sprains and fractures Cuts & Bruising Contamination from Covid 19 virus health issues could range from symptomatic, minor symptoms through to covid related Death	Crisis 5	The following covers measures in place to support safe entry and exit of college buildings and movement around the buildings:- Staggered start and finish times in place. Where possible (job specific) Staff will be on site on a rota basis to reduce volume of people on site at any one time. Carry out meetings and teaching remotely via Zoom, Teams etc All perimeter external pathways and steps are cleaned and litter picked prior to College opening to the public. Handrails / Door Handles / Push Plates – Regular routine cleaning has been increased External signage is placed at all site entrances indicating entry and exit routes External 2 meter social distancing floor markings are in place at Deane Rd “Social Distancing” as per Gov Guidelines. 2 mtrs apart or 1 meter plus where this is not practicable will be enforce on site. Keeping safe, directional and social distancing signage is in place throughout all college sites. Screening is installed in key areas. Security Desks Reception Areas Catering Facilities H&B Receptions	Remote 2	Low 10	External floor markings to be discussed for hubs. Council buildings permission may be required. Look at introducing a generic message on any purchase orders that go out to suppliers of the safe systems of work at college.

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							<p>IT Help Desk Office Student Services.</p> <p>Heat temperature scanners are in place – at Deane Rd all building entry points, these will detect temperatures over 37.8 security staff and rostered duty manager will monitor this as people arrive. Walk through machines will be in place from start of term.</p> <p>Hubs will have hand held temperature checkers which are managed by hub staff.</p> <p>Contractors have been informed prior to attending site of the safe systems of work and expectations on site.</p> <p>Free standing, hands free hand sanitisation stations have been placed at all entrances at all sites with the message to sanitise hands on entry. Sanitisers in place throughout campus buildings</p> <p>Access via revolving door at Deane Rd Persons entering college using revolving door are instructed as to 1 person per segment for entry /exit Signage is in place and security staff will manage this.</p> <p>Disabled door entry is accessible to authorised persons via access control. Intercom buzzer will be disinfected as part of the daily cleaning regime.</p>			

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							<p>Door is also operated via intercom control by staff on reception with door release controller behind reception.</p> <p>Entry to Build A from NCP is via Stanley Street and in the front Deane Road Entrance only except for authorised persons who will use the West Wing Courtyard doors.</p> <p>All learners will undergo induction at the start of term.</p> <p>Departmental risk assessments have been put in place.</p> <p>SMT /JM have /are providing regular updates and briefings via on line meetings and Email to all staff.</p> <p>Information is also shared via the College website which is regularly updated.</p> <p>A Covid folder has been provided on staff internet and has been set up and will be populated with finalised RA and other key documents</p> <p>Safe systems of work are in place.</p> <p>Additional cleaners have been arranged.</p>			

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2a	Pedestrian Access and Egress into site. Deane Rd Build B	Slips Trips and Falls on walkways and Steps Covid 19 contact Person to Person and Surface contact.	Staff, Learners Contractor s Deliveries	Daily and continuous	Sprains and fractures Cuts & Bruising Contamina tion from Covid 19 virus health issues could range from symptomat ic, minor symptoms through to covid related Death	Crisis 5	As Above in 2 External gates are un-padlocked by caretakers /cleaners prior to staff and learners attending site. Entry Route-Front entrance automatic doors are unlocked and put on automatic opening up to 5.00pm then put on access control. No hand contact is required. Exit Route- Manual operated doors are on open access for exiting and accessible to staff using authorised staff ID cards out of term. Exit Route – Manual doors on the left of central stairs main foyer area. One way system is in place, directional signage is in place. Social distancing signage is in place. Keeping safe signage is in place. Free standing, hands free hand sanitisation stations have been placed at all entrances with message to sanitise hands on entry. Temperature scanners are in place and monitored by security and rostered staff. Walk through machines will be in place for start of term. Cleaning routine has been determined throughout the day.	Remote 2	Low 10	As Above in 2

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							Safe systems of work are in place. Departmental risk assessments have been put in place.			
2b	Pedestrian Access and Egress into site. Deane Rd Build C Stem	Slips Trips and Falls on walkways and Steps Covid 19 contact Person to Person and Surface contact.	Staff, Learners Contractors Deliveries	Daily and continuous	Sprains and fractures Cuts & Bruising Contamination from Covid 19 virus health issues could range from symptomatic, minor symptoms through to covid related Death	Crisis 5	As Above in 2 Free standing, hands free hand sanitisation stations have been placed at entrance with message to sanitise hands on entry. Front entrance doors are on automatic opening – no hands contact required. Directional signage In and Out is in place. One way system is in place. Temperature scanners are in place and monitored by security and rostered staff. Walk through scanners in place for stat of term. Cleaning routine has been determined throughout the day. Safe systems of work are in place Departmental risk assessments have been put in place. Screening has been put in place in key areas	Remote 2	Low 10	As Above in 2

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2c	Pedestrian Access and Egress into site. Deane & Derby, Brownlow Fold and New Bury	Slips Trips and Falls on walkways and Steps Covid 19 contact Person to Person and Surface contact.	Staff, Learners Contractors Deliveries	Daily and continuous	Sprains and fractures Cuts & Bruising Contamination from Covid 19 virus health issues could range from symptomatic, minor symptoms through to covid related Death	Critical 5	Refer to site specific RA for each site. Generic measures in place:- Free standing hands free hand sanitisation stations have been placed at all entrances with message to sanitise hands on entry. Departmental risk assessments have been put in place. Safe systems of work are in place Cleaning routine has been determined throughout the day Hand held temperature checkers are in place and monitored by rostered staff. Directional signage In and Out is in place. One way system is in place Screening has been put in place in key areas As above re: learner inductions and staff communications. Covid bins are in place for used PPE (Blk-Yellow Lid)	Remote 2	Low 10	Consider user groups access and egress – this will form part of dept. RA.

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2f	Vehicle entry to the rear car park from Wellington St Entrance Barriers and Parking. Deane Road Build A Build B Build C	Electrical Collision Pedestrian Movement Covid 19 contact Person to Person and Surface contact.	Vehicles Staff Visitors Delivery Vehicles Taxis Ring & Ride Minibus	Daily	Damage/ Injury to Vehicles and pedestrian s Cuts Bruises Trapped Fingers Contamina tion from virus health issues could range from symptomat ic, minor symptoms through to covid related Death	Crisis 5	Car park barrier operates with use of staffs authorised personal fob and/or use of internal intercom located in reception or FM office Delivery drivers at barrier use intercom, once on car park they will be met by a member of the estates team, IT Team, Atom Shop staff, H&B staff pending who the delivery is for. Social distancing will be maintained where possible, where not possible gloves/masks will be used. External areas are marked out with floor markings around nursery / smoking shelters. Drivers are asked to sanitise their hands before off-loading parcels/mail etc. College staff accepting deliveries will wash hands for 20 seconds and then sanitise hands after handling deliveries. Drop off and collection of nurse children and vulnerable learners will be supported by a parent/guardian who will provide safe access into the building following directional signage and one way systems. Hand washing and hand sanitiser to be used External signage is in place.	Remote 2	Low 10	

