

Overall COVID19 Risk Assessment

Reference: College Overall Risk Assessment: Reducing the Risk of Transmission of Covid-19 for staff, students, and others for RESTORE phased planning for 2020/21	Prepared by and date	Review Frequency
<p><i>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 responds to the government lifting of restrictions on 19th July 2021, and the subsequent 'Further Education COVID-19 Operational Guidance (updated 19/7/21). This is reflective of the College 'Managing COVID-19 Safer Learning and Working – Proceed with Caution' plan. This risk assessment will be published on the College website</i></p>	Principal 26/7/21	See individual dates and/or as further government, public health and/or DfE advice is released

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p>1. Physical Space, Movement, Social Distance</p>	<p>Aylesbury, Amersham and Wycombe campuses</p> <p>There is no longer a requirement for 2m social distancing. However staff, students, visitors are encouraged to maintain 2m distances where possible</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. This will continue and will also form part of outbreak management planning</p> <p>Lifts double occupancy with priority given to people with medical/physical need</p>	Control measures in place to reduce the risk of transmission	10 th Sept
<p>1. Physical Space, Movement, Social Distance</p> <p>Reception Area 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 improve the temperature issue for reception staff</p>	Control measures in place to reduce the risk of transmission	10 th Sept

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>Staff based in reception areas encouraged to maintain reasonable social distance. Continue to reduce access to non-eligible staff</p> <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 everyone attending campus 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 continued to be 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 continues and encouraged between teacher at front and students</p> <p>Windows and doors should be open (note must be closed in the event of fire) where possible to allow for natural ventilation including at break times</p> <p>Timetabling arranged to accommodate in appropriate sized classrooms/workshops</p>	Control measures in place to reduce the risk of transmission	10 th Sept
<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>Cleaning materials available for regular workstation cleaning</p> <p>Hand sanitiser station available</p>	Control measures in place to reduce the risk of transmission	Sept 10th

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>Windows and doors to be open (note must be closed in event of fire) to ensure space well ventilated</p> <p>Mechanical ventilation systems adjusted to ensure only fresh air is circulated in all spaces where used</p>		
<p>1. Physical Space, Movement, Social Distance</p> <p>Refectory</p>	<p>The refectory on all campuses to resume normal openings</p> <p>Catering contractor to complete risk assessment and make physical adaptations/control measures prior to service opening (separate risk assessment)</p>	<p>Control measures in place to reduce risk of transmission</p>	<p>10th Sept</p>
<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 (separate risk assessment)</p> <p>Continue to encourage users of the Learning Centres to maintain reasonable social distances where possible</p>	<p>Control measures in place to reduce the risk of transmission</p>	<p>10th Sept</p>
<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 (separate risk assessment)</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>QR Code in place for Track and Trace</p>	<p>Control measures to be in place to reduce risk of transmission prior to opening</p>	<p>10th Sept</p>
<p>1. Physical Space, Movement, Social Distance</p>	<p>The College follows government guidance for the Hair and Beauty industries</p> <p>Risk assessments completed and control measures in place prior to opening for the new academic year (see separate risk assessment)</p>	<p>Control measures to be in place to reduce risk of transmission prior to opening</p>	<p>10th Sept</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
Hair, Beauty, Media Make-up Salons (Aylesbury and Amersham). Commercial Hair and Beauty Salon (Aylesbury)	QR code in place for track and trace		
1. Physical Space, Movement, Social Distance Theatre and Performance Spaces	The College follows government advice for Performance industries Risk assessments completed and control measures in place prior to opening for new academic year (separate risk assessment)	Control measures in place to reduce risk of transmission	10 th Sept
1. Physical Space, Movement, Social Distance Kitchens and Restaurant (Aylesbury)	The College follows government advice for Hospitality and Catering industries Risk assessments to be completed for student catering kitchens and Harding's prior to opening (separate risk assessment)	Control measures to be in place to reduce risk of transmission prior to opening	10 th Sept
1. Physical Space, Movement, Social Distance Life Skills (Aylesbury) and Future Skills Centres (Wycombe), Bungalow (Amersham)	Risk Assessment completed and control measures implemented prior to the Bungalow opening for the new academic year Separate risk assessments have been completed for Life Skills Centre and Future Skills Centre, and control measures in place	Control measures in place to reduce risk of transmission	10 th Sept
1. Physical Space, Movement, Social Distance Other Common Places (inc student spaces)	Aylesbury – Amersham - Wycombe Clear markings in place to continue to encourage reasonable social distancing Hand sanitiser available within reasonable distance Volumes and capacity in common places to be monitored daily Students encouraged, where weather permits to be outside during breaks and lunches	Control measures in place to reduce the risk of transmission	10 th Sept
1. Physical Space, Movement, Social Distance IAG and Open Events	Admissions and enrolment for 2021/22 will take a blended approach (see separate risk assessment)	Control measures in place to reduce the risk of transmission	10 th Sept

