


Risk Assessment Reference: COV001	Assessor:	Rob Lampard	Health and Safety Manager	
	Assessor Signature:		Date:	27/01/2022
Area of College: All College Sites	<p>Covid-19 is an illness that can affect your lungs and airways, a virus called Coronavirus causes it. Symptoms can be mild, moderate, severe or fatal. This is a generic Risk Assessment for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each employee should consider their own unique circumstances.</p> <p>During this evolving situation, please monitor and follow Government guidance provided in the links.</p> <p>DO NOT enter any College sites with suspected or confirmed Coronavirus.</p>			



The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 19 January that Plan B, is to end on 26 January 2022. As a result, Plan B measures in the guidance for FE providers are being removed. This advice remains subject to change as the situation develops.

COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. Our priority is to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. DFE Guidance - (Hold <Ctrl> and [Click here to view](#))

Revisions to DFE guidance re face coverings:

From 20 January 2022, face coverings are no longer advised for students, staff and visitors in classrooms and teaching environments.

From 27 January 2022, face coverings are no longer advised for students, staff and visitors in communal areas.

From 27 January 2022, staff and students should follow wider advice on face coverings outside of their setting, including on transport to and from their setting. [Hold <Ctrl> and click here for link.](#)

[\(Hold <CTRL> and click here to link to face covering section in the document\)](#)

What are the hazards?	Who might be harmed and how?	What are you already doing?	5x5 Risk Rating	What further action is necessary?	Action required by whom?	Date Action required by?
Increase in spread of COVID-19 due to Omicron variant	Everyone - by becoming infected after close contact with infected person Vulnerable groups are: elderly, pregnant workers or with underlying health conditions.	College measures continuing as below with Principal directing that face coverings are no longer required on college premises in line with government guidance. We continue to encourage the wearing of face coverings in more crowded areas, especially where social distancing is not possible. Working from home only for limited staff as colleges remain with face to face learning. College considers Government guidance as it changes with the new variant.	Major x Possible = MED	Face covering compliance being encouraged, message on all boards round college. Monitoring of infection rate and impact on government directives.	Employees	On-going

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<p>Spread of Covid-19 Coronavirus</p> <p>Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Staff, visitors, students, outside contractors.</p> <p>Vulnerable groups – elderly, pregnant workers or with underlying health conditions.</p> <p>Anyone who you come into contact with.</p>	<p>Social Distancing – No Change for plan B - Step 4 of the government roadmap: Prime Minister sets out plan to ease restrictions at step 4 - GOV.UK (www.gov.uk)</p> <p>The guidance from the government is in place in this latest revision risk assessment (RA). In the event of rising case numbers or an outbreak then RA revision 4 will be reviewed and brought back into operation, with measures stepped up as may be necessary. See section below Outbreak Management Plans.</p> <ul style="list-style-type: none"> No social distancing required under Step 4 of the government guidance. No longer necessary to keep students in consistent groups ('bubbles') NHS Test and Trace will continue to play an important role in managing the virus, use of the NHS COVID-19 app is encouraged. 	<p>Major x Possible = MED</p>	<p>Staff to adhere to government guidance at all times.</p> <p>Concerns reported to line managers.</p>	<p>SLT</p> <p>Employees</p>	<p>Ongoing</p>
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, visitors, students, outside contractors.</p> <p>Vulnerable groups – elderly, pregnant workers or with underlying health conditions.</p> <p>Anyone who you come into contact with.</p>	<p>Hygiene</p> <ul style="list-style-type: none"> Do not touch eyes, nose or mouth if hands are not clean (unwashed). Welfare facilities provided contain suitable levels of soap, warm water and hand sanitiser. Use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. If you do not have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands. <ul style="list-style-type: none"> https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf Hand cleaning facilities or hand sanitiser available at the entrance/exit and at numerous points around college. Reinforcing hygiene measures within college culture, supported by behaviour expectations, helping ensure all students, staff and visitors understand the need to follow them. Regularly clean and check welfare facilities. 	<p>Major x Possible = MED</p>	<p>Remind to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Concerns reported to line managers.</p>	<p>SLT</p> <p>Managers</p> <p>Employees</p>	<p>Ongoing</p>