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3	Pedestrian movement within the buildings Deane Road Build A	Slips Trips and Falls Surfaces equipment Covid 19 contact Person to person contact	Staff, Learners Contractor s Delivery drivers Visitors Nursery Children and Parents	Daily and continuous	Sprains and fractures Cuts & Bruising Transmissi on of Covid 19 virus health issues could range from symptomat ic, minor symptoms through to covid related Death	Crisis 5	Additional guidance has been supplied to managers and all staff to support planning. For managers to convey salient points to all staff including agency staff employed in the first term Free standing, hands free sanitisation stations are positioned at the main entrances and in key areas. Additional sanitising stations are in place throughout the buildings which are wall mounted Wash facilities are also available on site in all buildings in designated areas on each floor. Routine visible daily cleaning is carried out on all sites internally. Primary cleaning is carried out between 6am- 9am then hourly routine cleaning during the day Covid 19 signage is in place throughout the college buildings ie floor, wall directional and social distancing signage. floor markings showing 2 mtr distancing markers in place Signage and information also publicised on college websites, internal screens, staff and learners learning areas, intranet. All persons on site will be given instruction, and guidance on social distancing, this will be publicised throughout the site	Remote 2	Low 10	

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							<p>by various means, posters, signage, on screens, newsletters, websites through safe learner inductions.</p> <p>AHU ventilation system is installed throughout the site and routinely maintained by the college external M&E Contractor.</p> <p>There is no increased risk of spreading Covid 19 through air conditioning systems. The college has several AHU's serving different areas and also split a/c systems that all do separate areas therefore it would be classified as de-centralised and safe to use.</p> <p>Screening is in place in key areas identified.</p> <p>Designated black bins with yellow lids have been put in place throughout all the sites for Covid waste.</p> <p>Safe systems of working have been put in place</p> <p>Staff and learners working and teaching is being staggered.</p> <p>Staff are rotating working hours and working remotely from home where possible</p> <p>Managers have created a rota system where staff can work in the College or from home on a rota basis where possible.</p> <p>College will stagger start and finish times in order to minimise contact between learners.</p>			

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							<p>Staggered start times will be:</p> <p>Morning sessions: 08:30 – 12:00 08:45 – 12:15 09:00 – 12:30 09:15 – 12:45</p> <p>Afternoon sessions: 13:00 – 16:30 13:15 – 16:45 13:30 – 17:00 13:45 – 17:15</p> <p>Twilight sessions: 17:00 – 19:00</p> <p>Night sessions 19:30 – 21:30</p> <p>These times allow for a 60 minute lunch break for any learner attending for the morning and afternoon sessions.</p> <p>Curriculum Management have issued guidance on ‘modes’ of delivery, this will mean there is a mix of on site, remote learning and directed study.</p> <p>Some learners with personal care needs will be coming into the College for initial assessments from w.c. 3rd August coinciding with when the College is open for enrolment. This is part of the assessment process, dept RA in place.</p> <p>Communications between buildings i.e. staff, learners are continuing using TEAMS, Zoom or other platforms for meetings, teaching and learning either on site or remotely.</p>			

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							<p>Staff and learners will be encouraged to bring their own lunches and drinks breaks will be taken in in the learner’s classroom environment. Catering on site will be in place.</p> <p>Furniture in classrooms has been arranged to maintain social distancing as per Gov guidelines.</p> <p>Staff will space out in offices / staff rooms to reduce long periods of working together / in each other’s company.</p> <p>Disinfectant wipes and sanitiser has been placed in all staff offices and classrooms. Used wipes will go into a separate bin to await disposal by estates. (Black bin with yellow lid)</p> <p>Dept specific risk assessments have been completed.</p> <p>Face coverings are required in communal areas.</p> <p>College will maintain 1 metre plus mitigation rule. This ‘plus’ will include anything from face coverings to seating arrangements, staggered times, bubbles where possible and additional handwashing/sanitising facilities and PPE as identified.</p> <p>Managers will take into account the numbers of adult support staff present in any one class and adopt suitable arrangements to adhere to 1 metre plus. additional PPE for support staff who may well work in close proximity to the supported learner to be in place</p> <p>Use of staff rooms:</p>			

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							<p>Cleanliness and social distancing. Staff rooms must be thoroughly cleaned and staff should maintain high levels of hygiene whilst using the kitchen facilities and common use items such as hot water heaters, kettles and fridges.</p> <p>Any multi-use computing facilities staff / learners should sanitise before and after each new use. Staff to use rooms which have been allocated to them.</p> <p>Teaching staff should in most circumstances vacate the staff rooms when teaching for that day is complete. Staff can use vacant classrooms to assist with reducing numbers in staffrooms so long as this doesn't not affect classroom allocations. Staff to wipe down after use.</p> <p>Staffrooms need to be kept clean and tidy – reminder posters to be placed in each.</p> <p>Sanitisers, sprays and wipes are available in each staff / class room/ workshop.</p> <p>There is both self-responsibility and line management responsibility to ensure shared areas are kept clean.</p> <p>If staff members are not due to be teaching on a certain day then they don't need to be in the College which will allow for more movement space in the staffrooms.</p> <p>LRC's The opening of LRC's with a booking system is</p>			

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							<p>in place to prevent overcrowding and maintain control of use.</p> <p>An appropriate sanitisation system is adopted to one which should be in place for any multiple person use IT system which is a complete wipe down before and after use.</p> <p>Wipes are available at the sides of all corridor lap safe cabinets.</p> <p>Additional Cleaners have been arranged.</p>			
3a	<p>Pedestrian movement within the buildings</p> <p>Deane Rd Build B&Build C</p> <p>Dept specific risk assessment required</p>	<p>Slips Trips and Falls</p> <p>Surfaces and equipment Covid 19 contact</p> <p>Person to person contact</p>	<p>Staff, Learners Contractors Delivery drivers</p> <p>Nursery Children and Parents</p>	Daily and continuous	<p>Sprains and fractures Cuts & Bruising</p> <p>Transmission of Covid 19 virus health issues could range from symptomatic, minor symptoms through to covid related Death</p>	Crisis 5	<p>As Above in 3</p> <p>Technicians and staff are responsible for cleaning in workshops including equipment and tools. Disinfectant wipes have been provided.</p> <p>All public areas, classrooms are cleaned primarily in the mornings between 6am-9am.</p> <p>Additional spot cleaning is carried out throughout the day in all areas.</p> <p>Additional cleaners have been arranged.</p> <p>Designated bins have been provided for Covid PPE waste (Black/Yellow Lid) throughout all sites.</p>	Remote 2	Low 10	

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4	Toilets Access & Egress	Person to Person Contact at entry / exit point and in wash area	Staff, Learners Contractors Delivery drivers Nursery Children and Parents	Daily and continuous	Transmissi on of Covid 19 virus health issues could range from symptomat ic, minor symptoms through to covid related Death	Crisis 5	<p>Primary cleaning is carried out between 6am-9am then hourly routine cleaning during opening hours.</p> <p>Covid 19 signage and information to help stop the spread of Covid 19 and maintaining social distancing is in place within all toilets.</p> <p>Single unisex toilets are also available on site. Wash hands signage is also positioned in all toilets.</p> <p>Hands free sensor taps are fitted in most toilets throughout the site.</p> <p>Wall mounted sanitisation units are positioned outside all toilets to sanitise hands after leaving the area.</p> <p>Toilets have electric hand drying dryers in place in most buildings –No need for surface contact.</p> <p>Were paper towels are in use these should be placed in plastic bags, doubled bagged and stored externally for 72 hours then they can be disposed of in general waste.</p> <p>Additional clearers have been arranged.</p>	Remote 2	Low 10	

