

Overall COVID19 Risk Assessment

Reference: College Overall Risk Assessment: Reducing the Risk of Transmission of Covid-19 for staff, students, and others for the Autumn Term (19 th August to 18 th December 2020) RESTORE phase 1	Prepared by and date	Review Frequency
<p><i>This risk assessment and control measures cover the duration of 19th August to 18th December 2020. This is an overall centralised College risk assessment and control measures that reflects the tasks, activities and adaptations that are required to facilitate the offering during this time. Where further risk assessment and control measures for specific areas, tasks and activities are required during this time, these will be completed and agreed prior to those activities taking place. A separate risk assessment and control measures is in place for the nursery and pre-school. This risk assessment is a live document and will be kept under review and updated in line with government, public health and DfE guidance. This risk assessment reflects the RESTORE phase 1 planning, which has been consulted with the College's recognised Trade Unions – UCU, Unison and NEU. This risk assessment will be published on the College website</i></p>	<p>Principal – 1/6/20</p> <p>Reviewed and updated in line with RESTORE phase 1 plan 13/08/20, 24/9/20, 6/11/20</p>	<p>See individual dates and/or as further government, public health and/or DfE advice is released</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p>1. Physical Space, Movement, Social Distance</p> <p>Maintain social distance of 2m's where possible</p>	<p>Aylesbury, Amersham and Wycombe campuses</p> <p>Identified one-way system in all possible areas, give way measures in place where not possible (for example Construction Block (Aylesbury), Theatre (Amersham)). Clearly marked with signage and floor stickers</p> <p>Lifts single occupancy with priority given to people with medical/physical need</p> <p>Toilets – not to enter if unable to maintain social distance</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/8/20 – control measures remain in place</p> <p>Reviewed 15/9/20 – control measures remain in place.</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20
<p>1. Physical Space, Movement, Social Distance</p> <p>Reception Area</p> <p>Receiving visitors, coursework, taking calls, issuing/updating ID cards, receiving post/parcels, distributing post. Relaying first aid/duty calls, parking permits</p>	<p>Aylesbury, Amersham and Wycombe campuses</p> <p>Clear screens installed at security reception and admissions reception for Aylesbury</p> <p>Clear screens installed at reception for Wycombe</p> <p>Different permanent screen and structure installed at Amersham to also reduce heat issue for reception staff</p> <p>Eligible staff to maintain social distance of 2m's. Floor signage for distance. No access for ineligible staff.</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/8/20 – control measures remain in place</p> <p>Reviewed 15/9/20 – control measures remain in place</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>Post to be brought from post room and placed into containers provided by department</p> <p>Payments to be made through cashless till (card payments only)</p> <p>Area risk assessment to identify PPE requirements including face coverings</p> <p>QR code in place for visitors to scan in addition to sign in details</p>		
<p>1. Physical Space, Movement, Social Distance</p> <p>Classrooms and Workshops</p>	<p>Classrooms and workshops arranged in rows for students to work side to side or behind others</p> <p>Students to sit with as much space possible between each other</p> <p>2m distance space arranged between teacher at front and students</p> <p>Teachers and LSA's to wear visors in classrooms/workshops if not able to maintain 2m distance or working directly with a student</p> <p>Timetabling arranged to accommodate in appropriate sized classrooms/workshops</p> <p>Curriculum Area Zones in place to reduce mix and contact</p> <p>Class sizes and rooms to be monitored over the enrolment period</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/8/20 – and updated</p> <p>Reviewed 14/9/20 and updated</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20
<p>1. Physical Space, Movement, Social Distance</p> <p>Staff Rooms, Offices and workstations</p>	<p>Staff to work side to side or behind others where possible</p> <p>Perspex screens installed between work spaces</p> <p>Capacity to use empty classrooms</p> <p>Cleaning materials available for regular workstation cleaning</p> <p>Hand sanitiser station available</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/8/20 and updated</p> <p>Reviewed 14/9/20 – control measures in place to reduce the risk. To monitor numbers using staff room</p> <p>Reviewed 6/11/20 – HSE confirmed control measures sufficient</p>	9/12/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>Windows and doors to be open (note must be closed in event of fire)</p> <p>Business Department risk assessments completed to reduce numbers, mix and contact (bubble) in multi occupancy offices</p>		
<p>1. Physical Space, Movement, Social Distance</p> <p>Refectory</p>	<p>The refectory on all campuses to resume normal openings and will operate to accommodate staggered breaks and lunchtimes</p> <p>Provision of cold offering and drinks managed rather than self-service</p> <p>Airport style queueing</p> <p>Catering contractor to complete risk assessment and make physical adaptations/control measures prior to service opening</p> <p>QR code in place for Track and Trace</p> <p>Eating area separated into coloured zone bubbles on all campuses</p> <p>(see separate risk assessments)</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 and updated Reviewed 14/9/20 and updated Reviewed 6/11/20</p>	9/12/20