		<p>Hand Sanitiser</p> <ul style="list-style-type: none"> • Hand Sanitiser provided on Public Health England advice on alcohol level effective against the COVID-19 virus. <ul style="list-style-type: none"> ◦ https://www.hse.gov.uk/coronavirus/hand-sanitiser/index.htm • Hand sanitiser to be used if soap and water are not available in area. • Hand sanitiser contain concentrations of alcohol. Once the hand sanitiser is applied, individuals must make sure the gel/foam/liquid has suitable time to dry (small quantity normally evaporates within seconds). Alcohol vapours can ignite if exposed to an ignition source such as light switches or cigarette lighters. <p>Corrective Actions and Recommendations:</p> <ul style="list-style-type: none"> • When using the alcohol-based hand sanitisers, ensure the gel/foam/liquid is given suitable time to fully dry or evaporate. • Avoid touching any surface until the sanitiser has dried fully. Any form of ignition source has the potential to ignite the alcohol. • If unsure about using alcohol-based sanitisers, washing hands with hot, soapy water has the same effect as the hand sanitiser. <ul style="list-style-type: none"> ◦ https://pubs.spe.org/en/hsenow/hse-now-article-page/?art=6998 <p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and hot water in place. • Hand sanitisers in areas where washing facilities not readily available. <ul style="list-style-type: none"> ◦ Hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Staff and students are recommended to continue to wash their hands or sanitise thoroughly as soon as possible after arriving at college or home. <p>Voluntary asymptomatic COVID-19 testing</p> <p>The College is continuing to offer asymptomatic COVID-19 lateral flow testing to staff and students. This facility can act to reassure employees when they are carrying out frontline duties, with the purpose of supporting education by helping to identify people who are infectious but do not have any COVID-19 symptoms This will be implemented to support the following objectives:</p> <ol style="list-style-type: none"> 1. Protect vulnerable service users/clients 				
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		<p>2. Early detection to prevent outbreaks and maintain business continuity across all areas</p> <p>3. Identify cases and break chains of community transmission</p> <p>All colleagues working will be able to participate in regular asymptomatic lateral flow testing (LFT) with roll out being aimed at all College staff and students.</p> <p>LFT forms part of the COVID-19 secure control procedures Furness College has in place and will not replace the need for all other recommended infection control and risk control measures, which must still be adhered to and followed by all employees of Furness College.</p> <p>The lateral flow devices used have received regulatory approval from the MHRA for self-use.</p> <p>Home testing - Both students and staff, are supplied with LFT kits to self-swab and test themselves twice a week at home. This will remain in place until reviewed by Government and their guidance changes. Staff and students must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions supplied when they collect their home test kit. Staff and students should also share their result, either positive or negative, with the college to help with contact tracing.</p> <p>Staff or students with a positive LFT result will need to self-isolate in line with the stay-at-home guidance (see section below). They will also need to arrange a polymerase chain reaction (PCR) test to and whilst awaiting the PCR result, should continue to self-isolate. If the PCR test is taken within 2 days of the positive LFT, and is negative, it overrides the LFT result and the student / staff can return to their setting, as long as the individual does not have COVID-19 symptoms. Those with a negative LFT result can continue to attend college.</p> <p>See also:</p> <ul style="list-style-type: none"> • Furness College CHT001 home test risk assessment. • NHS Lateral flow antigen test FAQs 				

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<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, visitors, students, outside contractors. Vulnerable groups – elderly, pregnant workers or with underlying health conditions.</p> <p>Anyone who you come into contact with.</p>	<p>Symptoms of Covid-19: - DO NOT Enter any College Sites.</p> <p>The most important symptoms of COVID-19 are recent onset of any of the following:</p> <ul style="list-style-type: none"> ○ a new, continuous cough ○ a high temperature ○ a loss or change to your sense of smell or taste (anosmia) <p>https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</p> <ul style="list-style-type: none"> • For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19. <ul style="list-style-type: none"> ○ https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 • If anyone becomes unwell with COVID-19 symptoms in the workplace/college they must inform their Line Manager/Lecturer/PPC, will be sent home and advised to follow the stay at home guidance: <ul style="list-style-type: none"> ○ Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) • Avoid touching anything. • Go home immediately (children under the age of 18 accompanied by their parent, etc.). • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this must be into a tissue, which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected using appropriate PPE (see also Cleaning section below). • A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. The government Test and Trace programme will play an important role in helping to minimise the spread of coronavirus. It will also include more traditional methods of contact tracing if a young person or staff member tests positive. This 	<p>Major x Possible = MED</p>	<p>Internal communication and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Temperature monitoring system to detect body temp of above 38°C at entrances</p> <p>Concerns reported to line managers.</p>	<p>SLT</p> <p>IT Team</p> <p>Employees</p>	<p>Ongoing</p> <p>Done</p>

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		<p>could include, for example, direct discussion with parents and colleges on recent contacts.</p> <ul style="list-style-type: none"> Line Managers will maintain regular contact with staff members during this time. Failure to disclose symptoms or exposure to the virus could lead to disciplinary action. <p>What to do if a student or staff member develops symptoms or tests positive for coronavirus</p> <p>The following advice is correct as of January 2022 and is informed by the government guidance 'Actions for FE colleges and providers during the coronavirus outbreak. See:</p> <ul style="list-style-type: none"> Further education COVID-19 operational guidance (publishing.service.gov.uk) <p>Response to any infection</p> <p>Engage with the NHS Test and Trace process</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>Students and staff must inform the college immediately of the results of a test:</p> <ul style="list-style-type: none"> if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. <p>if someone tests positive, they must follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate.</p> <p>From 11 January 2021 - Following the increase in infection rate with the Omicron strain the Government have temporarily (to be reviewed in 5 weeks) changed the rules for testing after a positive LFT (Lateral flow test):</p> <p>Anyone who develops 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get</p>				