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5	Elevators/ Lift Usage Buildings A,B,C Deane Road	Slips Trips and Falls Surfaces and equipment Covid 19 contact	Staff, Learners Contractor s Visitors	Daily and continuous	Sprains and fractures Cuts & Bruising Contamina tion from Covid 19 virus health issues could range from symptom atic, minor symptoms through to covid related Death	Crisis 5	All lifts are restricted to 2 persons only at any one time, this is required to ensure safeguarding of vulnerable persons using the lift. Sanitising wipes are located in all lifts. Signage is placed inside the lift car and externally at all lifts. Staff and learners are encouraged to use stairs as much as possible following directional signage. Cleaning routines are in place and visible to college users. Safe systems of work are in place.	Remote 2	Low 10	

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6	Fire control, evacuation and management All Sites	Exposure to smoke and burning materials Reduced Staffing Fire Wardens and Controllers Evacuations During Covid 19	All Staff Learners Visitors	Daily	Death from asphyxiatio n and burns Close physical contact with others Transmissi on of Covid 19 health issues could range from symptomat ic, minor symptoms through to covid related Death .	Crisis 5	PEEPS (Personal Evacuation Emergency Plans) are in place. Vulnerable learners are supported by key workers and support staff. In the event learners / persons with mobility issues are on upper floors during a fire alarm activation they will go directly to the nearest fire exit and wait in the refuge area with a buddy as per colleges fire procedures. Estates staff will be assigned to check all refuges. Staff /learners should only use the intercom in the refuge area to call to the controller at the fire panel if necessary for help. Caretakers /security will check all floors as directed by the Lead Fire Controller (Snr Manager on Site) Following fire procedures. Fire Wardens and controller are on site and will follow fire evacuation procedures as per policy. Snr managers will be wearing Hi Vis Jackets and carrying their radios on channel 1. Training has been provided to key staff/ fire wardens/controllers and estates team. All parties are instructed to follow normal fire procedures key roles and responsibilities as detailed in the fire policy procedures.	Remote 2	Low 10	

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							<p>A Fire Risk Assessment has been carried out for the premises, available in the estates dept.AG.32.</p> <p>Fire floor plans are available in Ag.32.</p> <p>Firefighting and detection equipment maintenance is current and up to date</p> <p>Fire equipment and evacuation policies and procedures are in place.</p> <p>All department staff /learners undertaken fire safety inductions as Part of Safe Staff Training and Student Inductions.</p> <p>Evacuation practises are carried out at planned and regular intervals.</p> <p>No smoking policy is in place and enforced and adhered to by all department personnel.</p> <p>Fire watch monitoring is carried out by the college's external monitoring centre daily and out of hours. Site Estates managers will be contacted in the event of a fire alarm activation.</p> <p>BMBC Security and Response teams are the Colleges emergency approved contractor designated to allow access for emergency services only to access the building out of hours.</p> <p>Fire Alarm Testing is carried out on Tuesday mornings between 07.15am-8.45am.-Estates to undertake this duty.</p> <p>Wardens/Controllers and staff will ensure people spread out more at refuge points.</p>			

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							<p>Evacuations- Fire exit stair cores are wide enough for safe evacuation of 2 persons at a time on one step, not facing each other, avoiding face to face contact.</p> <p>Social distancing is not required if this would pose a risk in a safe evacuation.</p>			
7	<p>General use of all electrical equipment. On site and at home</p> <p>All Sites All Home users.</p>	<p>Exposure to live electrical components</p> <p>Home Working</p> <p>Covid 19 surface Contact</p>	Staff and Learners	Daily	<p>Death from Electrical Shock</p> <p>Contamination from virus health issues could range from symptomatic, minor symptoms through to covid related Death</p>	5 Crisis	<p>All College equipment is PAT tested for electrical Safety registers are stored in Estates dept.</p> <p>Within College departments users carry out internal/visual inspections including HS 022 (termly autonomous inspection assessment) on sites.</p> <p>Staff are instructed to ensure safe appropriate use of extension cables, ensuring all operate without overloading or daisy chaining.</p> <p>Circuits at Deane Road site and hubs are protected by RCD's.</p> <p>Registers of PAT Testing is held centrally in Estates and within each dept for College portable equipment.</p> <p>Staff have been issued with additional advice re: working at home safely. A staff H&S questionnaire has been issued. Staff have been instructed to raise any issues with their line manager asap.</p> <p>Staff have been instructed to wash hands and use sanitiser and equipment wipes frequently.</p>	Remote 2	Low 10	<p>Send a reminder to all staff re: working at home safety guidance.</p> <p>Any portable College equipment should show evidence of PAT Testing i.e. ticket on equipment.</p>

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							<p>Sanitiser stations have been installed in all buildings.</p> <p>Sanitation wipes have also been installed throughout all sites for cleaning equipment in classrooms, offices.</p> <p>Designated pedal operated bins (Black and yellow lid) have been provided in all classrooms and public areas for disposal of used PPE wipes, gloves, masks, tissues.</p> <p>College equipment on lone and taken home has been registered by the IT Team. Staff have been asked to use their own IT equipment at home if possible.</p> <p>Some learners have been issued with College laptops by IT Dept and IT Dept have logged these items. Learners have been instructed to return them by 31st August 2020</p>			
8	<p>Engagement of external contractors for</p> <p>Maintenance</p> <p>Electrical Safety, Lighting.</p> <p>Gas Safety Heating and Ventilation Systems</p> <p>Sanitary Services</p>	Work activity of external contractors	Persons on site and contractor	Whilst work takes place	Specific to type of work carried out by contractor	Crisis 5	<p>Safe System of Work are in place.</p> <p>Contractors have been instructed to book in works prior to attending site.</p> <p>All undertakings will be agreed by H&S Dept /Estates. Permits to Work will be applied before work commences when needed.</p> <p>All contractors will be notified of any pending site evacuations/fire alarm testing on arrival.</p> <p>Emergency contractor details are stored on site in estates office to assist with track and trace if required</p>	Remote 2	Low 10	

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	Water Safety Legionella All sites						<p>In all circumstances the Estates /H&S Manager and/or Exec Director of Finance should be notified of any issues on site estates related.</p> <p>M&E Contractor is currently Sure Maintenance. -Details held in Ag.32</p> <p>Caretakers will carry out routine weekly legionella little outlet checks as normal and record as per procedure.</p> <p>Water temperature testing is carried out monthly by estates teams.</p> <p>All contractors will sanitise hands on entry and have their temperatures checked via the walk through scanners.</p> <p>All sites are fully compliant for water safety and hygiene.</p>			
9	Security of the buildings, site and users	<p>Unauthorised Entry</p> <p>3rd Party Aggression</p> <p>Safeguarding</p> <p>Restraint</p> <p>Covid 19 Person to person contact</p>	Staff Vulnerable learners	Daily	<p>Theft</p> <p>Vandalism</p> <p>Assault</p> <p>Bullying</p> <p>Personal injury</p> <p>Transmission of virus health issues could range from symptomat</p>	Crisis 5	<p>Access to site entrances are monitored by security and staff.</p> <p>Access control and /or automatic entry is in operation on all entrances at all sites. Automatic entry will reduce physical contact.</p> <p>CCTV is in operation internally and externally and recording 24/7 at all sites.</p> <p>Deane Rd Security team have direct access to Town Centre Police via radios and land line phones.</p> <p>Hubs are instructed to contact 999 directly if any threat occurs.</p> <p>Security staff will undertake site patrols throughout the day.</p>	Remote 2	Low 10	