<p>1. Physical Space, Movement, Social Distance</p> <p>Learning Centres</p>	<p>Risk Assessment completed, shared with team and displayed at Learning Centre reception</p> <p>QR code in place for track and trace</p> <p>(see separate risk assessment)</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/8/20 and updated Reviewed 14/9/20 and updated Reviewed 6/11/20 and no further actions</p>	9/12/20
<p>1. Physical Space, Movement, Social Distance</p> <p>Sports Hall and Gym (Aylesbury and Wycombe)</p>	<p>The College follows government guidance for the sport and fitness industry</p> <p>Risk assessment completed and control measures in place prior to opening for new academic year</p> <p>Commercial – all clubs wanting to use the sporting facilities will be required to provide a full risk assessment and control measures to operate COVID-19 safely to enable decisions to be made about accommodating safely</p>	<p>Control measures to be in place to reduce risk of transmission prior to opening</p> <p>Reviewed 13/8/20 Reviewed 15/9/20 – FD confirmed risk assessments completed, shared and displayed Reviewed 6/11/20 – updated with national restriction guidance measures</p>	9/12/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>QR Code in place for Track and Trace</p> <p>5/11-2/12 National Restrictions No commercial individual/club activity to take place in sporting facilities</p> <p>Sport education can continue for students as part of education and training with the control measures in place.</p> <p>Competitions between different colleges/external teams must not take place during this time</p> <p>(see separate risk assessments)</p>		
<p>1. Physical Space, Movement, Social Distance</p> <p>Hair, Beauty, Media Make-up Salons (Aylesbury and Amersham). Commercial Hair and Beauty Salon (Aylesbury)</p>	<p>The College follows government guidance for the Hair and Beauty industries</p> <p>Risk assessments completed and control measures</p> <p>Services will be closed to clients and reviewed at October half term</p> <p>QR code in place for track and trace</p> <p>(see separate risk assessments)</p> <p>5/11 -2/12 National Restrictions Public facing facilities (hair and beauty) should no longer be open in line with the closure of these businesses in the wider community</p>	<p>Control measures to be in place to reduce risk of transmission prior to opening</p> <p>Reviewed 13/8/20 Reviewed 15/9/20 FD's confirmed risk assessments completed, shared, displayed Reviewed 6/11/20</p>	9/12/20
<p>1. Physical Space, Movement, Social Distance</p> <p>Theatre and Performance Spaces</p>	<p>The College follows government advice for Performance industries</p> <p>Risk assessments completed and control measures in place prior to opening for new academic year</p> <p>(see separate risk assessments)</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 Reviewed 15/9/20 – FD confirmed completed, stored, shared and displayed</p>	9/12/20
<p>1. Physical Space, Movement, Social Distance</p>	<p>The College follows government advice for catering industries</p>	<p>Control measures to be in place to reduce risk of transmission prior to opening</p>	9/12/20

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Kitchens and Restaurant (Aylesbury)	<p>Risk assessments to be completed for student catering kitchens and Harding's prior to opening at end of September</p> <p>Harding's will remain closed to the public until October half term – QR code in place for Track and Trace</p> <p>Kitchens risk assessment completed</p> <p>(see separate risk assessments)</p> <p>5/11 -2/12 National Restrictions</p> <p>Harding's restaurant to close to the public for this period</p>	<p>Reviewed 14/9/20 FD confirmed the following – Risk Assessments for students working in restaurant due 28/9/20 prior to activity</p> <p>Risk assessment for commercial restaurant required for 30/10/20 (not yet open)</p> <p>Reviewed 6/11/20 and updated in line with national restrictions guidance. Harding's not yet open. Commercial risk assessment to be completed before opening to public after national restrictions</p>	
<p>1. Physical Space, Movement, Social Distance</p> <p>Life Skills (Aylesbury) and Future Skills Centres (Wycombe), Bungalow (Amersham)</p>	<p>Risk Assessment completed and control measures implemented prior to the Bungalow opening for the new academic year</p> <p>Separate risk assessments have been completed for Life Skills Centre and Future Skills Centre, and control measures in place (June 2020)</p>	<p>Reviewed 13/8/20</p> <p>Control measures to reduce risk of transmission completed by McIntyre and Talkback for LSC and FSC</p> <p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 15/9/20 – EDSS confirmed Risk assessments completed, shared and displayed</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20
<p>1. Physical Space, Movement, Social Distance</p> <p>Other Common Places (inc student spaces)</p>	<p>Aylesbury – Amersham - Wycombe</p> <p>Clear markings in place to maintain social distancing of 2m's</p> <p>Sofas removed from corridors</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/8/20 and updated</p> <p>Reviewed 6/11/20 and updated</p> <p>Reviewed 14/9/20 and updated</p>	9/12/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>Hand sanitiser available within reasonable distance</p> <p>Curriculum areas zones in place to plan staggered use of common spaces internally and externally</p> <p>Face coverings to be worn by staff, students and visitors in these areas</p> <p>Eating areas in refectory at each campus separated into coloured zone bubble areas</p>		