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		<p>a positive test result, even if they have had a recent negative lateral flow test – these rules have not changed.</p> <p>Lateral flow tests are taken by people who do not have COVID-19 symptoms. From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test.</p> <p>This is a temporary measure while COVID-19 rates remain high across the UK. Whilst levels of COVID-19 are high, the vast majority of people with positive LFD results can be confident that they have COVID-19.</p> <p>For action if you test positive (See self-Tracing Close Contacts and Isolation below)</p>				
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, visitors, students, outside contractors. Vulnerable groups – elderly, pregnant workers or with underlying health conditions.</p> <p>Anyone who you come into contact with.</p>	<p>Tracing close contacts and isolation</p> <p>The College does not need to undertake tracing of contacts, this will be done via NHS Test and Trace. The NHS may contact college for assistance.</p> <p>As with positive cases in any setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>Anyone testing positive for COVID-19 must not come onto site until they no longer need to self isolate. The Self isolation period includes the day their symptoms started (or the day they had the test, if they did not have symptoms). The default isolation period is 10 days but:</p> <p>From Monday 17 January, people with COVID-19 in England can end their self-isolation after 5 full days, as long as they test negative on day 5 and day 6.</p> <p>It is crucial that people isolating with COVID-19 wait until they have received 2 negative rapid lateral flow tests on 2 consecutive days to reduce the chance of still being infectious.</p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. If an individual is positive on</p>	<p>Major x Possible = MED</p>	<p>Internal communication and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>	<p>SLT</p> <p>Advice from local health protection team</p>	<p>Ongoing</p>

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		<p>day 5, then a negative test is required on day 6 and day 7 to release from isolation.</p> <p>It is essential that 2 negative rapid lateral flow tests are taken on consecutive days and reported before individuals return to their job or education, if leaving self-isolation earlier than the full 10-day period.</p> <p>For instance, if an individual is positive on day 5, then a negative test is required on both day 6 and day 7 to release from self-isolation, or positive on day 6, then a negative test is required on days 7 and 8, and so on until the end of day 10.</p> <p>Those who leave self-isolation on or after day 6 are strongly advised to wear face coverings and limit close contact with other people in crowded or poorly ventilated spaces, work from home if they can do so and minimise contact with anyone who is at higher risk of severe illness if infected with COVID-19.</p> <p>The default self-isolation period continues to be 10 days, and you may only leave self-isolation early if you have taken 2 rapid lateral flow tests and do not have a temperature in line with guidance.</p> <p>The government guidance is here <CTRL> and 'Click'</p> <p>If you do not have symptoms but live in the same household as someone with symptoms or confirmed COVID-19 you must not come onto site unless:</p> <ul style="list-style-type: none"> • you're fully vaccinated – this means 14 days have passed since your final dose of an approved COVID-19 vaccine • you're under 18 years and 6 months old • you're taking part or have taken part in an approved COVID-19 vaccine trial • you're not able to get vaccinated for medical reasons <p>Even if you are not legally required to self isolate, you are strongly advised to:</p> <ul style="list-style-type: none"> • take an LFD test every day for 7 days, (or until 10 days after the household member who has COVID-19 started their self-isolation period if this is earlier) • take this daily LFD test before you leave your home for the first time each day 				

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Spread of Covid-19 Coronavirus	Staff, students, invigilators	<p>Measures to be taken during Educational examinations</p> <p>Following the temporary reintroduction of face coverings in classrooms, the public health guidance to support exams was updated on Sunday 2 January 2021. This guidance sets out that we would not ordinarily expect candidates and invigilators to wear face coverings during exams and assessments, but only on arrival and departure. Both candidates and invigilators may wear face coverings if they wish to do so.</p> <p>We recommend following this guidance for mock exams and other assessments taking place under exam conditions or as close to exam conditions as possible. This includes circumstances where these assessments take place in classrooms.</p> <p>For vocational and technical qualifications where the exam or assessment may require more interaction with an invigilator or others, such as a practical demonstration, centres have the flexibility to recommend that face coverings be worn if they deem this appropriate.</p> <p>Invigilators do not need to wear gloves when collecting exam scripts from candidates but should wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.</p> <p>The infection prevention measures detailed in the public health guidance to support exams help to ensure a safe environment for students and staff. These measures continue to apply and should be adhered to.</p>				
Spread of Covid-19 Coronavirus	<p>Staff, visitors, students, outside contractors.</p> <p>Vulnerable groups – elderly, pregnant workers or with underlying health conditions.</p> <p>Anyone who you come into contact with.</p>	<p>Outbreak Management Plan</p> <p>In the event of rising case numbers or a serious outbreak then action will be reviewed and measures stepped up as may be necessary. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reintroduction of bubbles for a temporary period to reduce mixing between groups • Temporary switch to remote learning for affected groups, but for the shortest amount of time possible. • Reintroduction of asymptomatic testing site (ATS) • The college may limit the following activities (not exhaustive list) 	Major x Possible = MED	Internal communication and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.	SLT Advice from local health protection team	Ongoing