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					ic, minor symptoms through to covid related Death		<p>Caretakers/Managers at Hubs manage this enforcing Covid guidance rules re social distancing, sanitising, hand washing.</p> <p>Free standing, hands free sanitisation units have been placed at all security desks and /or receptions at all sites for wiping equipment after use.</p> <p>Designated bins have been provided for Covid used PPE (Black bin yellow lid)</p> <p>Stem and Construction building are put on access control when bulk of staff and students finish at 5pm.</p> <p>Builds B&C entrances are monitored by security in build A via a video link</p> <p>In term time one security guard is positioned at each security desk in each building at D/Rd 1 Guard is positioned externally 1 guard is continuously patrolling.</p> <p>Evening guard is positioned at main security desk in build A.</p> <p>In non-term times this reduces to 3 guards and Building B&C doors are put on Access Control at 5pm or locked up.</p> <p>Guards are instructed to maintain social distancing at all times unless a security incident requires intervention, PPE to be used – see below.</p>			

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							<p>When dealing with incidents guards have been provided with PPE gloves, masks and face shields and instructed to wear these where there is a risk of close person to person contact.</p> <p>Screening is in place around all security desks.</p> <p>Signage is in place throughout the site internally and externally.</p> <p>Hands free sanitisation units/ are at all entry points all sites.</p> <p>Temperature scanners are positioned at all entrance points at Deane Rd. Scanners also double up as metal detectors.</p> <p>Hubs have been issued with hand held temperature checkers.</p>			
10	<p>First Aider Provision</p> <p>Additionally Mental Health First Aiders on site.</p> <p>See below for RIDDOR</p>	<p>Injury</p> <p>Seizures</p> <p>Mental Health</p> <p>Covid 19 Person to person contact</p>	Vulnerable Learners and Staff	Daily	<p>Personal trauma to life Limbs</p> <p>Anxiety/ Stress/Panic Attacks</p> <p>Transition of virus health issues could range from symptomatic, minor symptoms through to</p>	Crisis 5	<p>Trained first aiders are on site during site operational times.</p> <p>Security and Caretakers are trained first aiders and will attend any first aid situations. They are contactable via reception and security desk in the main building. And based in AG.30 next to the first aid room</p> <p>Support workers have learner care plans which are available and in place for support to vulnerable learners in their charge.</p> <p>Ambulances are called if deemed necessary by first aiders. This is std protocol. Alternatively staff/ other persons don't need to wait for a first aider to ring an ambulance if they feel / see it's an obvious emergency.</p>	Remote 2	Low 10	<p>Update list of first aiders and fire wardens</p> <p>Refer to hub RA for site specific details.</p>

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					covid related Death		<p>First Aiders will complete the necessary documentation and submit to estates for recording. College staff can also complete first aid forms. Never the injured person.</p> <p>All First Aiders have been issued with covid secure PPE, gloves, aprons, information handout and face masks for attending all first aid incidents where close contact is needed. Restocks of PPE is from Estates Dept Ag.32.</p> <p>Where paper towels and other clinical waste is in use these should be placed in plastic bags, then placed in the yellow medical bag in the first aid rooms or disabled toilets.</p> <p>These will be removed off site weekly by the colleges' external sanitary services provider.</p> <p>Trained mental health first aiders are available on site to provide support to staff and learners.</p> <p>Designated rooms are available on site as a safe space.</p> <p>Staff should ensure a good ventilation supply around rooms and college –Windows should be opened to allow fresh air flow where possible.</p> <p>A Covid safe holding room has been provided for each building Build A = Ag.49c Build B = Bg.04b (TBC) Build c = use Building A or B</p>			

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10a	RIDDOR Reporting of Covid 19 Statutory Inspections	None Compliance	Staff Learners Public Contractors	Duration of Outbreak	HSE Investigation Enforcement Fines	Significant 3	H&S Manager and Snr Management will determine if it is necessary to report any incidences of Covid 19 following investigations. HSE have provided additional budgets for inspectors to spot check business to ensure covid controls are in place. Reporting of Covid 19 to HSE will be very specific to each circumstance. Bolton College will report outbreaks to HSE. Considerations will be. Has a person officially been diagnosed with Covid 19, has a test been carried out and confirmed. Is there any evidence Covid 19 has been contracted in College. Reasonable evidence needs to be proven and available. Reported incidents in College should be documented and records kept for future reference.	Remote 2	Minimal 6	
10b	Safe Space Base Holding Room	Contact from Covid 19	Staff Learners visitors	Affected Persons	Death Chronic and acute illness. Transmission of the virus. health issues could	Crisis 5	A Covid safe holding room has been provided for each building at Deane Rd Build A = Ag.49c Build B = Bg.04b Build c = use building A or B This space has been set up for any person presenting with Covid 19 signs and symptoms. Should a person present with signs and symptoms they will be directed to the safe	Possible 3	Medium 15	

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					range from symptomatic, minor symptoms through to covid related Death		<p>space base room and await collection by ambulance /other means.</p> <p>Exit from the safe space AG.49c is out through the rotunda fire escape to the external car park space.</p> <p>Build B- Exit via reception exit route door.</p> <p>Guidance on how to deal with someone presenting with symptoms can be located via https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term</p> <p>Cleaners will clean and disinfect the room after the person has left ensuring they are wearing the relevant PPE ie gloves, aprons, masks. They will wash the area with warm soapy water then disinfect the area using a disinfectant agent following manufacturer's instructions and training. See Safe System of Working. Sanitisation wipes, hand sanitiser blue paper roll and waste bin have been placed in the rooms.</p> <p>All waste products that has been used in this room will be placed in a small plastic single bin liner and then put into a second black bin liner and stored outside for 72 hours. After 72 hours waste can then go into the external general waste.</p>			

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11	Cleaning Services	Contact from COVID 19 Virus	FM Staff College Staff Learners Visitors	Daily unless advised differently	Transmission of virus health issues could range from symptomatic, minor symptoms through to covid related Death	Crisis 5	<p>A Safe System of Work has been put in place to safeguard front line cleaner, caretaker, security teams.</p> <p>Details have been shared with cleaning/caretaking/security staff.</p> <p>All cleaners have been briefed and provided with the relevant PPE.</p> <p>All cleaning /caretaking/security teams have been instructed to maintain good personal hygiene in relation to washing hands and sanitising at regular intervals.</p> <p>Estates will re-order additional supplies of wipes and disinfectant etc for D/rd and hubs, orders for Covid 19 safety to be centralised to ensure cost effectiveness and quality of products. A Covid budget has been made available for essential Covid related goods.</p> <p>Sharing of Information and guidance is shared via college signage, website, emails, student news releases, inductions, and management meetings.</p> <p>Hands free sanitising stations are available throughout all college sites including wall fitted units.</p> <p>Staff have been instructed to inform their line manager to report if they have been in close contact with someone showing signs and symptoms of COVID 19</p> <p>Cleaning staff on site have been instructed to maintain "Social Distancing" in accordance with Gov /PHE guidelines keeping 2 metres apart.</p>	Possible 3	Medium 15	Staff to be reminded that no chemicals/ bleaches etc should be brought in from home under any circumstances. This would be a breach of College COSHH Rules..