<p>1. Physical Space, Movement, Social Distance</p> <p>IAG and Open Events</p>	<p>Admissions and enrolment for 2020/21 will take place fully on-line</p> <p>IAG for 2020/21 recruitment cycle will continue as virtual, 'live' events and bookable appointments</p> <p>Open Events for 2021/22 recruitment cycle will be virtual this term</p> <p>QR code to be in place for face to face events</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Section added 13/8/20 6/11/20 – nothing further to add</p>	9/12/20
<p>2. Infection Protection and Control</p> <p>Essential estates maintenance, testing etc required prior to opening the building</p>	<p>Water tanks emptied and disinfected (Aylesbury completed w/c 18/5/20, Amersham and Wycombe to be completed w/c 26/5/20)</p> <p>Air conditioning cleaned and disinfected (Wycombe and Amersham completed 18/5/20 and Aylesbury w/c 26/5/20)</p> <p>Emergency light repairs (Amersham completed 18/5/20 and Wycombe w/c 26/5/20)</p>	<p>Control measures in place</p> <p>All completed. No further review required</p>	No further review
<p>2. Infection Protection and Control</p> <p>Reception Areas, Classrooms and Workshops</p>	<p>Hand sanitiser available in all reception areas and within reasonable distance in classrooms and workshops.</p> <p>Cleaning materials provided by cleaning hard surfaces, and shared equipment between use</p> <p>Windows to be open in classrooms and workshops where possible, and doors to be kept open to minimise touching handles (note, must be closed in the event of a fire)</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/8/20 – no further updates required Reviewed 14/9/20 – no further updates at this review Reviewed 6/11/20 – nothing further to add</p>	9/12/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p>2. Infection Protection and Control</p> <p>Hygiene and cleanliness</p>	<p>Housekeeping in place</p> <p>Risk assessment and control measures in place (see separate risk assessment) including revised cleaning schedules</p> <p>Waste bins for temporary face coverings in place around campuses</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 Reviewed 14/9/20 and updated Reviewed 6/11/20 – nothing further to add</p>	<p>9/12/20</p>
<p>2. Infection Protection and Control</p> <p>Keeping the workplace clean</p>	<p>Cleaning materials to be place in classrooms, workshops, staffrooms and offices for use on hard surfaces throughout the day</p> <p>Toilet facilities to be cleaned at each break times. Cleaning materials available in toilets</p> <p>Revised cleaning and waste disposal procedures in place</p> <p>Promote the ‘catch it, bin it, kill it’ message to students, staff and others. Display notices and posters</p> <p>Sufficient levels of staffing in place to maintain hygiene and cleanliness</p> <p>Cleaning staff provided with appropriate protective personal equipment to carry out their duties safely</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 – no further updates at this point Reviewed 15/9/20 – no further updates at this review Reviewed 6/11/20 – nothing further to add</p>	<p>9/12/20</p>
<p>2. Infection Protection and Control</p> <p>Hygiene: handwashing and sanitisation</p>	<p>Hand sanitiser stations in place in appropriate places across all campuses</p> <p>Staff, students and others to be reminded of the need for safe handwashing practices</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 and updated Reviewed 15/9/20 – no further updates at this review Reviewed 6/11/20</p>	<p>9/12/20</p>
<p>2. Infection Protection and Control</p> <p>Communication: health and safety advice and guidance</p>	<p>Clear floor markings and signage to guide people around the building to maintain social distancing of 2m’s and clear signage for exit and entrance</p> <p>Posters and notifications around the campuses on effective infection prevention controls and responsibilities</p> <p>Health and Safety Manager and Officer available to provide advice</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/8/20 – nothing further to add at this point</p>	<p>9/12/20</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>Overall College Risk assessment and control measures published on website, shared with staff, parents and students (Intranet, blogs, emails, website, student and parent portal used as advice and guidance channels)</p> <p>Specific risk assessments and control measures communicated.</p> <p>Pertinent information leaflets produced for personnel attending campuses.</p> <p>Sharing of updated government, public health and DfE advice</p>	<p>11/9/20 – Student Personal Responsibilities Posters for front of all classroom doors designed and to be in place for 21/9/20</p> <p>14/9/20 – Managers, all staff, students and parents communication on moving from optional to mandatory face coverings in communal areas and corridors from 15th September emailed, social media postings and updated on website</p> <p>6/11/20 – communications regarding national restrictions in place for appropriate groups</p>	
<p>2. Infection Protection and Control</p> <p>Changing Room and Showers</p>	<p>Forms part of the risk assessment and control measures for: Catering and Hospitality, Sport, Hair and Beauty departments</p> <p>QR code in place for commercial 3G pitch changing rooms open to public</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/8/20</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20