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>IAG for 2021/22 recruitment cycle will continue as blended virtual, 'live' events and bookable appointments</p> <p>Open Events for 2022/23 recruitment will be reviewed in September</p> <p>QR code to be in place for face to face events</p>		
<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 for cleaning hard surfaces, and shared equipment between use</p> <p>Windows and doors to be kept open in classrooms and workshops where possible (note, must be closed in the event of a fire)</p>	Control measures in place to reduce the risk of transmission	10 th Sept
<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>Hygiene and infection control measures in place for cleaning and disposing of clinical waste from Asymptomatic Testing Sites on all campuses (see separate Asymptomatic Testing risk assessment)</p>	Control measures in place to reduce risk of transmission	10 th Sept
<p>2. Infection Protection and Control</p> <p>Keeping the workplace clean</p>	<p>Risk assessment and control measures in place for hygiene and cleanliness. (see separate risk assessment)</p> <p>Cleaning materials to be placed in classrooms, workshops, staffrooms and offices for use on hard surfaces throughout the day</p> <p>Promote the 'catch it, bin it, kill it' message to students, staff and others. Display notices and posters</p>	Control measures in place to reduce risk of transmission	10 th Sept

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<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>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>	Control measures in place to reduce risk of transmission	10 th Sept
<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 encourage social distancing 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>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>	Control measures in place to reduce the risk of transmission	10 th Sept
<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>	Control measures in place to reduce the risk of transmission	10 th Sept
<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>	Managers to identify specific circumstances and complete risk assessment for activities that may require PPE to reduce risk of transmission of PPE	10 th Sept

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	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		
3. Additional Staff and Student Welfare Measures (including PPE). Protective Personal Equipment	PPE used for carrying out care routines where PPE may already be used The College's usual practices will continue and as a result of individual EHCP's and/or risk assessment	Control measures in place to reduce risk of transmission	10 th Sept
3. Additional Staff and Student Welfare Measures (including PPE). PPE for dealing with person with coronavirus symptoms on-site, and needs direct care, where social distance cannot be maintained	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 Waste disposal and handwashing/or hand sanitiser facilities will be in place	Control measures in place to reduce risk of transmission	10 th Sept
3. Additional Staff and Student Welfare Measures (including PPE). Face Coverings ¹	Face coverings for staff, students and visitors are no longer required unless they choose to do so in busy communal areas All staff, students and visitors are expected to carry a face covering and use at times when indoor areas are crowded. This includes corridors, communal areas, learning centres, toilets and refectory. This is a protective measure of outbreak management planning Students using the dedicated College transport will be required to wear face coverings Students and staff using public transport are encouraged (where it is not a requirement of the bus/train company) to continue to wear face coverings	Control measures in place to reduce risk of transmission	10 th Sept

¹ **Face Coverings – Govt Advice (DfE) 'Further Education Coronavirus (COVID-19) Operational Guidance, July 19th 2021**

'Face coverings are no longer advised for students, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings by law but expects and recommends they are worn in enclosed and crowded spaces where an individual may come into contact with people they do not normally meet. This includes public transport and dedicated transport to College

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	Face visors or shields are not an equivalent alternative to face coverings		
3. Additional Staff and Student Welfare Measures (including PPE). Apprentices in the workplace	Apprentices in the workplace will be subject to the employers COVID-19 risk assessment and protective measures and the College will hold a copy of this Individual apprentices can meet with assessors face-to-face in workplace and individual risk assessments and control measures should be in place Separate risk assessments in place	Control measures in place to reduce risk of transmission	Sept 10 th
3. Additional Staff and Student Welfare Measures (including PPE). Student Services and Safeguarding	Risk assessment completed and control measures in place (see separate risk assessment) Windows and doors to be open where possible Cleaning materials for regular cleaning of workstation Hand sanitiser station available Reasonable social distance to be encouraged between student services and safeguarding officers and others	Control measures in place to reduce risk of transmission	Sept 10th
3. Additional Staff and Student Welfare Measures (including PPE). Staff and students mental health and well-being	Absence due to physical or mental health medical conditions will be managed within normal practices Student services will support students and make referrals where needed Managers and/or human resources will work with individual members of staff who may be anxious to overcome concerns Human resources will provide information on College mechanisms and additional resources that can provide support for mental health and well-being	Control measures in place	10 th Sept