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		<ul style="list-style-type: none"> o residential educational visits o open days o transition or taster days o visitor (incl parental) attendance in settings o performances in settings o commercial availability of facilities for public use (e.g. gym, hairdressing salon, restaurant) <ul style="list-style-type: none"> • Whilst shielding can only be reintroduced by national government, in the event of a major outbreak or variant of concern (VoC) that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. <p>The decision to introduce some or any of the previously enforced control measures, individually or in combination, may be made locally by the Principal or may be advised by the director of the local health protection team.</p> <p>Central government may also offer local areas of particular concern an enhanced response package to help limit increases in transmission.</p> <p>Any decision to recommend the reintroduction of control measures would not be taken lightly and would consider any potential detrimental impact upon teaching and learning.</p> <p>The College will continue to operate as normally as possible. In the event that restrictions in education are needed to help contain the spread of the virus, we may need to revise your delivery models for a short period of time. The College will follow the principles outlined in the Governments contingency framework.</p> <p>Attendance restrictions would only be considered as a last resort and taken after consulting with local outbreak teams. High-quality remote education remains available for any students not attending.</p>				
Spread of Covid-19 Coronavirus	Staff, visitors, students, outside contractors. Vulnerable groups – elderly, pregnant workers or with underlying health conditions.	<p>Cleaning</p> <ul style="list-style-type: none"> • Hands washed regularly with soap and water for 20 seconds after removing gloves, aprons and other protection used while cleaning. <ul style="list-style-type: none"> o https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf • Cleaning is undertaken in a methodical order i.e. cleaning all common surfaces such as door handles, push plates on doors, and all surfaces 	Major x Possible = MED	Rigorous checks to be carried out by Line Managers to ensure that the necessary procedures are being followed.	SLT Managers Employees	

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	<p>Anyone who you come into contact with.</p>	<p>where people place hands such as kitchen worktops, desks, meeting tables etc. Mopping and low-level cleaning would follow this.</p> <ul style="list-style-type: none"> • Cloths and mop heads are cleaned after completion of the task. • All colour coding is followed, and cloths and mop heads are not mixed up. • Cleaning chemicals ARE NOT MIXED and dilution rates are followed with correct techniques used e.g. number of plunges or caps needed. • Cleaning chemicals are kept in their original containers, labels are not removed, and lids are replaced following use. • Diluted chemicals can be stored in spray bottles, the bottle will be clearly labelled giving the name of the chemical contained and its dilution rate. • Cleaning chemicals are not left out unattended and are securely stored. • Appropriate personal protective equipment (PPE) is always used, specifically disposable gloves, apron and eye protection when diluting chemicals as per the COSHH assessment. • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area. • Arrangements in place for deep cleaning for high risk areas as required. • Arrangements in place for bins to be emptied on a regular basis. • Bin liners must be used in all bins. <ul style="list-style-type: none"> ○ https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings <p>Suspected cases of Covid-19</p> <ul style="list-style-type: none"> • Waste from potential cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ol style="list-style-type: none"> 1. To be put in a plastic rubbish bag and tied. 2. Waste to be stored safely away from communal waste for at least 72 hours unless a negative test result is known. 		<p>Concerns reported to line managers.</p> <p>Monitoring and audit of cleaning standards by Catering & Cleaning Manage</p>	<p>Catering & Cleaning Manager</p>	
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, visitors, students, outside contractors. Vulnerable groups – elderly, pregnant workers or with underlying health conditions.</p>	<p>Wearing of PPE</p> <ul style="list-style-type: none"> • All persons to wash hands before putting on personal protection equipment. • Where identified and a requirement for the job adequate supplies will be available to protect persons. • GOV.UK guidance states that the majority of staff in education settings will not require PPE beyond what they would normally need 	<p>Major x Possible = MED</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Concerns reported to line managers.</p>	<p>SLT Managers Employees H&S Dept.</p>	<p>Ongoing</p>