<p>3. Additional Staff and Student Welfare Measures (including PPE).</p> <p>Protective Personal Equipment</p>	<p>PPE used in the normal course of work</p> <p>Staff will continue to wear PPE that they normally require for their role</p> <p>Risk individual assessments for specific individuals and functions will be carried out and PPE provided where the risk assessment identifies this as a control measure</p>	<p>Managers to identify specific circumstances and completed risk assessment for activities that may require PPE to reduce risk of transmission of PPE</p> <p>Reviewed 13/8/20 – Continue review</p> <p>Reviewed 14/9/20 – Continue review</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20
<p>3. Additional Staff and Student Welfare Measures (including PPE).</p> <p>Protective Personal Equipment</p>	<p>PPE used for carrying out care routines where PPE may already be used</p> <p>The College’s usual practices will continue and as a result individual EHCP’s and/or risk assessment</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 – nothing further to add at this point</p> <p>Reviewed 15/9/20 – nothing further to add at this review</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p>3. Additional Staff and Student Welfare Measures (including PPE).</p> <p>PPE for dealing with person with coronavirus symptoms on-site, and needs direct care, where social distance cannot be maintained</p>	<p>First aiders and/or supervising adult in this situation where 2m cannot be maintained will be provided with disposable gloves, fluid resistant masks, disposable gloves</p> <p>Waste disposal and handwashing/or hand sanitiser facilities will be in place</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 – nothing further to add</p> <p>Reviewed 14/9/20 – nothing further to add at this review</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20
<p>3. Additional Staff and Student Welfare Measures (including PPE).</p> <p>Face Coverings¹</p>	<p>Face Covering The government is not recommending face coverings in the classroom¹</p> <p>Teaching staff in the classroom should, where possible stay 2m's apart from students. Visors may be worn by teaching staff in the classroom</p> <p>Face coverings are required to be worn by all staff, students and visitors in corridors, communal areas, learning centres, toilets, refectory from Tuesday 15th September 2020</p> <p>The College will provide infection control measures advised by public health with guidance and the need to comply with these measures</p> <p>The College will provide information on wearing face coverings effectively</p> <p>From 5/11/20 national guidance</p> <p>Face coverings for staff and students are required to be worn in corridors, communal areas, outside classrooms and moving around the premises</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/9/20 – nothing further to add on this review</p> <p>Reviewed 14/9/20 – The College is using its discretionary powers to request that face coverings be worn in communal areas and corridors by staff, students, and visitors. This is an additional precautionary measure to support social distancing in busier times in corridors and communal areas and will continue to be kept under review</p> <p>Reviewed 6/11/20 – DfE guidance face coverings now made compulsory to be worn in communal areas and corridors</p>	9/12/20

¹ **Face Coverings – Govt Advice (DfE) 'Education and Childcare Settings: New National Restrictions from 5th November 2020**

'In further education colleges, face coverings should be worn by adults and students when moving around the premises, outside of classrooms, in corridors and communal areas where social distancing cannot be easily maintained. Face coverings should be worn when travelling on public transport or dedicated transport to these settings. Some individuals are exempt from wearing face coverings and we expect staff and students to be sensitive to those needs'

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<p>3. Additional Staff and Student Welfare Measures (including PPE).</p> <p>Apprentices returning to work and learning</p>	<p>Apprentices not to return to their workplace until employer's risk assessment for reducing the risk of transmission received by the College</p> <p>Individual apprentices can meet with assessors face to face in workplace once the risk assessment and control measures have been agreed</p> <p>Assessors will book individual appointments with apprentices at College following the same control measures for classroom face to face sessions</p> <p>Separate risk assessments in place</p>	<p>Individual risk assessments to continue as appropriate. Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 – nothing further to add at this review</p> <p>Reviewed 14/9/20 – nothing further to add at this review</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20
<p>3. Additional Staff and Student Welfare Measures (including PPE).</p> <p>Student Services and Safeguarding</p>	<p>Risk assessment completed and control measures in place (see separate risk assessment)</p> <p>Windows and doors to be open</p> <p>Cleaning materials for regular cleaning of workstation</p> <p>Hand sanitiser station available</p> <p>2m social distance to be maintained by safeguarding officer and others</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/9/20 – nothing further to add at this review</p> <p>Reviewed 14/9/20 – RA completed, shared and displayed</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20
