

Overall COVID19 Risk Assessment

Reference: College Overall Risk Assessment: Reducing the Risk of Transmission of Covid-19 for staff, students, and others in preparation for widening College opening between 9/6/20 and 3/7/20	Prepared by and date	Review Frequency
<p><i>This risk assessment and control measures cover the duration of 16th June to 3rd July 2020 RESTART PHASE 1. 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. The College will widen its opening only when it is satisfied that protective measures to reduce the risk of covid-19 are fully in place to accommodate students, staff and others involved during this time safely. 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. The nursery has remained open throughout the period of restrictions but plans to widen its opening in line with staffing to children ratios. A separate risk assessment and control measures has been completed. This risk assessment is a live document and will be kept under review and updated in line with changes required and or new advice received.</i></p> <p><i>This risk assessment has been expanded and reviewed to cover the duration of 6th July to 18th August 2020 RESTART PHASE 2. This phase continues to respond to government, public health and DfE guidance for continued gradual opening of campuses.</i></p>	<p>Principal – 1/6/20 RESTART Phase 1</p> <p>Reviewed by Principal 1/7/2020 for RESTART PHASE 2</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 out of action unless a medical/physical need. Single occupancy.</p> <p>Main toilets locked off and all single occupancy disabled facilities to be open for use, cleaned thoroughly hourly</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 1/7/20 and control measures in place continue to reduce the risk of transmission. To continue with 2m social distance where possible but can reduce to 1m plus in line with government guidance if required</p>	18/8/20
<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>Control measures in place to reduce the risk of transmission</p> <p>Reviewed 1/7/20 and control measures continue to reduce the risk of transmission</p>	18/8/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>Eligible staff to maintain social distance of 2m's. Floor signage for distance. No access for ineligible staff. 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>1. Physical Space, Movement, Social Distance</p> <p>Classrooms and Workshops</p>	<p>Classrooms and workshops being used in June across all campuses rearranged for 2m social distancing</p> <p>Risk assessments and control measures completed prior to opening on 16/6/20</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>Risk assessment and controls measures to be completed and in place for specific practical assessments prior to opening on 16/6/20</p> <p>1/7/20 – reviewed and control measures in place to reduce the risk of transmission. For 6/7/20 further risk assessments required for Hair, Beauty, Media Make-Up, Personal Fitness Exam spaces and other activities planned for RESTART phase 2, prior to start of activities</p>	18/8/20
<p>1. Physical Space, Movement, Social Distance</p> <p>Staff Rooms, Offices and workstations</p>	<p>Majority of staff who are able to work remotely will continue to do so.</p> <p>Roles critical to facilitating wider opening will only be required for small amount of time. Sessions staggered</p> <p>Agreed layout for staffrooms, for June to ensure social distancing of 2m's can be maintained</p> <p>Cleaning materials available for regular workstation cleaning</p> <p>Hand sanitiser station available</p> <p>Windows and doors to be open</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>To be further reviewed before larger numbers of staff return</p> <p>Business support departments to complete risk assessments and implement control measures prior to returning later</p> <p>1/7/20 – All Business Support Departments: HR, Finance, Estates, Reception, Admissions, MIS and Exams, Marketing, IT to complete Office and Team risk assessments and implement control measures to return in RESTART phase 2.</p>	18/8/20 Prior to individual business teams returning