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							<p>Any staff member showing signs and symptoms themselves of COVID 19 have been instructed stay at home and ring their line manager asap and should self-isolate for 7 days and follow the Gov advice.</p> <p>They should attend a testing station and inform their manager of any results Covid 19 testing stations have been set up locally.</p> <p>Staff showing symptoms have been advised to book an appointment and attend the drive through testing station to be tested.</p> <p>Track and Trace - If a test is positive they should provide details of any persons they have had closed contact with.</p> <p>Anti-viral disinfectant has been purchased to undertake cleaning on site and 1 x 750ml spray has been distributed to all staff rooms with the Coshh Data sheet. Refills are available from Estates dept.</p> <p>Disinfectant wipes and sanitiser has been distributed to all rooms at all sites. Request supplies from Estates dept.</p> <p>Toilets are scheduled to be checked and cleaned routinely throughout opening hours</p> <p>Deep cleaning and disinfecting in all areas has been carried out over summer break by internal and external cleaner's contractors.</p>			

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							In addition high level cleaning has been carried out over summer break.			
12	Post, Parcels Delivery and Collections	Contact COVID 19 Virus	FM Staff College Staff	Daily	Contamination spread of virus health issues could range from symptomatic, minor symptoms through to covid related Death	Crisis 5	<p>See 2 f Above</p> <p>Royal Mail have advised that PHE have stated that there is very little chance of catching covid whilst handling mail. The college has in place additional Covid secure measures to mitigate any risks:-</p> <p>Mail/Parcel deliveries are delivered mainly via the rear point of entry of the main building A at Deane Rd. Some are delivered to main college reception.</p> <p>Access to the rear car park is by intercom operated remotely either by reception staff or FM office staff.</p> <p>Caretakers will be contacted to take delivery of the mail/parcels ensuring social distancing is maintained.</p> <p>After taking delivery of mail /parcels caretakers will sort the mail/parcels into the relevant pigeon holes and delivery areas.</p> <p>Staff collecting mail from mail room will be managed by Estates/caretakers ensuring social distancing is maintained.</p> <p>Sanitising wipes and hand gel has been provided for use in the post room and at reception areas.</p> <p>All persons are instructed to maintain good person hand hygiene's as per Gov guidelines.</p>	Remote 2	Low 10	

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							<p>Washing hands frequently for 20 seconds and sanitising.</p> <p>Internal mail to go out –All mail will need to go into the red post box at reception and will be collected by caretakers.</p> <p>Royal Mail will collect college mail at 4.30pm daily from the main reception back office assisted by caretakers or security staff.-RM driver will scan his collection at the rear of reception entrance using his own PDA.</p> <p>Delivery of parcels, caretakers will deliver parcels to their delivery point and were possible leave them at the door entrance if staff are in the office. Caretakers will ask staff to sign the delivery book using their own pens to reduce contact.</p> <p>They will put parcels in the rooms when no staff are in the room and note in the delivery book what room they were left in.</p>			
13	Print Room Services Print Works Collection Area	Covid 19 Surface contact	College users	Daily	Transmission of virus . health issues could range from symptomatic, minor symptoms through to covid related Death	Crisis 5	<p>Printing requests are submitted remotely to print groove.</p> <p>No staff other than print room staff are permitted in the printing area with the exception of IT staff and contractors for H&S reasons.</p> <p>Print room is large enough to manage social distancing. Details have been discussed with print room staff.</p>	Remote 2	Low 10	

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							<p>Paper deliveries Deliveries are by rear WW car park.-See 2f above for entry guidelines.</p> <p>Wash facilities, sanitisation wipes, paper towels and sanitiser are located within the print room collection area.</p> <p>Print room staff are responsible for cleaning of equipment within the print room. Sanitisation wipes and disinfectant sprays have been provided.</p> <p>Only 1 person to be permitted in the collection area at any one time to maintain social distancing.</p>			
14	Use of College Van Hired Vehicle Transporting Recourses Hired Van	Collision Accidents Breakdowns Contact COVID 19 Virus from 3 rd Parties	FM Staff IT Dept	Daily Occasional ly	Death Personal injury Fractures Bruising Transmissi on of virus health issues could range from symptomat ic, minor symptoms through to covid related Death	Crisis 5	<p>Use of College van is restricted to 1 driver either from Estates or IT Dept at any one time, if there is a need for 2 persons then both persons in the van should wear the appropriated PPE, ie, masks which are available from Estates. (See 1 above)</p> <p>All drivers are instructed to produce their driving licence and declare any motoring offences prior to driving the van.</p> <p>College van is insured and taxed legal requirement.</p> <p>College van has a breakdown recovery service. Driver to keep social distance as per gov guidelines. (See 1 above)</p> <p>College van has been issued with a fully stocked first aid and Covid PPE kit</p>	Remote 2	Low 10	

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							<p>College van/driver has been issued with masks, gloves, face shield and sanitisation kit to keep in the van.</p> <p>College van has been issued with fire extinguisher.</p> <p>Mail and parcels transported between sites- All staff have been instructed to practice social distancing and ensure good personal hygiene. Wash hands for 20 seconds and sanitise in accordance with Gov guidelines.</p> <p>From September transportation of resources between sites will be kept to a minimum if unable to eliminate altogether.</p>			
15	Home Working Remote Working Teaching & Learning from Home	DSE Workstation Use Fatigue Interruptions Mental Health	All staff working from Home	Daily	Poor Posture Eye Strain Anxiety Depression Isolation	Significant 3	<p>Staff have been issued with a copy of the Colleges Remote Home Working Policy. Also available on the College intranet.</p> <p>Additionally, staff have been instructed to read the advice and guidance supplementary notes provided by HR and follow the guidance provided.</p> <p>Staff have been instructed to complete the Homeworkers H&S Self-Assessment Checklist and return to their line manager.</p> <p>GDPR-Confidentiality and Data Protection Staff have been instructed to ensure data is kept secure whilst at home.</p> <p>Staff have been instructed to ensure Safeguarding policies are adhered to i.e. not sharing personal data with learners.</p>	Possible 3	Low 9	

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							<p>Wellbeing- staff have been instructed to keep in contact with each other by email, phone, social media, Teams, Zoom or other platforms.</p> <p>Staff are encouraged to exercise at home using on-line exercise sites or follow the Gov. guidelines for exercising outdoors maintaining social distancing of 2mtrs.</p> <p>Staff have been instructed to put their office phones on call forward to their mobiles. -calls to office numbers will be diverted to mobile phones. This may not be required as staff are back on site.to be reviewed at a local level.</p> <p>Staff rotas are in place.</p> <p>Teaching staff using different platforms to deliver on-line, this will be organised at a local level, reference to 'modes' of delivery guidance from deputy principal.</p> <p>Study Programmes: 3-2-1 remains the plan for online learning based on mode A.</p> <p>Agreed terms: Mode A / Directed Independent Study – learner study at home as directed but no staff supervision.</p> <p>Mode B / Online with some tutor input - tutor teaches face to face through an online platform. Agreed contact time which counts towards teaching hours</p> <p>Mode C / Fully tutor input and agreed contact time counts towards teaching hours</p>			

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							<p>Staff are advised to ensure they take all necessary precautions at home to safeguard themselves from fatigue and repetitive strain with use of DSE Equipment.</p> <p>Whilst working at home using electrical equipment staff have been advised to carry out a visual safety check on personal portable electrical equipment before use.</p> <p>Staff have been issued with guidance on working safely & H&S questionnaire issued.</p> <p>College equipment has been PAT Tested and have a current ticket on the equipment.</p> <p>Staff have been advised to ensure electrical connections within their property are safe and secure.</p> <p>Staff have been advised to ensure safe use of electrical extension cables if used.</p> <p>Staff have been asked to check with their home insurance to ensure equipment is covered under their home policy</p>			
16	IT Services & Website Access to EBS	Breakdown of IT Systems	All Home Workers and College and Learners IT Users	Daily	Breakdown of Communic ations, Teaching and Learning	Significant 3	<p>IT Personal are on standby to reset systems either remotely or from within the College</p> <p>Staff have been provided with information on how to log on from home to access documents emails etc and undertake teaching and learning from home.</p> <p>Staff have been instructed to check emails, College website daily for further updates.</p>	Possible 3	Low 9	