<p>3. Additional Staff and Student Welfare Measures (including PPE)</p> <p>Staff and students with caring responsibilities due covid-19 pandemic outside of usual practices (eg; children not returned to school)</p>	<p>Managers will work with individual members of staff with caring responsibilities due to covid-19 in this period to make reasonable adjustments according to individual circumstances</p>	<p>Control measures in place</p> <p>Reviewed 13/8/20 – nothing further to add at this review</p> <p>Reviewed 5/9/20 – nothing further to add at this review</p> <p>Reviewed – nothing further to add. Schools remain open during national restrictions and will have less impact for staff</p>	9/12/20
<p>3. Additional Staff and Student Welfare Measures (including PPE).</p>	<p>Absence due to physical or mental health medical conditions will be managed within normal practices</p>	<p>Control measure in place</p> <p>Reviewed 13/8/20 – nothing further to add at this review</p>	9/12/20

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Staff and students mental health and well-being	<p>Student services will support students and make referrals remotely where needed</p> <p>Managers and/or human resources will work with individual members of staff who may be anxious to overcome concerns</p> <p>Human resources will provide information on College mechanisms that can provide support for mental health and well-being</p> <p>A 'working together' ethos to share and address concerns, keep actions under review and communicate new advice as received</p>	<p>Reviewed 14/9/20 – nothing further to add at this review</p> <p>Reviewed 6/11/20 – nothing further to add</p>	
<p>3. Additional Staff and Student Welfare Measures (including PPE).</p> <p>Work Placement and Employer Premises</p>	<p>Students will undertake work placements this term, only by exception and when it forms part of their qualification, for example childcare, health and social care.</p> <p>Individual risk assessments to include COVID-19 as well as usual H&S will be undertaken with individual work placement employers prior to starting</p> <p>Other students will use this term to research and engage with work placement employer and/or undertake virtual work placement activities</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 and updated</p> <p>Reviewed 14/9/20 – nothing further to add at this review</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20
<p>3. Additional Staff and Student Welfare Measures</p> <p>COVID-19 training</p>	<p>All staff will undertake COVID-19 working safely Smartlog training on return to work</p> <p>All students will undertake COVID-19 learning safely training at induction</p> <p>Health and safety team will provide advice and guidance on working safely</p>	<p>13/8/20 – action added. Control measures in place to reduce risk of transmission</p> <p>15/9/20 – nothing further to add at this review.</p> <p>Training in progress</p> <p>6/11/20 – nothing further to add</p>	9/12/20
<p>4. Managing Symptoms</p> <p>Managing staff, students and other displaying symptoms of Covid-19 (New persistent cough, high temperature, loss of taste/smell)</p>	<p>Advise, staff students and others that they will not be permitted entry to College if they are displaying symptoms of Covid-19 or members of their household are displaying symptoms: temperature, new cough, new loss of smell, taste</p> <p>Each campus has a dedicated room for staff, students or others who become unwell on-site with covid-19 symptoms and need direct care until they can return home</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 – no further update required at this review</p> <p>Reviewed 15/9/20 – no further update required at this review</p>	9/12/20

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	<p>First aiders and/or supervising adult in this situation where 2m cannot be maintained will be provided with disposable gloves, fluid resistant masks, disposable gloves</p> <p>Waste disposal and handwashing/or hand sanitiser facilities will be in place</p> <p>Clear instructions will be displayed in the room</p> <p>Area will be thoroughly cleaned after use</p> <p>Staff and students will be requested to take a covid test, and inform the College of the results to either return to work/study if negative or to support contact track and tracing if positive (see below)</p>	Reviewed 6/11/20 – nothing further to add	
<p>4. Managing Symptoms</p> <p>The College becomes aware/notified that someone in the College has tested positive for COVID-19</p> <p>DfE Helpline: 0800 0468697</p>	<p>The College will immediately follow the Government, Public Health and DfE guidance for a positive case in schools and colleges (see link for latest advice)</p> <p>The College will follow the required actions 'Management of Confirmed Positive Case' College Management Protocols, Roles and Responsibilities</p> <p>The Health and Safety Manager will work with the notifying Manager/Director to contact the DfE helpline on 0800 0468697 (see latest guidance) immediately</p> <p>The LHPT will: Contact the College directly if they become aware that someone has tested positive who attends the College</p> <p>The DfE helpline/LHPT will Carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate</p>	<p>Control measures in place to manage situation where the College becomes aware/notified that someone in the College has tested positive for COVID-19</p> <p>6/11/20 – reviewed and contact updated</p>	9/12/20