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	<p>Anyone who you come into contact with.</p>	<p>for their work. PPE is only needed in a very small number of cases including</p> <ul style="list-style-type: none"> ○ an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained ○ Symptomatic children action list FE (publishing.service.gov.uk) <ul style="list-style-type: none"> • Gloves - where an activity risk assessment identifies wearing of gloves is a requirement of the job, an adequate supply of appropriate gloves will be provided and made available as required e.g. first aid support, personal hygiene and maintenance checks etc. • Disposable gloves must be changed frequently to prevent the spread of the virus. • Staff instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. • How to Remove Gloves (cdc.gov) 				
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, visitors, students, outside contractors. Vulnerable groups – elderly, pregnant workers or with underlying health conditions.</p> <p>Anyone who you come into contact with.</p>	<p>Face Coverings</p> <p>In line with DFE guidance: From 20 January 2022, face coverings are no longer advised for students, staff and visitors in classrooms and teaching environments. From 27 January 2022, face coverings are no longer advised for students, staff and visitors in communal areas. From 27 January 2022, staff and students should follow wider advice on face coverings outside of their setting, including on transport to and from their setting. The government suggests you continue to wear a face covering in crowded and indoor spaces where you may come into contact with people you do not normally meet. Mask wearing remains an effective method of reducing transmission of the virus and if people choose to wear one themselves that should be encouraged.</p> <p>In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p>	<p>Major x Possible = MED</p>	<p>Internal communication and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Concerns reported to line managers.</p>	<p>SLT Managers Employees H&S Dept.</p>	<p>Ongoing</p>

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		Education setting that operates commercial training environments, such as hairdressing, barbering and beauty salons, or restaurants, they must comply with relevant sector guidance in Working safely during coronavirus and the current restriction guidance.				
Spread of Covid-19 Coronavirus	Staff, students.	<p>Vaccination</p> <p>Booster vaccines (a third vaccine) are now available to all and UK government is pushing these out as quickly as possible across age groups.</p> <p>The College encourages students and staff to take up the offer of both doses of the vaccine and the booster, as soon as they become eligible.</p> <p>In order to support the highest possible rates of vaccination amongst eligible college community, we will continue to liaise with local partners to determine if a “pop up” temporary clinic can be facilitated at the college which would be particularly convenient for students to access.</p>	Major x Possible = MED	Internal communication and cascading of messages.	SLT	Ongoing
Spread of Covid-19 Coronavirus	<p>Staff, students.</p> <p>Vulnerable groups – elderly, pregnant workers or with underlying health conditions.</p> <p>Anyone who you come into contact with.</p>	<p>Mental Health</p> <ul style="list-style-type: none"> • Management promote mental health and wellbeing awareness to staff and offer whatever support they can to help. • Support, advice and guidance available via line managers and HR. <ul style="list-style-type: none"> ○ Keep in touch with people, talk to friends and family on the phone or online. ○ Think about your new routine, make a plan of the things you want to do in the day. ○ Make sure you get enough sleep. ○ Find time to relax, Yoga and breathing exercises can help, or you can find games and puzzles you can use to relax. ○ https://www.mind.org.uk/need-urgent-help/what-can-i-do-to-help-myself-cope/relaxing-and-calming-exercises/ • Holistic framework in place to support the physical health, safety and mental health of staff. Sources of help include check-ins with the HR Team, online appointments with the North West Fatigue Clinic and Occupational Health services where possible. In particular, line managers have a pivotal role supporting their teams by signposting to help where needed. HR have also developed the VLE to incorporate the following <ul style="list-style-type: none"> ○ The Healthy Work Company guidance on: Healthy working at home; Circle of control; Helping people in distress when working from home 	Major x Possible = MED	<p>Internal communication and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p> <p>Concerns reported to line managers.</p>	<p>SLT</p> <p>Managers</p> <p>HR</p> <p>Employees</p> <p>H&S Dept.</p>	Ongoing

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What are the hazards?	Who might be harmed and how?	What are you already doing?	5x5 Risk Rating	What further action is necessary?	Action required by whom?	Date Action required by?
		<ul style="list-style-type: none"> ○ CIPD guidance on: Working remotely; Healthy remote working (for managers); Managing remote teams (for managers); Effective inline meetings (for managers) • Information from HSE site: <ul style="list-style-type: none"> ○ https://www.hse.gov.uk/stress/mental-health.htm • Public Health England: <ul style="list-style-type: none"> ○ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876989/Easy_read_looking_after_your_feelings_and_body.pdf • GOV.UK <ul style="list-style-type: none"> ○ https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak ○ https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing 				
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, visitors, students, outside contractors. Vulnerable groups – elderly, pregnant workers or with underlying health conditions.</p> <p>Anyone who you come into contact with.</p>	<p>Access to & Egress from site</p> <ul style="list-style-type: none"> • All college sites are open. <ul style="list-style-type: none"> • Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. • Temperature monitoring at entrances to all campuses implemented. • Any person(s) who are showing any of the signs of Covid-19 must not come into any of the College sites. • Anyone testing positive for COVID-19 must not come onto site until they no longer need to self isolate. (See self-Tracing Close Contacts and Isolation above) • If someone you live with has symptoms or tested positive you may come onto site if certain conditions apply. (See self-Tracing Close Contacts and Isolation above): 	<p>Major x Possible = MED</p>	<p>Concerns reported to line managers.</p> <p>Temperature monitoring system to detect body temperature of above 38°C at entrances.</p>	<p>Employees</p> <p>IT Team</p>	<p>Ongoing</p> <p>Done</p>
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, visitors, students, outside contractors. Vulnerable groups –</p>	<p>Canteen use</p> <ul style="list-style-type: none"> • Food and drink only to be consumed in dedicated facilities. 	<p>Major x Possible = MED</p>			