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					Loss of Business continuity		<p>All parties have been instructed to exchange telephone numbers for emergency contact and to keep in contact with each other.</p> <p>Access is via VMWare VDI Remote Access.</p> <p>Marketing have been and continue to promote wellbeing and learner engagement activities via the College website.</p> <p>Instruction for Reporting of IT Faults Procedure. <u>IT Support</u> <i>If you experience any problems or require support please contact the helpdesk by either emailing ithelp@boltoncc.ac.uk or call 01204 482119 and leave a voicemail. When reporting a problem, please leave an appropriate contact method for us to reply to you. All voicemails and calls will be continued to be monitored during working hours by the IT Support team.</i></p> <p><u>VMWare VDI Remote Access</u> For those who connect using VMWare and/or and gel computer, you can connect directly onto your session as if you were at your desk using any web browser. To do this, visit https://vdi.boltoncc.ac.uk and choose the VMWare Horizon HTML Access option. This will prompt you to login using your College username and password and will launch your desktop session. Also remember - Don't just close the window when you have finished. Make sure you log out.</p> <p><u>Using Skype</u> The ILT team have confirmed it is safe to use skype.</p>			

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	Skype Use						<p>Teachers simply share a link to the web based skype call.</p> <p>The recipient does not see any personal details about the teacher who initiates the call.</p> <p>If you have any problems using Skype then please contact Aftab Hussain (ILT Manager) on 01204 482161 if you need advice and support when using Skype.</p> <p>Colleagues can visit http://skypeintheclassroom.com and register with their College 365 account details.</p> <p>The getting started page is a good place to learn more about Skype for education: https://education.skype.com/p/getting-started</p> <p>The usual safeguarding expectations apply when using any form of technology, please do not share your personal information/data with learners/parents/carers etc.</p>			
17	Catering Services Catering Academy	Food Hygiene and Storage Serveries Deliveries Restocking of produce. Access to Site	All staff and Learners on site	Daily	Food perishing Running out of stocks	Death 5	<p>Break Times:</p> <p>Staff and Learners are being instructed were possible to bring their own drinks and snacks to eat during break times which they will have in their classroom or close by for those learners where this is not safe i.e. workshops.</p> <p>Break time should be a 'proper' breaks from learning where learning stops for those 15 minutes.</p>	Remote 2	Low 10	

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		<p>Covid 19 Person to Person Contact</p> <p>Vending Breakdowns</p>			<p>No Access</p> <p>Transmission of virus health issues could range from symptomatic, minor symptoms through to covid related Death</p>		<p>Tutors will not be required to stay with learners during the break time unless the learner requires 1:1 support</p> <p>A limited catering facility will be available for grab and go meals.</p> <p>Lunch Time: Lunchtime is expected to be for 4 X 60 minute periods which essentially span between 12:00 to 1:45 for a grab and go facility.</p> <p>For those who have free school meals and those who wish to purchase a meal.</p> <p>This will be unsupervised for those who are capable.</p> <p>Larger colour coded swing lid waste bins are located within classrooms to meet the Colleges recycling objectives.</p> <p>Access to delivery divers for catering will be managed by catering staff via food delivery point on Stanley Street maintaining social distancing.</p> <p>When no catering facilities are running catering deliveries are suspended.</p> <p>Freezers and Fridge Temperatures have been checked weekly by caretakers. Catering staff manage this in term time.</p> <p>Signage –Social distancing and directional signage has been put in place.</p>			

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	Vending Atom Shop						<p>Vending services are on site and restocked weekly.</p> <p>Vending machines are monitored remotely and restocked 3 times per week.(See 18 below)</p> <p>All vending machines have been fitted with hand sanitisation bottles for public use.</p> <p>Aton Shop- Is open daily in term time and managed by Foundation Learning Dept.</p> <p>Protective screens have been installed on and around counter and till areas.</p> <p>Floor social distancing signage have been put in place. Directional signage also in place.</p> <p>Lunch breaks will be staggered and were possible lunches will be eaten in the classroom working area (Not workshops) local managers to identify areas where workshops cannot be used.</p> <p>Screening has been installed around checkout / till areas.</p> <p>Sanitisation units/ hands free are positioned within the eating court areas. All persons must sanitise hand on entry.</p> <p>Signage is in place.</p> <p>Staff advised to remain on site where possible. Learners who have am and pm lessons are advised to remain on site.</p> <p>Infusion-Diversity-Foundation Directional, one way and social distancing signage is in place. Tables set out to reflect social distancing.</p>			

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17 a	Use of staffroom kitchenette areas	Food Hygiene and Storage of food and utensils Covid 19 Person to Person Contact	Staff	Daily	Transmissi on of virus health issues could range from symptomat ic, minor symptoms through to covid related Death	Crisis 5	Staff can use the kitchenette / washing facilities nearest to them. Staff should link in with the office they usually access and agree a protocol re: access as to ensure no-more than 1 person is using the sink area at any one time. Maintaining social distancing. Plates, cups, cutlery etc should not be left out for others to clean and should be cleaned and taken back by the staff member they belong to every time. Each staff member must disinfect/wipe down any surfaces / equipment they use before and after they use it. Disinfectant wipes and sprays have been provided. All staff must practice good personal hygiene by washing hands and sanitising hands regularly. Staff are advised to only bring in what they need each day and dispose of any food/drinks etc not used before leaving site. (It is recommended that you do not leave food in fridges or cupboards, if you choose to then adhere to hand washing and wipe items)	Remote 2	Low 10	

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							<p>Keep all personal items away for others use. If staff choose to leave items in fridge etc then personal hand hygiene must be followed.</p> <p>Shared microwaves/kettles, fridges must be cleaned/wiped after every use using disinfectant and wipes provided, (Supplies available from estates)</p> <p>Used wipes/tissues must be put into the clear plastic bag at the sink area (Supplies available from Estates) and these will be removed daily by cleaners. (These bags can also be used to dispose of used face covering, gloves and tissues if used.</p> <p>Signage is in place.</p>			
18	Vending Services See 8 Above Managing Contractors.	Old Stock Perishing Surface Contact Covid 19	Staff Learners Visitors	Daily	Surface to person contact Person to person contact.	Crisis 5	<p>Access to buildings to restock vendors is via rear of building A into WW courtyard doors via staff car park. (See 2f above)</p> <p>Vending drivers have been issued with their own access control swipe card and fob to gain entry.</p>	Remote 2	Low 10	

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					Transmission of virus health issues could range from symptomatic, minor symptoms through to covid related Death		Vendors are restocked prior to staff and learners being on site Social distancing will be enforced with operatives.			
18a	Vending Services-From Livewell Vending Services.	<p>As self-service automated units they eliminate any person to person contact. And with a number of key enhancements, the units are very safe to use.</p> <ul style="list-style-type: none"> Contactless payment methods - no need for coins, just present your contactless debit/credit card, or use your smartphone to pay (Apple Pay etc) Antibacterial gel dispense units are supplied to the front of all vending stations to provide an easy way to sterilise hands before and after making a purchase. Social Distancing Floor Signage supplied for all installations to remind consumers to keep a distance when waiting in turn to make a purchase. 								
19	HR Procedures Sickness Records Record Keeping Leave of Absence Reporting	Staff not receiving sickness entitlement pay. Health and Wellbeing	All Staff	Daily	Loss of or reduced Income Acute or chronic illness.	Significant 3	Staff have been instructed to report sickness and leave of absence as per College policies and procedures in the usual way whether working from home or in college. Same rules apply as per policy in relation to providing fit notes for any sickness after 7 days.	Possible 3	Low 9	Remind staff if they are unsure about anything staff should speak to their line manager or contact their HR Advisor by phone or email.