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	<p>Work with the College to guide through the actions that will need to be taken</p> <p>College will send home, as guided by LHPT those people who have been in close contact with the person who has tested positive. These people should self-isolate for 14 days since last close contact with the affected person.</p> <p>Close Contact means: Direct close contact – face to face contact with an infected individual for any length of time within 1m including being coughed on, a face to face conversation, or unprotected contact (skin to skin)</p> <p>Proximity contacts – extended close contact (within 1-2m’s for more than 15mins) with an infected individual</p> <p>Travelling in a small vehicle – like a car, with an infected person</p> <p>The Local HPT will provide definitive advice on who must be sent home</p> <p>All teachers must keep accurate records of staff and students in each group (timetables and registers), seating plans to support contact tracing</p> <p>The College will use the template letter provided to send to students, parents, carers, staff as advised by LHPT</p> <p>The College will not share names of people with COVID-19 unless essential to protect others</p> <p>Students who are self-isolating should continue their learning remotely through their course tutors. All teaching, learning and assessment has been prepared for face-to-face and virtual learning.</p>		
5. Shielded Staff and Students	<p>From 1st August shielding has been paused</p> <p>To identify staff and students that fall into these categories, carry out individual discussions and risk assessment in line with government advice</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/9/20 – updated</p>	9/12/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p>Shielding as ‘clinically extremely vulnerable’ (advised by clinician letter)²</p>	<p>5/11/20-2/12/20 national restriction guidance Staff within the CEV group (see updated classification) and who have a notification letter are strongly advised to work from home during this period</p> <p>Managers will work with staff to update individual risk assessments</p> <p>All other staff should continue to attend work including those who living in a household with someone who is clinically extremely vulnerable</p> <p>Students who are still classed as clinically extremely vulnerable are advised not to attend education during this period and continue to learn remotely. Curriculum managers to work with individual students affected to update risk assessments.</p> <p>Students living with someone in the clinically vulnerable group should continue to attend college</p> <p>Staff and students who are clinically vulnerable or have underlying health conditions but not clinically extremely vulnerable may continue to attend college</p>	<p>Keep individual risk assessments and actions under review as advice changes</p> <p>Reviewed 15/9/20 – nothing further to update at this review</p> <p>Reviewed 6/11/20 and control measures updated in line with national restrictions</p>	
<p>6. Group Size and Reducing Contact</p>	<p>Blended Learning to reduce student population in clearly defined curriculum groupings to ensure consistency and limit contact and mix</p>	<p>Control measures in place to reduce risk of transmission</p>	<p>9/12/20</p>

²**Government Advised Classification of Clinically Extremely Vulnerable** due to following underlying conditions: 1) Have had a solid organ transplant - kidney, liver, pancreas, heart or lung. 2) People with cancer who are undergoing active chemotherapy. 3) People with lung cancer undergoing radical radiotherapy. 4) People with cancers of the blood or bone marrow such as leukaemia, lymphoma, or myeloma who are at any stage of treatment. 5) People having immunotherapy or other continuing antibody treatments for cancer. 6) People having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors. 7) People who have had bone marrow or stem cell implants in the last 6 months or who are taking immunosuppression drugs. 8) Those with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD.). 9) those with rare diseases that significantly increase the risk of infections (such as SCID or Homozygous sickle cell disease). 10) Those on immunosuppression therapies sufficient to significantly increase risk of infection. 11) Adults with Downs Syndrome. 12) Adults on dialysis or with chronic kidney disease. 12) Women who are pregnant with significant heart disease, congenital or acquired. 13) Other people who have also been classed as CEV, based on clinical judgement and an assessment of needs. GP’s and hospital clinicians have been provided with guidance to support these decisions

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p>Numbers of students and staff on College Campuses</p>	<p>Students taught in course groups as a main nucleus bubble</p> <p>Courses within curriculum area will be zoned – physical classroom/workshop zone area, staggered breaks, lunches, outdoor and cross college activities, where appropriate</p> <p>Student ID holders will be colour coded by zone</p> <p>Students outside of their allotted campus time will not be permitted on College premises</p> <p>Foundation learners will attend each week but will be zoned separately to maintain bubble</p> <p>Daily student numbers will be scrutinised post-enrolment to minimise ‘hot spot’ days of large numbers</p> <p>5/11-2/12 – national restriction guidance Adult learners will move to on-line learning where possible during this time. Adult learners on practical trade programmes, ESOL and where specialist software, facilities, resources are used will continue on-site with the usual safety control measures in place</p>	<p>Reviewed 13/8/30 – updated in line with RESTORE phase 1 section 5.1</p> <p>Reviewed 15/9/20 – student numbers being reviewed daily through enrolment period</p> <p>Reviewed 6/11/20 – reviewed and update in line with national restriction guidance</p>	