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	<p>elderly, pregnant workers or with underlying health conditions.</p> <p>Anyone who you come into contact with.</p>	<ul style="list-style-type: none"> • Hand cleaning facilities/hand sanitiser available at/near the entrance of any room where people eat and recommended to be used by all persons when entering and leaving the area. • Payments to be taken by contactless methods wherever possible. • Perspex screens in place at counters, servery and till areas. • All rubbish and waste to be put straight in the bin by the user. • All areas used for eating are thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. 				
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, visitors, students, outside contractors. Vulnerable groups – elderly, pregnant workers or with underlying health conditions.</p> <p>Anyone who you come into contact with.</p>	<p>Lack of Awareness/Current and Relevant Information</p> <ul style="list-style-type: none"> • Posters displayed in the welfare areas and in suitable places around site. • “Toolbox talks” carried out, warning of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. • In addition to the Government Guidance, staff actively carry out dynamic risk assessments as part of their work and take steps which believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety contact is made with their line manager and/or College Health and Safety team. • Senior Leadership Team/Line Manager to ensure daily checks are made with Government updates. • Any change in information to be shared with Board of Governors and communicated to parents and staff. • All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to their line manager or HR. • Arrangements in place to check the welfare of vulnerable children under the age of 18, who do not attend College, and other students where there is a safeguarding concern. • Induction for students and staff summarising control measures and operational guidance / rules. 	<p>Major x Unlikely = MED</p>			
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff,</p>	<p>Staff Considerations</p> <p>The Head of Human Resources is responsible to survey and assess all employees from time to time to determine each individual’s vulnerability and personal risk.</p>	<p>Major x Unlikely = MED</p>			

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		<p>Those assessed as clinically extremely vulnerable due to pre-existing medical conditions (as advised by their clinician or through a letter from PHE) were advised to take extra precautions during the peak of the pandemic in England. This is known as 'shielding' and they should follow the government advice on this.</p> <p>All staff have completed a questionnaire regarding potential vulnerabilities and have been risk assessed and then received 'clearance' to return to site, noting the control measures set out in this overarching risk assessment. Where any further specific control measures are appropriate, these have been recorded and actioned accordingly.</p> <p>Staff with disabilities should discuss any potential required additional support measures with their line managers. Any PEEPS and individual risk assessments have been reviewed and any reasonable adjustments evaluated as they may need a different one on their return to the workplace.</p> <p>Evidence reviewed by Public Health England shows that Black, Asian and minority ethnic staff (BAME) communities are disproportionately affected by Covid-19.</p> <ul style="list-style-type: none"> • Line managers or HR to have thorough, sensitive and comprehensive conversations with their BAME staff • The conversation to identify any existing underlying health conditions that may increase the risks for them in undertaking their frontline roles, in any capacity. • Personal progress coaches, safeguarding leads or lecturers have thorough, sensitive and comprehensive conversations with their BAME students. • The conversations are an on ongoing basis, considering the feelings of BAME colleagues or students, particularly with regard to their safety and their mental health. • HR seek and follow occupational health advice where appropriate • Information gathered, through one-to-one conversations, about staff or student concerns could result in a number of the following: <ul style="list-style-type: none"> ○ Support will be provided. ○ Consider adjustments or redeployment for any staff or students who are identified as being at greater risk during an outbreak. ○ Adjustments may include moving to a lower-risk area, undertaking lower-risk tasks, limiting exposure (for example through reducing work times for staff) and remote working. ○ Review to create an additional risk assessment if required. 				