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	Wellbeing Grievances Claims	Mental Health			Anxiety / Fear returning to work.		<p>Staff must keep in contact with their line manager to inform them once sickness has ended so records can be update accordingly.</p> <p>Staff Mental Health and Wellbeing Advice has been given to all staff in relation to wellbeing offering support agencies.</p> <p>The HR team are available if any staff need to discuss any personal issues and will provide support through the OHU and counselling channels.</p> <p>From 1st April 2020 colleges' new provider will be Optima Health referrals are via HR Dept in line with HR policies and procedures.</p> <p>Further information from Education Support provides free support to staff who work in education with counselling service and their financial grants.</p> <p>Several staff briefs has been communicated via all staff emails from JM and SMT updating staff on the colleges arranges prior to and during the Covid pandemic. This will continue as required.</p> <p>Marketing have produced E-Magazines for staff's perusal, providing interactive and self-motivational activities. Zoom meeting / metings in person are held with HR Advisors and staff as and when required.</p> <p>As per latest gov'd advice (15/7/20) all staff can return to the physical work environment as covid secure measures in place. Shielding ceased 1 august 2020.</p>			

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20	Emergency Contact Communication Business Continuity	Loss of Communications	Key Personnel Snr Management HOA CLs Key Operational Depts.	Daily	Anxiety Loss of Support, direction and structure Collapse of Business continuity	Significant 3	Emergency contact details have been shared with the relevant Snr Managers, HOA and CLs to ensure messages get to the relevant groups/ staff and Learners. All managers have been instructed to ensure they have exchanged contact numbers with their teams. Marketing and ILT Team will continue to update website and other Moodle /Sid pages. Staff have been instructed to check websites regularly for updates.	Possible 3	Low 9	
22	Emergency Services Contacts Out of Hours Police Fire Intruder Key Workers attending site for Emergencies Estates Staff (Caretakers)	Building and Contents Damage Theft Vandalism Fire	All Users Out of hours no users.	Daily	Loss of business continuity Financial Implications Increased insurance premiums Redundancies	Significant 3	Estates and Snr Managers have shared contact details. In an emergency situation regarding the College Estate the Colleges external monitoring agency will contact BMBC as 1 st responder of call then Garry West water, then Angela Gilbert, then Carl Hosker. In the event of an emergency and people are on site the Critical Incident Plan will apply and the Principal must be contacted. An emergency grab bag, First Aid bag, Megaphone is available and located in AG.32 in the main building A ground floor west wing. Fire- All relevant details that may be required are in a red file in AG.32 nr the fire panel and accessible to fire service and Snr Managers.	Possible 4	Low 12	

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							<p>Intruder-All relevant details are contained in the red folder near the fire panel along with other emergency contractors numbers and details.</p> <p>This file must not be removed from Ag.32.</p>			
23	Lone / Late Workers and Homeworkers. See also 15 Above	Poor Posture Isolation Mental Health Accidents	Staff	Duration of Outbreak	Repetitive Strain DSE Lack of communications and Support Slips Trips Falls Personal Injury Death	Crisis 5	<p>Policies and Procedures are in place for lone/late working.</p> <p>A copy of the relevant policies has been sent out to all staff from HR Dept.</p> <p>All policies are available on the College intranet accessible to all staff.</p> <p>A safety check list / information has been provided by HR Dept for staff to complete, this is covering topics such as DSE assessment, manual handling, electrical safety, means of regular communication (this is also important for a mental wellbeing aspect) and accident reporting procedures.</p> <p>Employees working from home are instructed to notify their employer in the event of them suffering an accident whilst working at home which is related to their work activity (e.g. injury from defective company equipment), they should also report pains and strains which they suspect to be work related (e.g. in their thumb or wrist).</p>	Remote 2	Low 10	

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							<p>Staff have been instructed to balance out work and ensure regular rest breaks are taken.</p> <p>Staff have been instructed not to undertake work activities such as working in confined spaces, working at heights, working with live electricity supplies, working with flammable or hazardous materials or working with hazardous machinery and equipment</p> <p>HSE guidance states that to be a DSE 'User' as an employee who habitually uses DSE equipment as a significant part of the work.</p> <p>For persons who work at home on a regular and sustained basis are required to complete a risk assessment.</p>			
24	Legionella Maintenance.	Outbreaks of Legionnaires' disease	All Users of the facility	Daily	<p>Fatality</p> <p>Pneumonia</p> <p>Legionella bacterium.</p> <p>Symptoms include dry cough and fever, tiredness,</p>	Crisis 5	<p>Deane Road</p> <p>Estates staff at D/Rd site undertake Little Outlet water checks and will continue to manage this.</p> <p>Water temperature testing is carried out by caretakers. Estates staff AP from Deane Rd undertakes this task at all external hubs.</p>	Remote 2	Low 10	

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					headaches, muscle aches and diarrhoea or confusion. Long term health problems		Contractors have attended all College sites to carry out routine water sampling in accordance with compliance. Contractors also attended D/Rd Wc 20 th July to undertake flushing and cleaning of water supplies. All hubs have also now been checked and cleaned in accordance with compliance. PPE has been provided to key staff to undertake waters checks safely. They have also been trained to carry out this task. All documentation has been completed in the usual manner and filed in Estates. Any issues found are reported to the Colleges external contractor to undertake any remedial works straight away. Snr Managers will be informed of any issues/concerns. Compliance maintenance is carried out at regular intervals by the college's external contractor.			
25	Estates Maintenance Health & Safety Insurance Requirements	Assets at Risk /not Insured	Site Users	Weekly	Loss of Business continuity	Significant 3	Caretakers undertake the weekly Fire Alarm MCP checks in all buildings at Deane Rd Tuesday mornings between 07.15am and 08.45am. Findings are recorded.	Possible 3	Low 9	

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	required by UMAL Fire Fridges/Freezer Failures Intruder				Increased Insurance Premiums Loss of produce Loss of Assets and Damage to Assets.		Hub managers and caretakers undertake this task at the hubs. Internal doors at Deane R/d are on magnetic closures and will automatically close on fire alarm activations. College's external monitoring agency will receive a signal from site in the event of an activation and notify key holders. CCTV is in operation internally and externally and recording 24/7 at all sites. Catering staff have been on site checking fridge/freezer temperature weekly. Caretakers undertake this task in non-term times.			
26	Safeguarding	Breaches in Data Protection GDPR	Staff Learners General Public	Daily	Stalking Unauthorised Access to personal data.	Significant 3	Staff have been instructed not to use their own mobile phones to call learners, however given the current situation if you have no other option but to make a phone call whilst you're not in the college buildings then staff have been instructed to always dial 141 before they put in the phone number they are calling. This will ensure that your number is not displayed to the recipient.	Possible 4	Low 12	

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							The usual safeguarding expectations apply when using any form of technology, please do not share your personal information/data with learners/parents/carers etc			
28	COVID-19 Scams Reports of criminals preying on vulnerable people.	Criminality Entrapment Vulnerability& Safeguarding	All persons	Daily	Financial loss Personal physical injury Mental Health/ Anxiety	Crisis 5	Staff have been informed to maintain vigilance and look out for scams ie on line or people coming to your home. Examples include people offering to do shopping but taking the money and not returning. Offering to clean doorsteps to help prevent the spread of the virus. We are urging communities to look out for signs of neighbours being targeted. Online scams encouraging people to open dangerous attachments Telephone scams claiming to be your bank or mortgage lender. Further information and guidance can be found here: https://www.nationaltradingstandards.uk/news/beware-of-covid19-scams/	Possible 3	Medium 15	
29	Video Conferencing Using Zoom Software <i>Persons hosting/arranging online conferencing</i>	Zoom meetings being specifically targeted by malicious 'raiding' groups	Staff and Learners using Zoom	Weekly	Breaches in Data/GDPR Safeguarding Disruption	Significant 3	JISC have sent through the below recommendations for its use. Ensure that Meeting Passwords are required to join and that they are not published in an uncontrolled manner. * Don't use social media to share conference links as malicious groups can search social media for these meeting ID/links.	Possible 3	Low 9	