<p>6. Group Size and Reducing Contact</p> <p>(Ensure that students and staff, where possible mix in a small, consistent group and that small groups stay away from other people on-site)</p> <p>Social distancing of 2m’s to be maintained where possible</p> <p>Brief, transitory contact, such as passing in a corridor, is low risk.</p>	<p>Blended Learning to reduce student population on campus in clearly defined curriculum groupings to ensure consistency and limit contact and mix</p> <p>Students taught in course groups as a main nucleus bubble</p> <p>Courses within curriculum area will be zoned – physical classroom/workshop zone area, staggered breaks, lunches, outdoor and cross college activities, where appropriate</p> <p>Student ID holders will be colour coded by zone</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/30 – updated in line with RESTORE phase 1 section 5.1</p> <p>Reviewed 15/8/20 – kept under review over enrolment period</p> <p>Reviewed 6/11/20 in line with national restriction guidance</p>	<p>9/12/20</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>Students outside of their allotted campus week will not be permitted on College premises</p> <p>Foundation learners will attend each week but will be zoned separately to maintain bubble</p> <p>Daily student numbers will be scrutinised post-enrolment to minimise 'hot spot' days of large numbers</p> <p>5/11-2/12 – national restriction guidance</p> <p>Adult learners will move to on-line learning where possible during this time. Adult learners on practical trade programmes, ESOL and where specialist software, facilities, resources are used will continue on-site with the usual safety control measures in place</p>		
<p>7. Shared Resources</p> <p>Equipment</p>	<p>Where possible sharing equipment should be avoided</p> <p>Where this is not possible equipment to be thoroughly cleaned between use</p> <p>All equipment to be cleaned regularly</p> <p>Regular handwashing with hot water for 20 seconds or and/or use of hand sanitiser</p>	<p>Control measures in place to reduce risk of transmissions</p> <p>Reviewed 13/8/20 – no further update at this review</p> <p>Reviewed 15/9/20 – classroom posters reminding students on cleaning equipment</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20
<p>8. Contractors and Visitors</p>	<p>Only visitors and contractors essential to the College's operations will be permitted to campuses</p> <p>Visitors must be pre-booked with reception at all times</p> <p>Visitors to be collected from reception and instructed on the College procedures for reducing risk of transmission of covid-19 – social distancing, handwashing, and personal hygiene. No visitor or contractor will be permitted to College campuses if displaying symptoms of covid-19</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 – no further update at this review</p> <p>Reviewed 15/9/20 – no further updates at this review</p> <p>Reviewed 6/11/20 – and update in line with national guidance</p>	9/12/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>Each department is responsible for their own contractors</p> <p>Reception to be notified of their expected arrival at least 24 hours in advance</p> <p>The College will not accommodate large commercial functions or conferences this term.</p> <p>For smaller functions decisions will be made on completion of full risk assessment and control measures</p> <p>24/9/20 QR codes will be displayed as part of 'venue check in' on the NHS COVID-19 App for visitors and contractors and/or where people do not know each other including: Reception (sign in for visitors and contractors), Refectory, Learning Centres, commercial - Harding's Restaurant, Intuition, 3G Football pitch entrance and changing rooms, gym and sport hall, CSCS centre</p> <p>QR codes will be used for events where visitors or public attend including: Open Days, Theatre Performances, Art Exhibition and Shows, Parents Evenings, Nursery new children visits, conferences, external events at the College</p> <p>These will complement rather than replace the Colleges existing practices, policies and safe ways of working</p> <p>5/11-2/12 national guidance restrictions The College is not open for commercial bookings during this time and visitors to be kept to essential work only</p>		
<p>8. Contractors and Visitors</p> <p>Managing subcontractors</p>	<p>Risk assessment and control measures prior to delivery in new academic year</p>	<p>Control Measures to be in place to reduce risk of transmission.</p> <p>Reviewed 13/8/20 – updated</p>	<p>9/12/20</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
		Reviewed 14/9/20 EDCC&P confirmed completion Reviewed 6/11/20 – nothing further to add	
<p>9. Managing Accidents, Security, Emergencies etc</p> <p>Accidents, security, emergencies eg: fire evacuations, first aid call outs</p>	<p>Fire wardens will be on-site as usual rota</p> <p>First aiders will be on-site as usual rota</p> <p>The Duty Manager rota is in place</p> <p>An Executive member will be available for each site</p> <p>Provision of appropriate PPE</p> <p>Provision of handwashing facilities/hand sanitiser</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 – updated Reviewed 15/9/20 – nothing further to add at this review Reviewed – nothing further to add. To monitor sufficient cover during national restrictions in case of gaps due to CEV groups working at home and/or staff self isolating</p>	9/12/20