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		<ul style="list-style-type: none"> o https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/908434/Disparities_in_the_risk_and_outcomes_of_COVID_August_2020_update.pdf o https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#shielding 				
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, students.</p>	<p>Staff providing Learning Assistance or Personal Care.</p> <p>Staff are required to work closely with Language Learning Disability (LLD) students that may have limited understanding of Social Distancing.</p> <p>Some young people with Special Educational Needs and Disability (SEND), whether they have an Educational, Health and Care (EHC) plan or not, will need careful preparation for a return to full time attendance. Additional measures such as visits to the college site, social stories, and other approaches that colleges would normally use to enable a young person with SEND will be applied to support their return to full time attendance.</p> <p>The Heads of Area responsible for Foundation Learning and Assistant Principal responsible for Learning Support will:</p> <ul style="list-style-type: none"> • Ensure any students classified as ‘Clinically extremely vulnerable’ have their personal risk assessment reviewed, ensuring the Health Care Plan is updated with reference to Covid-19 hazard. <p>LSA who are required to work in close contact with students:</p> <ul style="list-style-type: none"> • Review each student’s personal risk assessment, and PEEP. • LSA providing personal care to wear appropriate PPE, as laid out in government guidelines. <ul style="list-style-type: none"> o https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care <p>Disabled people and wheelchair users.</p> <ul style="list-style-type: none"> • Persons with underlying health conditions should discuss these with their personal progression coach (PPC) to ensure their individualised risk assessment can be updated or a new one undertaken prior to accessing the college. • Staff working in close contact with Special Educational Needs and Disability (SEND) students should arrange a review with line managers to discuss minimising transmission of virus. 	<p>Major x Unlikely = MED</p>	<p>Encourage staff and students to regularly wash hands or use hand sanitiser.</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	5x5 Risk Rating	What further action is necessary?	Action required by whom?	Date Action required by?
		<ul style="list-style-type: none"> • Educational health care plan (EHC) risk assessments, must be reviewed by the inclusion team, before implementation. • Any student with sensory impairments, especially those with affected vision should be accompanied within the college. <p>During an outbreak, persons who propel their own wheelchairs could be at a greater risk of transmission therefore, extra precautions will need to be in place to protect the individual.</p> <ol style="list-style-type: none"> 1. Wear disposable gloves – over normal gloves if necessary - Gloves are an easy way to protect your hands from ground contaminates on wheels. 2. Carry anti-bacterial gel at all times. - Anti-bacterial gel is a suitable method of decontaminating hands if hand washing is not possible. 3. Regular hand washing – Although anti-bacterial gel can be used, hot water and soap are the best methods of preventing transmission of viruses and bacteria. 4. Regular maintenance of equipment is necessary and particular importance should be given to the regular washing of wheels and rims to reduce transmission to an individual. Anti-bacterial wipes and sprays will be available throughout the college 				
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, students, vulnerable groups – elderly, pregnant workers or with underlying health conditions.</p> <p>Anyone who you come into contact with.</p>	<p>Remote Working and Learning</p> <p>In line with Government guidance, students are expected to benefit with full delivery of planned hours spending a similar amount of time on-site every week as they did prior to COVID. Accordingly, staff are expected to attend the college campuses as normal and this is the default position until instructed otherwise.</p> <p>However, there will be a minority of exceptions to this including, but not limited to:</p> <ul style="list-style-type: none"> • Staff or students are showing symptoms of Covid-19 and: • Following national guidance, staff or students are required to self-isolate. <p>The College continues to recognise its health and safety responsibilities to all staff during this period.</p> <ul style="list-style-type: none"> • Whilst remote working, all employees are expected to be aware of, and comply with, the requirements of the College's Health and Safety Policy, other related policies, and procedural documents, all available on the N drive. • The College Health and Safety Policy can be found on the "N" drive: <ul style="list-style-type: none"> o N:\Policies and Procedures 	<p>Major x Unlikely = MED</p>			

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		<p>Work Related Stress, Mental Health and Lone Working The College recognises its duties towards employees working remotely by exception. Employees should maintain regular contact with their line manager, must not exceed working hours, and must report any concerns, difficulties, signs of stress, or work related accidents/incidents immediately.</p> <p>For students who are unable to attend on-site, the college will use best endeavours to deliver as much of the planned hours as possible and meet the Government expectations concerning participation, live teaching, feedback, assessment, attendance and engagement.</p> <p>The College remote education plans are set out on our website here: Covid-19 - Furness College, Cumbria</p> <p>In the event that restrictions in education are needed to help contain the spread of the virus, the college may be asked to revise delivery models for a short period of time.</p>				
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, visitors, students, outside contractors. Vulnerable groups – elderly, pregnant workers or with underlying health conditions.</p> <p>Anyone who you come into contact with.</p>	<p>Emergency Procedures</p> <p>Fire Drills.</p> <ul style="list-style-type: none"> • Fire Drills recommenced at the start of the academic year and will continue on a termly cycle. • Fire Awareness training for new staff to continue; students to receive information during induction of the new academic year. <p>Fire Alarm tests.</p> <ul style="list-style-type: none"> • Fire alarm (bell) test to continue as normal. Conducted at quietest time possible. Advise all staff of test time. <p>Fire Alarm – real event.</p> <ul style="list-style-type: none"> • Where available, systems to be put on delay. Facilities staff check location and only confirm evacuation if a genuine fire is evident or suspected. • All staff to act as fire marshals and direct their group of students from the building, and gathering in fire assembly point where practicable. • All alarm systems set for ‘Staged/Phased Evacuation’. Only evacuate affected buildings to limit numbers in fire assembly point. <p>Fire Doors</p> <p>It is strongly advised against wedging open fire doors and asks responsible persons to consider other control measures. If you have decided to wedge fire doors, this must be fully considered in the fire risk assessment. Suitable control measures must be put in place to ensure fire doors will be closed.</p>	<p>Major x Unlikely = MED</p>			