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	A 'working together' ethos to share and address concerns, keep actions under review and communicate new advice as received		
3. Additional Staff and Student Welfare Measures (including PPE). Work Placement and Employer Premises	Students can access work placements where employers are able to accommodate students safely and subject to risk assessment and control measures in place prior to start of placement Individual risk assessments to include COVID-19 as well as usual H&S will be undertaken with individual work placement employers prior to starting The College will work with employers on continuing to develop virtual placements and work related activities The Workzone team will work with students, staff and employers to co-produce guidance and student charters to make clear the responsibilities for staying safe and protecting others	Control measures in place to reduce risk of transmission	10 th Sept
3. Additional Staff and Student Welfare Measures COVID-19 training	All new staff will receive COVID Safer Working 'Proceed with Caution' guidance at induction All students will undertake COVID Safer Learning 'Proceed with Caution' training at induction Health and safety team will provide advice and guidance on working safely All updates in guidance is communicated to staff, students and parents	Control measures in place	Next review 18/6/21
4. Managing Symptoms Managing staff, students and other displaying symptoms of Covid-19 (New persistent cough, high temperature, loss of taste/smell)	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 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	Control measures in place to reduce risk of transmission	10 th Sept

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<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</p>		
<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</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 DfE will provide the College with the actions that are needed to be taken</p> <p>Close contacts will be identified by NHS Test and Trace, and education settings will no longer be expected to undertake contact tracing</p> <p>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</p> <p>Teachers will continue to record and store session seating plans in the case of local or setting outbreaks</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>10th Sept</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p>4. Managing Symptoms</p> <p>Contact Tracing and Self-Isolation</p>	<p>From 16th August 2021, children under the age of 18 will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact. They will be provided age appropriate testing advice 18 year olds will treated in the same way until 4 months after their 18th birthday and will then be subject to same rules as adults, so if choose not to have vaccination will need to self-isolate if identified as close contact</p> <p>Adults (18 years and 4 months upwards) who are fully vaccinated (both doses) for at least 14 days will not have to self-isolate if they come into contact with a positive COVID case, and will be advised by NHS Track and Trace on PCR testing</p> <p>Advised to consider other precautions, wearing face covering in enclosed spaces, limiting contact with other people especially anyone who is CEV</p> <p>Undertake daily lateral flow testing for 10 days. Tests can be collected from reception on all campuses</p> <p>If test positive or show symptoms must self-isolate for 10 days</p>		10 th Sept
<p>5. Clinically Extremely Vulnerable (CEV) (advised by clinician letter)² Staff and Students</p>	<p>Staff and students who are clinically extremely vulnerable should attend College campuses unless under paediatric or other specialist care and have been advised by their clinician or specialist not to attend</p> <p>To identify staff and students that fall into these categories, and managers to carry out individual discussions, risk assessment and control measures in</p>	Control measures in place to reduce risk of transmission	10 th Sept

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
	line with government advice. This also includes staff and students who are pregnant or new mothers (6 months)		
6. Mixing and Bubbles	<p>'It is no longer necessary to keep students in consistent groups (bubbles). This means that bubbles will not be needed over the summer or from beginning of autumn term' (government).</p> <p>All students will be issued with a department coloured badge holder as part of outbreak management plans, so that bubbles can be restored quickly for a temporary period as advised by PHE/DfE. Signage on coloured zones will remain in place.</p> <p>Volumes of students will be monitored over the induction and beginning of term to enable adjustments to made, where possible to spread across the week.</p> <p>All students will receive a full face-to-face timetable, and teachers will prepare for face-to-face and remote learning to support students absent due to COVID or those self-isolating. This is part of the outbreak management planning.</p>	Control measures in place to reduce risk of transmission	10 th Sept
8. Contractors and Visitors	<p>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, handwashing, and personal hygiene. No visitor or contractor will be permitted to College campuses if displaying symptoms of covid-19</p> <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>	Control measures in place to reduce risk of transmission	10 th Sept