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	<i>We have received reports over the last few days alerting us to Video Conferences which have been joined by individuals whose sole intent is to cause disruption and distress and upon joining a video conference have then proceeded to display indecent, potentially illegal imagery to the other participants which could constitute an offence under Section 1(1)(b) of the Protection of Children Act 1978.</i>				Distress Indecent /illegal imagery		<ul style="list-style-type: none"> * Use the "Waiting "Room" feature to have participants wait until the host arrives and vet participants prior to entering the meeting. * Limit screen-sharing ability to the host. Using the host controls at the bottom. * Turn off file transfer: In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes and other content. * Disable private chat: Zoom has in-meeting chat for everyone or participants can message each other privately. Restrict participants' ability to chat amongst one another. This is really to prevent anyone from getting unwanted messages during the meeting * Allow only signed-in/Registered users to join: If someone tries to join your meeting and isn't logged into a Zoom account, they will receive the message "This meeting is for authorised attendees only". *Zoom meeting host logging does have IP logging that can record attendees and that IP data can be used to report abuse. 			
30	Ventilation Systems HVAC Heating Ventilation Air Conditioning LEV-Local Exhaust Ventilation Coronavirus is not an airborne	Inhalation of Air Bourne Contaminants	All persons on site	Daily	Transmission of Covid 19 and other Air Bourne particles. Death Chronic/Acute	Crisis 5	<p>All college sites with HVAC Systems are maintained on a regular basis by the college's external M&E contractor in accordance with the ACOPs (Approved Codes of Conduct)</p> <p>Contractors attending site have been issued with the colleges safe system of work prior to attend site and instructed to wear the relevant PPE for the task.</p> <p>All engineers are trained in managing ventilation systems and follow ACOPs s and safe working practices.</p>	Remote 2	Low 10	

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	virus-Primarily transmission occurs through aerosolised respiratory droplets which can spread the virus.				respiratory conditions.		<p>Filters used meet the required industry standards with the highest MERV (Minimum Efficiency Reporting Values) and are replaced in accordance with manufactures recommendations and as part of the colleges PPMs schedules. (Planned Preventative Maintenance Schedules)</p> <p>Staff have been advised to open all windows were possible to allow natural flow of fresh air.</p> <p>Air exchange is present in all rooms, system in place is managed and maintained by the college external contractor. Routine PPM are carried out on a regular basis.</p> <p>LEV-(Local Exhaust Ventilation System) Were these are located on site, staff have been instructed to use them when undertaking activities that requires this equipment.</p> <p>All LEV Systems in operation are routinely inspected and maintained including regular servicing in accordance with legal compliance requirements.</p> <p>Colleges Insurance company carry out 6 monthly compliance inspections on all LEV equipment.</p> <p>HVAC is set up to move, mix and exhaust air in a way that dilutes and filters indoor air contaminates including virus.</p>			

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							<p>Shutting systems off disrupts the filtration process and could increase the risk of exposure to infectious contaminants.</p> <p>Centralised is where you have one system for the whole building, at the college we have several AHU's serving different areas and also split a/c systems that all do separate areas therefore it would be classified as de-centralised and safe to use.</p> <p>All PPM have been completed over summer break and are up to date and compliant.</p> <p>External contractors have been on site over summer break undertaking deep cleaning in high level areas.</p> <p>Deep cleaning has been carried out over summer break by internal college cleaning and caretaker teams.</p>			
31	Visitors to the college	Transmission of covid	Staff, learners	Could be daily	Transmission of covid - health issues could range from symptomatic, minor symptoms through to covid related Death	Crisis 5	<p>Staff are instructed to keep visitors to the college to an absolute minimum.</p> <p>Where possible, meetings / interactions with visitors should take place via telephone or via on-line platforms.</p> <p>Visitors would be classed as multi agency professionals, parents/carers/members of the public, prospective employees and staff from similar settings (colleges, UoB etc).</p>	Remote 2	Low 10	Staff communication to highlight requirements.

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							<p>Where it is essential to have a visitor on site then covid secure measures must be adhered to at all time:-</p> <ul style="list-style-type: none"> • Social distancing • Hand hygiene • Temperature checks • Sanitise hands • Log to kept by receiving staff member of name and contact of visitor for track and trace • Adhere to one-way/directional signage • Only 2 people in the lift 			
32	Use of water fountains	<p>Transmission of covid</p> <p>Hand-to-mouth nature of drinking</p>	Staff Learners visitors	Could be daily	Transmission of covid - health issues could range from symptomatic, minor symptoms through to covid related Death	Crisis 5	<p>Water fountains are sterilised routinely by an external contractor.</p> <p>Daily they are cleaned and disinfected by cleaning team.</p> <p>Water systems in College are flushed through and maintained by an external contractor as per legal compliance for legionella. There is no risk of catching covid from water supplies.</p> <p>All servicing is current and up to date.</p> <p>Water spout only to be used for refilling bottles. The lower water (Mouth to Tap) feed has been sanitised and covered and not to be used.</p> <p>General Points For Using Drinking Fountains & Water Coolers :-</p>	2	10	

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							<p>Hands should be washed or sanitised before use.</p> <p>Disposable cups will not be freely provided to minimise the risk of persons touching cups that will be used by others.</p> <p>Users should fill their own mug/cup/bottle from water coolers and drinking fountains.</p> <p>Users should not drink directly from drinking fountains.</p> <p>Users should wipe down contact points, such as taps, after use to ensure they remain clean for subsequent users.</p> <p>Standard Covid-19 guidance measures to reduce the spread of the virus (maintain social distancing / regular hand washing / avoid touching your face / cover coughs and sneezes with a tissue and throw away once used, or inner elbow if no tissue, then wash hands / self-isolate if displaying symptoms, get tested, and do not come onto college until your symptoms have gone) should always be maintained and are the best methods to minimise the spread of the virus.</p>			

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33	Signing Learner documents	Contact with possible Corvid virus	Staff and Learners	Daily	Transmission of Covid 19 Virus	Crisis 5	<p>Staff informed to stop the task of passing paper around the room.</p> <p>Make sure that the lesson plan or scheme of work (whichever you use) highlights the date / session where the safe learner session was undertaken.</p> <p>Tutor will take an accurate electronic register for that session, as they do anyway</p> <p>The register mark is then proof that the learner was in the session (should there be any litigation towards the college)</p> <p>Therefore no need to pass a paper register round / get people to sign.</p> <p>The method is both Covid secure and reduces paper meeting College targets for sustainability.</p>	Remote 2	Low 10	

The above Tasks/Processes/Activities and the associated risks have been assessed and where necessary additional controls have been identified to reduce the overall risk to a level that is "ALARP" (As Low as Reasonably Practicable)

Signature of Assessor/s:	Angela Gilbert Facilities H&S Manager	<i>Angela Gilbert</i>	Date:	19 August 2020
Signature of Department/ Programme Area Manager:	Garry West Water-Exec Finance Director Jane Marsh- Director of HR Bill Webster Principal Mark Burgoyne Vice Principal		Date:	31 August 2020