		<p>First Aid Guidance:</p> <p>Be aware of the risks to yourself and others</p> <p>In line with government advice, wash your hands or use an alcohol-based hand sanitiser, before and after treating a casualty. Ensure you do not cough or sneeze over a casualty when treating them.</p> <p>Do not lose sight of other cross contamination that could occur, not related to COVID-19.</p> <ul style="list-style-type: none"> ○ Wear gloves or cover hands when dealing with open wounds ○ Cover cuts and grazes on your hands with waterproof dressing ○ Dispose of all waste safely ○ Do not touch a wound with your bare hand ○ Do not touch any part of a dressing that will be exposed to a wound. <p>Give early treatment</p> <ul style="list-style-type: none"> ● The vast majority of incidents do not involve getting close to a casualty. Sensible precautions will ensure you are able to treat a casualty effectively. <p>Keep yourself informed and updated</p> <ul style="list-style-type: none"> ● Due to the virus being a new disease it is an ever-changing situation and the government and NHS are continually updating their advice. ● Make sure you regularly review the NHS 111 or Gov.uk website, which has a specific section of Coronavirus. <ul style="list-style-type: none"> ○ https://111.nhs.uk/covid-19/ ○ https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov ○ https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19 <p>Remember your own needs</p> <ul style="list-style-type: none"> ● These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. ● In order to help others, you will also need to look after your own needs. ● Make sure you take time to talk about your fears and concerns with someone you trust and to take time out to look after yourself. ● The Health and Safety team are available if you have any queries or concerns. <ul style="list-style-type: none"> ○ Rob Lampard – H&S Manager robert.lampard@furness.ac.uk ○ Chris Johnson – Facilities Manager Christopher.Johnson@furness.ac.uk <p>Personal protective equipment (PPE)</p> <ul style="list-style-type: none"> ● Disposable gloves 				
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		<ul style="list-style-type: none"> • Disposable plastic apron • Fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) must be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. <ul style="list-style-type: none"> ○ Guidance putting on PPE https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911311/PHE_Putting_on_PPE_Standard_infection_control_procedures.pdf ○ Guidance on taking off PPE https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911312/PHE_Taking_off_PPE_standard_infection_control_procedures.pdf 				
Spread of Covid-19 Coronavirus	Staff	<p>Serious and Imminent Danger (SID)</p> <p>The Management of Health & Safety at Work Regulations 1999 places requirements on employers to have procedures to be followed in any emergency and in serious and imminent danger and for employees to work in a safe manner, and tell the employer if there is a serious and imminent danger, or where they believe there is a shortcoming in the employer's protective arrangements.</p> <ul style="list-style-type: none"> • In the context of COVID-19, SID situations could include: insufficient PPE for the safe completion of tasks, persons failing to adhere to the control measures within this risk assessment, or inadequate staffing ratios due to staff absences. • In the event that staff are unsure if a SID situation is taking place, they must contact their line manager, the Duty Officer, a member of the H&S team or their trade union H&S rep if a member of a recognised union. This person will then engage with the College's Competent Person and a member of the Executive Leadership Team to determine if a SID is in occurrence. • If appropriate, staff must stop work immediately and withdraw safely from the task and isolate in a room with a phone, calling the Duty Officer immediately. • The Duty Officer will provide direction to any other staff or students in the vicinity where appropriate. The matter will then be immediately escalated to a member of the Executive Leadership Team who will provide appropriate guidance with support from the Competent Person. • An accident / incident / near miss report will be filed and the matter investigated in the usual way. Risk assessments will be updated where needed to minimise repetition. The College will follow the HSE guidance on RIDDOR as: 	Major x Unlikely = MED			

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		https://www.hse.gov.uk/coronavirus/riddor/index.htm				
Spread of Covid-19 Coronavirus	Staff, students, visitors, contractors	<p>Ventilation.</p> <p>Recycling ventilation can spread live virus cell to neighbouring rooms. Poor airflow in enclosed spaces can contribute to a build-up of live virus cells in the air.</p> <p>The HSE guidance on air conditioning which informs our operations is below:</p> <ul style="list-style-type: none"> • https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm <p>The College's air conditioning systems have been inspected by a professional to ensure that the ventilation within the buildings complies with the government guidance.</p> <p>Wherever possible staff should:</p> <ul style="list-style-type: none"> • Open windows and doors to facilitate frequent and rapid air exchange and cross flow ventilation. <p>The Facilities Manager will ensure:</p> <ul style="list-style-type: none"> • Toilet ventilation to be kept 24/7. • Turn off recirculating ventilation in areas with access to outside air. • Do not switch off ventilation at night & weekends but keep running at low speed. • Switch air handling units to 100% outside air were possible. • A balance in the use of increased ventilation while maintaining a comfortable temperature to learn and work. 	Major x Unlikely = MED			
<p>Additional information:</p> <ul style="list-style-type: none"> o https://www.hse.gov.uk/coronavirus/index.htm o https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision o https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care o https://www.gov.uk/coronavirus o https://www.nhs.uk/conditions/coronavirus-covid-19/ o https://www.gov.uk/government/organisations/public-health-england o https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf o https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak o https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety o https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe o World Health Organization (WHO) Coronavirus disease (Covid-19) advice for the public: Myth busters https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters 						