<p>9. Managing Accidents, Security, Emergencies etc</p> <p>Violence/physical contact</p>	<p>All behaviour incidents to be dealt with appropriately</p> <p>Duty Manager to be alerted immediately and usual protocols for dealing with an incident to be followed where social distance of 2m's and preventative hygiene and cleanliness measures are able to be observed</p> <p>Appropriate PPE to be provided to security staff, duty manager and other staff dealing with incident</p> <p>Students and others not complying with COVID-19 preventative measures will be asked to leave the campus</p> <p>All students to undertake working COVID-19 learning safely training at induction</p> <p>Reporting and police attendance to follow usual protocols</p>	<p>Control measure in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 – updated Reviewed 15/9/20 – nothing further to add at this review Reviewed 6/11/20 – nothing further to add</p>	9/12/20
<p>10. Travel</p> <p>Travelling to and from College Car Parking</p>	<p>Aylesbury</p> <p>No change to car parking arrangements</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/8/20 – updated</p>	9/12/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p>Entering/Exiting Building Outside Social Space</p>	<p>Clear signage indicating entrance into building using left hand revolving door and left-hand turnstile</p> <p>One-way system signposted</p> <p>One person in revolving door and going through turnstile at a time Cleaning materials to wipe down turnstile and badges in between use</p> <p>Exit will be through left hand turnstile (as facing) and revolving door with clear signage Disability entrance will be used with give way system</p> <p>One person at visitors entrance only</p> <p>Amersham No change to car parking arrangements</p> <p>Entrance into building through main door and clearly signposted left-hand inner door and onto signposted one-way system</p> <p>Exit building from B Corridor exiting through left hand door (as facing, clearly signposted)</p> <p>Wycombe No change to car parking arrangements</p> <p>Entrance and Exit actions in place and clearly marked</p> <p>Staggered breaks and lunches</p> <p>Outside social space zoned</p>	<p>Reviewed 15/9/20 – nothing further to add at this review Reviewed – nothing further to add</p>	

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p>10. Travel</p> <p>Meetings</p>	<p>All meetings where possible to be held virtually through Teams or Zoom</p> <p>Where this is not possible, face to face meetings to be held in a space where social distancing of 2m can be maintained</p> <p>Windows and doors to be kept open (note to be closed in event of fire)</p> <p>Cleaning materials to clean hard surfaces after use</p> <p>Hand sanitiser station available in reasonable distance</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/8/20 – no further update at this review</p> <p>Reviewed 15/9/20 – no further update at this review</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20
<p>10. Travel</p> <p>Work Related Travel</p> <p>Travel between campuses</p> <p>External business travel</p> <p>Use of public transport</p>	<p>Only essential and emergency travel permitted between campuses (Duty Manager Rota is classed as essential)</p> <p>Only essential travel permitted for external business requirements</p> <p>Government advice regarding travelling on public transport should be followed – avoidance where possible, use car, walk, cycle</p> <p>Car sharing not permitted as it is impossible to maintain 2m social distance</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/9/20 – updated</p> <p>Reviewed 15/9/20 – nothing further to add at this review</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20
<p>10. Travel</p> <p>Student Travel</p>	<p>Students encouraged to walk, cycle or attend by car where possible</p> <p>Refer parents and students to government advice on travel</p> <p>College minibuses or student transport operating normal service with risk assessment and control measures in place for student travel including:</p> <ul style="list-style-type: none"> • Sanitising hands before entering the minibus • Wearing face coverings • Providing contact details by route, date and time • Pre-paying for tickets • Travelling side by side or behind others • Where possible leaving space between seats • Avoiding shouting, loud talking, singing • Cleaning regime • COVID-19 instructions for travellers on each minibus • Perspex screening for drivers 	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/9/20 – updated</p> <p>Reviewed 15/9/20 – nothing further to add at this review</p> <p>Reviewed 6/11/20 – nothing further to add</p>	9/12/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	Local Authority provided taxi's and transport – refer to Bucks Council risk assessment and control measures		
10. Travel Vehicles	Handling goods, merchandise, and other materials, and on-site vehicles Single person usage of on-site vehicles Hard surfaces of on-site vehicles (eg; steering wheel) to be cleaned before and after use	For on-site vehicles control measures in place to reduce risk of transmission Reviewed 13/8/20 – no update at this review Reviewed 15/9/20 – nothing further to add at this review Reviewed 6/11/20 – nothing further to add	9/12/20
11. Travel Student Trips and Visits	Trips and visits for students will not be permitted this term Trips and visits that are a requirement of a qualification will be scheduled for later in the year Any exceptions to this will require a robust written rationale and safety case, and fully completed COVID-19 risk assessment, and written permission from the Principal	Added 13/8/20. Control measures in place to reduce risk of transmission Reviewed 6/11/20 – nothing further to add	9/12/20