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>The College will only accommodate commercial functions or conferences this term where it is safe to do so, and a full risk assessment and control measures.</p> <p>QR codes will be displayed as part of 'venue check in' on the NHS COVID-19 App for everyone attending the campus 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 shall, CSCS centre</p> <p>QR codes will also 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>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>10th Sept</p>
<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>10th Sept</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<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</p> <p>Appropriate PPE to be provided to security staff, duty manager and other staff dealing with incident</p> <p>Students and others who put themselves or others at risk will be subject to the Disciplinary process</p> <p>All students to undertake COVID-19 learning safely training and College expectations at induction</p> <p>Reporting and police attendance to follow usual protocols</p> <p>Guidance to promote safe behaviour in the wider community and reinforce the public health message will be available to staff and students</p>	<p>Control measure in place to reduce risk of transmission</p>	<p>10th Sept</p>
<p>10. Travel</p> <p>Travelling to and from College Car Parking Entering/Exiting Building Outside Social Space</p>	<p>Aylesbury</p> <p>No change to car parking arrangements</p> <p>Clear signage indicating entrance into building using left hand revolving door and left-hand turnstile</p> <p>One-way system signposted and continue to be used during busy periods</p> <p>Students and staff should be encouraged to leave reasonable space in revolving door and going through turnstiles</p> <p>Cleaning materials to wipe down turnstile and badges in between use. All to be encourage to use hand sanitiser before entering the campus</p> <p>Exit will be through left hand turnstile (as facing) and revolving door with clear signage</p>	<p>Control measures in place to reduce the risk of transmission</p>	<p>10th Sept</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>Disability entrance will be used with give way system</p> <p>Visitors to use waiting room</p> <p>Amersham No change to car parking arrangements</p> <p>Entrance into building through revolving door and clearly signposted onto one-way system, which should continue to be used during busy periods</p> <p>Exit building from B Corridor exiting through left hand door (as facing, clearly signposted)</p> <p>Students encouraged to be outside, weather permitting</p> <p>Wycombe No change to car parking arrangements</p> <p>Entrance and Exit actions in place and clearly marked</p> <p>Students encouraged to be outside, weather permitting</p>		
<p>10. Travel</p> <p>Meetings</p>	<p>Meetings can now happen face-to-face but encouraged 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 well ventilated space where reasonable social distancing can be encouraged</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>Sept 10th</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p>10. Travel</p> <p>Work Related Travel Travel between campuses External business travel Use of public transport</p>	<p>Travel permitted is now permitted between campuses if required</p> <p>Only essential travel permitted for external business requirements</p> <p>Government advice regarding travelling on public transport should be followed – including the use of face coverings</p> <p>Car sharing is now permitted but face coverings are encouraged and ensure adequate ventilation</p>	Control measures in place to reduce the risk of transmission	10 th Sept
<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 continue to include:</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>Local Authority provided taxi's and transport – refer to Bucks Council risk assessment and control measures</p>	Control measures in place to reduce the risk of transmission	10 th Sept
<p>10. Travel</p> <p>Vehicles</p>	<p>Handling goods, merchandise, and other materials, and on-site vehicles</p> <p>Where more than single person usage of on-site vehicles is required, face coverings should continue to be worn and ensure adequate ventilation</p>	Control measures in place to reduce risk of transmission	10 th Sept

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	Hard surfaces of on-site vehicles (eg: steering wheel) to be cleaned before and after use		
11. Travel Student Trips and Visits	<p>Trips and visits for students that are essential to a qualification or skills development can now be scheduled for 2021/22, subject to safety, national restrictions, full COVID risk assessment and adequate control measures. This must be approved by the Vice Principal for Learning and Quality at least 2 weeks prior to the visit taking place. No late requests for trips or visits will be approved.</p> <p>There will be no international trips and visits this term. This is due to the travel list and that green list countries may change to amber or red at short notice. This will be kept under review in line with guidance.</p>	Control measures in place to reduce risk of transmission	10 th Sept
12. Asymptomatic Testing – Lateral Flow Testing (LFD)	<p>For start of 2021/22 set up on-site Asymptomatic Test sites on each campus in line with requirements (separate risk assessment)</p> <p>Offer students 2 test appointments on-site from 3 days before term starts, three to five days apart</p> <p>Student may attend College campuses following a first negative test</p> <p>Following 2 tests taken on-site students are encouraged to carry out twice-weekly home testing with College supplied tests available from receptions. The result should be reported via the government website 'Report a COVID Test'</p> <p>Staff will continue to be encouraged to carry out twice-weekly LFD home testing with College supplied tests available from reception. The result should be reported via the government website 'Report a COVID Test'</p> <p>Staff or students who receive a positive LFD result should self-isolate in line with current government guidance and undertake a PCR test. If the PCR</p>	Control measures in place to reduce risk of transmission	10 Sept

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>test is taken within 2 days of the positive LFD test, and is negative it overrides the test result and the student or staff member can return to College as long as they do not have any COVID-19 symptoms</p> <p>Staff and students should also share their results with the College to support close contact track and tracing</p> <p>Staff and students with a negative LFD can continue to attend College</p>		
<p>13. Vaccinations</p> <p>Unvaccinated adults</p>	<p>All staff and students from the age of 16 will be strongly encouraged to take up the full vaccination</p> <p>The College will work with the NHS to provide easy access to vaccinations through pop up vaccination clinics</p> <p>All adults (and 18 year olds and 4 months) will continue to require self-isolation if they have not been fully vaccinated.</p> <p>Staff will be encouraged to take up the annual flu booster through a contribution scheme</p>	Control measures in place to reduce risk of transmission	10 th Sept