

## 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 <sup>th</sup> August to 18 <sup>th</sup> December 2020) RESTORE phase 1	Prepared by and date	Review Frequency
<p><i>This risk assessment and control measures cover the duration of 19<sup>th</sup> August to 18<sup>th</sup> 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</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><b>1. Physical Space, Movement, Social Distance</b></p> <p>Maintain social distance of 2m's where possible</p>	<p><b>Aylesbury, Amersham and Wycombe campuses</b></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>	2/11/20
<p><b>1. Physical Space, Movement, Social Distance</b></p> <p><b>Reception Area</b></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><b>Aylesbury, Amersham and Wycombe campuses</b></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>	2/11/20

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><b>1. Physical Space, Movement, Social Distance</b></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>	2/11/20
<p><b>1. Physical Space, Movement, Social Distance</b></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>	2/11/20

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><b>1. Physical Space, Movement, Social Distance</b></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>(see separate risk assessments)</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 and updated</p>	2/11/20
<p><b>1. Physical Space, Movement, Social Distance</b></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</p> <p>Reviewed 14/9/20 and updated</p>	2/11/20
<p><b>1. Physical Space, Movement, Social Distance</b></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>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>Reviewed 13/8/20</p> <p>Reviewed 15/9/20 – FD confirmed risk assessments completed, shared and displayed</p>	2/11/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p><b>1. Physical Space, Movement, Social Distance</b></p> <p>Hair, Beauty, Media Make-up Salons (Aylesbury and Amersham). Commercial Hair and Beauty Salon (Aylesbury)</p>	<p>(see separate risk assessments)</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>Control measures to be in place to reduce risk of transmission prior to opening</p> <p>Reviewed 13/8/20</p> <p>Reviewed 15/9/20 FD's confirmed risk assessments completed, shared, displayed</p>	<p>30/10/20</p>
<p><b>1. Physical Space, Movement, Social Distance</b></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</p> <p>Reviewed 15/9/20 – FD confirmed completed, stored, shared and displayed</p>	<p>2/11/20</p>
<p><b>1. Physical Space, Movement, Social Distance</b></p> <p>Kitchens and Restaurant (Aylesbury)</p>	<p>The College follows government advice for catering industries</p> <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>Control measures to be in place to reduce risk of transmission prior to opening</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</p>	<p>28/9/20</p> <p>30/10/20</p>
<p><b>1. Physical Space, Movement, Social Distance</b></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>2/11/20</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
		Control measures in place to reduce risk of transmission  Reviewed 15/9/20 – EDSS confirmed Risk assessments completed, shared and displayed	
<b>1. Physical Space, Movement, Social Distance</b>  Other Common Places (inc student spaces)	Aylesbury – Amersham - Wycombe  Clear markings in place to maintain social distancing of 2m’s  Sofas removed from corridors  Hand sanitiser available within reasonable distance  Curriculum areas zones in place to plan staggered use of common spaces internally and externally  Face coverings to be worn by staff, students and visitors in these areas	Control measures in place to reduce the risk of transmission  Reviewed 13/8/20 and updated Reviewed 14/9/20 and updated	2/11/20
<b>1. Physical Space, Movement, Social Distance</b>  IAG and Open Events	Admissions and enrolment for 2020/21 will take place fully on-line  IAG for 2020/21 recruitment cycle will continue as virtual, ‘live’ events and bookable appointments  Open Events for 2021/22 recruitment cycle will be virtual this term  QR code to be in place for face to face events	Control measures in place to reduce the risk of transmission  Section added 13/8/20	2/11/20
<b>2. Infection Protection and Control</b>  Essential estates maintenance, testing etc required prior to opening the building	Water tanks emptied and disinfected (Aylesbury completed w/c 18/5/20, Amersham and Wycombe to be completed w/c 26/5/20)  Air conditioning cleaned and disinfected (Wycombe and Amersham completed 18/5/20 and Aylesbury w/c 26/5/20)  Emergency light repairs (Amersham completed 18/5/20 and Wycombe w/c 26/5/20)	Control measures in place  All completed. No further review required	No further review

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p><b>2. Infection Protection and Control</b></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</p> <p>Reviewed 14/9/20 – no further updates at this review</p>	<p>2/11/20</p>
<p><b>2. Infection Protection and Control</b></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</p> <p>Reviewed 14/9/20 and updated</p>	<p>2/11/20</p>
<p><b>2. Infection Protection and Control</b></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</p> <p>Reviewed 15/9/20 – no further updates at this review</p>	<p>2/11/20</p>
<p><b>2. Infection Protection and Control</b></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</p>	<p>2/11/20</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
		Reviewed 15/9/20 – no further updates at this review	
<p><b>2. Infection Protection and Control</b></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>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>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>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 15<sup>th</sup> September emailed, social media postings and updated on website</p>	2/11/20
<p><b>2. Infection Protection and Control</b></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>	2/11/20
<p><b>3. Additional Staff and Student Welfare Measures (including PPE).</b></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>	2/11/20
<p><b>3. Additional Staff and Student Welfare Measures (including PPE).</b></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>	2/11/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
		Reviewed 15/9/20 – nothing further to add at this review	
<p><b>3. Additional Staff and Student Welfare Measures (including PPE).</b></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 Reviewed 14/9/20 – nothing further to add at this review</p>	2/11/20
<p><b>3. Additional Staff and Student Welfare Measures (including PPE).</b></p> <p>Face Coverings<sup>1</sup></p>	<p>Face Covering The government is not recommending face coverings in the classroom<sup>1</sup></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 15<sup>th</sup> September 2020</p> <p>As it is a personal choice not a College requirement the College will not provide face masks/coverings to staff or students unless to wear PPE as a control measure as a result of risk assessment</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>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>	2/11/20

<sup>1</sup> **Face Coverings – Govt Advice 'Further Education FE autumn term guidance' August 29<sup>th</sup> 2020**

'The government is not recommending face coverings are necessary for education settings generally, because a system of controls, which are applicable to all education environments, provide additional mitigating measures. Further education providers will have the discretion to require the use of face coverings in communal areas where social distancing cannot be safely managed if they believe that it is right in their particular circumstances'. 'Based on current evidence and the mitigating measures that FE providers are putting in place, face coverings will not generally be necessary in the traditional classroom setting, even where social distancing is not possible. There is greater use of controls for minimising risk, including in keeping in small consistent groups, and greater scope for physical distancing by staff within classrooms. Face coverings would have a negative impact on learning and teaching and so their use in the classroom should be avoided.'



Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p><b>3. Additional Staff and Student Welfare Measures (including PPE).</b></p> <p>Apprentices returning to work and learning</p>	<p>The College will provide information on wearing face coverings effectively</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>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>2/11/20</p>
<p><b>3. Additional Staff and Student Welfare Measures (including PPE).</b></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>2/11/20</p>
<p><b>3. Additional Staff and Student Welfare Measures (including PPE)</b></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>2/11/20</p>
<p><b>3. Additional Staff and Student Welfare Measures (including PPE).</b></p> <p>Staff and students mental health and well-being</p>	<p>Absence due to physical or mental health medical conditions will be managed within normal practices</p> <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>Control measure in place</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>2/11/20</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<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><b>3. Additional Staff and Student Welfare Measures (including PPE).</b></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&amp;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>	2/11/20
<p><b>3. Additional Staff and Student Welfare Measures</b></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>	2/11/20
<p><b>4. Managing Symptoms</b></p> <p><b>Managing staff, students and other displaying symptoms of Covid-19 (New persistent cough, high temperature, loss of taste/smell)</b></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>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>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>	2/11/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<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>		
<p><b>4. Managing Symptoms</b></p> <p><b>The College becomes aware/notified that someone in the College has tested positive for COVID-19</b></p> <p><b><u>LOCAL HEALTH PROTECTION TEAM</u></b></p> <p><b>Thames Valley HPT (South East)</b> This team covers:</p> <ul style="list-style-type: none"> <li>• Berkshire</li> <li>• Buckinghamshire</li> <li>• Oxfordshire</li> </ul> <p><b>Contact: Thames Valley HPT (South East)</b></p> <p>Public Health England Chilton</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 Principal or her deputy will notify the ESFA directly</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/916840/Symptomatic_children_action_list_FE_FL_NAL.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/916840/Symptomatic_children_action_list_FE_FL_NAL.pdf</a></p> <p>The Health and Safety Manager will work with the notifying Manager/Director to contact the Local Health Protection Team (LHPT) – Thames Valley Health Protection Team (see contact details) immediately and/or the DfE helpline on 0800 0468697 (see latest guidance)</p> <p>The LHPT will: Contact the College directly if they become aware that someone has tested positive who attends the College</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>2/11/20</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p>Oxon OX11 0RQ</p> <p>Telephone 0344 225 3861 (option 1 to 4 depending on area)</p> <p>Out of hours advice 0844 967 0083</p> <p>Fax: 0345 279 9881</p>	<p>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>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:  <b>Direct close contact</b> – 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><b>Proximity contacts</b> – extended close contact (within 1-2m’s for more than 15mins) with an infected individual</p> <p><b>Travelling in a small vehicle</b> – like a car, with an infected person</p> <p>The Local HPT will provide <b>definitive</b> 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) 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>		

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	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.		
<b>5. Shielded Staff and Students</b>  <b>Shielding as ‘clinically extremely vulnerable’ (advised by clinician letter)<sup>2</sup></b>	From 1 <sup>st</sup> August shielding has been paused  To identify staff and students that fall into these categories, carry out individual discussions and risk assessment in line with government advice	Control measures in place to reduce risk of transmission  Reviewed 13/9/20 – updated Keep individual risk assessments and actions under review as advice changes  Reviewed 15/9/20 – nothing further to update at this review	2/11/20
<b>6. Group Size and Reducing Contact</b>  Numbers of students and staff on College Campuses	Blended Learning to reduce student population in clearly defined curriculum groupings to ensure consistency and limit contact and mix  Students taught in course groups as a main nucleus bubble  Courses within curriculum area will be zoned – physical classroom/workshop zone area, staggered breaks, lunches, outdoor and cross college activities, where appropriate  Student ID holders will be colour coded by zone  Students outside of their allotted campus time will not be permitted on College premises  Foundation learners will attend each week but will be zoned separately to maintain bubble	Control measures in place to reduce risk of transmission  Reviewed 13/8/30 – updated in line with RESTORE phase 1 section 5.1 Reviewed 15/9/20 – student numbers being reviewed daily through enrolment period	2/11/20

<sup>2</sup>**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) Are having treatments for some cancers 3) Have a severe long-term disease including cystic fibrosis and severe asthma 4) have a rare disease and inborn errors of metabolism that increase the risk of infection 5) Are on medication that compromise their immune system and so are much more likely to get infections and become seriously unwell from them 6) Are pregnant with significant heart disease

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	Daily student numbers will be scrutinised post-enrolment to minimise 'hot spot' days of large numbers		
<p><b>6. Group Size and Reducing Contact</b></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>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>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>	2/11/20
<p><b>7. Shared Resources</b></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>	2/11/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p><b>8. Contractors and Visitors</b></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>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 shall, 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>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>2/11/20</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	These will complement rather than replace the Colleges existing practices, policies and safe ways of working		
<b>8. Contractors and Visitors</b>  Managing subcontractors	Risk assessment and control measures prior to delivery in new academic year	Control Measures to be in place to reduce risk of transmission.  Reviewed 13/8/20 – updated Reviewed 14/9/20 ED&P confirmed completion	2/11/20
<b>9. Managing Accidents, Security, Emergencies etc</b>  Accidents, security, emergencies eg: fire evacuations, first aid call outs	Fire wardens will be on-site as usual rota  First aiders will be on-site as usual rota  The Duty Manager rota is in place  An Executive member will be available for each site  Provision of appropriate PPE  Provision of handwashing facilities/hand sanitiser	Control measures in place to reduce risk of transmission  Reviewed 13/8/20 – updated Reviewed 15/9/20 – nothing further to add at this review	2/11/20
<b>9. Managing Accidents, Security, Emergencies etc</b>  Violence/physical contact	All behaviour incidents to be dealt with appropriately  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  Appropriate PPE to be provided to security staff, duty manager and other staff dealing with incident  Students and others not complying with COVID-19 preventative measures will be asked to leave the campus  All students to undertake working COVID-19 learning safely training at induction	Control measure in place to reduce risk of transmission  Reviewed 13/8/20 – updated Reviewed 15/9/20 – nothing further to add at this review	2/11/20



Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p><b>10. Travel</b></p> <p>Travelling to and from College Car Parking Entering/Exiting Building Outside Social Space</p>	<p>Reporting and police attendance to follow usual protocols</p> <p><b>Aylesbury</b> 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</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><b>Amersham</b> 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><b>Wycombe</b> 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>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 13/8/20 – updated Reviewed 15/9/20 – nothing further to add at this review</p>	<p>2/11/20</p>

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

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<ul style="list-style-type: none"> <li>• Avoiding shouting, loud talking, singing</li> <li>• Cleaning regime</li> <li>• COVID-19 instructions for travellers on each minibus</li> <li>• Perspex screening for drivers</li> </ul> Local Authority provided taxi's and transport – refer to Bucks Council risk assessment and control measures		
<b>10. Travel</b>  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	2/11/20
<b>11. Travel</b>  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	November 2020