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	<p>Single occupancy office where possible (whilst quiet); multi-occupancy offices rearranged for minimum occupancy</p> <p>Risk assessments completed and control measures in place for all Business Support Team for RESTART phase 2</p>	<p>To be recorded on separate risk assessments but should include: staggered starts and protective bubble models</p> <p>1/7/20 – to assess risk of teaching staffroom spaces and work stations, with control measures implemented prior to return of increased teaching staff 18/8/20</p>	<p>Prior to new academic year return 18/8/20</p>
<p>1. Physical Space, Movement, Social Distance</p> <p>Refectory</p>	<p>The refectory on all campuses will not open until the new academic year</p> <p>Student sessions avoids lunchtimes</p> <p>Staff, parents, students advised refectory closed and to bring own food and drink including own cups for drinking water stations</p> <p>Arrangements for students receiving FSM continue to be the same</p>	<p>Risk Removed</p> <p>Risk assessment to be completed and control measures implemented prior to opening</p>	<p>August 2020</p>
<p>1. Physical Space, Movement, Social Distance</p> <p>Learning Centres</p>	<p>The Learning Centres will remain closed</p>	<p>Risk Removed</p> <p>Risk assessment to be completed and control measures implemented prior to opening for new academic year</p>	<p>August 2020</p>
<p>1. Physical Space, Movement, Social Distance</p> <p>Sports Hall and Gym (Aylesbury and Wycombe)</p>	<p>The Sports Hall and Gym will remain closed</p>	<p>Risk Removed</p> <p>Risk assessment to be completed and control measures implemented prior to opening</p> <p>1/7/20 – Students required to complete assessments for qualification will not be able to use the indoor gym in line with government industry guidance. To complete risk assessment for any activity that may be able to be carried out outdoors.</p> <p>To continue to review over summer in line with government guidance</p>	<p>21/7/20</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<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 Salons will remain closed</p> <p>Hair and Media Make up Salons to re-open on 6th July with full risk assessment and control measures in place for students required to complete qualification practical assessments</p> <p>Beauty Therapy to be remain closed in line with government guidance</p>	<p>Risk Removed</p> <p>Risk assessment to be completed and control measures implemented prior to opening</p> <p>1/7/20 – Hair and Media Make-up salons at Aylesbury and Amersham can re-open for students who have qualification assessments to complete. Full risk assessment and control measures in place prior to 6th July</p> <p>Beauty salons will remain closed in line with government guidance but will be kept under review</p>	21/7/20
<p>1. Physical Space, Movement, Social Distance</p> <p>Theatre and Performance Spaces</p>	To remain closed	<p>Risk removed</p> <p>Risk assessment to be completed and control measures implemented prior to opening for new academic year</p>	August 2020
<p>1. Physical Space, Movement, Social Distance</p> <p>Kitchens and Restaurant (Aylesbury)</p>	To remain closed	<p>Risk Removed</p> <p>Risk assessment to be completed and control measures implemented prior to opening for new academic year</p>	August 2020
<p>1. Physical Space, Movement, Social Distance</p> <p>Life Skills (Aylesbury) and Future Skills Centres (Wycombe), Bungalow (Amersham)</p>	Bungalow to remain closed	<p>Separate Risk Assessment to be completed for LSC/FSC and control measures implemented prior to wider opening planned for 9/6/20</p> <p>Risk Assessment completed and control measures implemented prior to the Bungalow opening for the new academic year</p>	August 2020
<p>1. Physical Space, Movement, Social Distance</p>	<p>Aylesbury – Amersham - Wycombe</p> <p>Clear markings in place to maintain social distancing of 2m's</p>	Control measures in place to reduce the risk of transmission	18/8/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
Other Common Places (inc student spaces)	Sofas removed from corridors Hand sanitiser available within reasonable distance	Reviewed 1/7/20 – control measures remain in place	
2. Infection Protection and Control 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 Reviewed 1/6/20 to ensure all planned repairs have been completed. All actions completed	No further review required under this RA
2. Infection Protection and Control Reception Areas, Classrooms and Workshops	Hand sanitiser available in all reception areas and within reasonable distance in classrooms and workshops. Cleaning materials provided by cleaning hard surfaces, and shared equipment between use Windows to be open in classrooms and workshops where possible, and doors to be kept open to minimise touching handles	Control measures in place to reduce the risk of transmission Risk assessment and controls measures to be completed and in place for specific practical assessments prior to opening on 16/6/20 1/7/20 – reviewed and control measures in place to reduce the risk of transmission	18/8/20
2. Infection Protection and Control Hygiene and cleanliness	Before Opening: Housekeeping staff to return on May 26th and attend daily to carry out pre-opening cleaning programme across all three campuses Thorough clean of areas: toilets, classrooms and workshops to be used, staffrooms, communal areas, attention to door handles, turnstiles etc	Control measures in place to reduce risk of transmission – Actions completed	No further review required under this RA
2. Infection Protection and Control Keeping the workplace clean	Cleaning materials to be place in classrooms, workshops, staffrooms and offices for use on hard surfaces throughout the day Toilet facilities to be cleaned hourly. Cleaning materials available in toilets Only single occupancy disabled toilets will be in use to maintain social distancing, and maintain cleanliness	Control measures in place to reduce risk of transmission 1/7/20 – reviewed and control measures in place to reduce risk of transmission	18/8/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<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>2. Infection Protection and Control</p> <p>Hygiene: handwashing and sanitisation</p>	<p>Hand sanitiser stations on order (15 per campus) to be place in appropriate places and within reasonable distance</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>1/7/20 – reviewed and control measure remain in place</p>	18/8/20
<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>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>1/7/20 – reviewed and control measures remain in place</p>	18/8/20
<p>2. Infection Protection and Control</p> <p>Changing Room and Showers</p>	<p>Not in use</p>	<p>Risk Removed</p> <p>Risk assessment required and control measures implemented prior to re-opening</p>	<p>August 2020</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<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 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 for risk assessment that may require PPE to reduce risk of transmission of PPE. For example security staff prior to wider opening planned for 9th June 202</p>	<p>Reviewed 1/7/20 next review 18/8/20</p>
<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 1/7/20, next review 18/8/20</p>
<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 1/7/20, next review 18/8/20</p>
<p>3. Additional Staff and Student Welfare Measures (including PPE).</p> <p>Face Coverings¹</p>	<p>Face Covering: there is no requirement for face coverings or masks to be worn on College premises</p> <p>The College will support staff, student choice to wear a face covering (who are able to use as directed).</p>	<p>Control measures in place to reduce risk of transmission</p>	<p>Reviewed 1/7/20, next review 18/8/20</p>

¹ **Face Coverings – Govt Advice May 11th 2020**

Wearing a face covering or face mask in schools or other settings (including colleges) is not recommended. Face covering may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops. This does not apply to schools or other educational settings. Schools, education or childcare settings should therefore not require staff, children or students to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstances by those who may not be able to handle them as directed (eg; children, or those with special education needs or disabilities) as it may inadvertently increase the risk of transmission

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	<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>The College will provide information on wearing face coverings effectively</p>		
<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>Risk assessments for reducing the risk of covid-19 from individual workplaces are required prior to apprentices returning to the workplace</p> <p>Assessor risk assessment and control measures required to be completed prior to visiting apprentices in the workplace</p>	<p>Reviewed 1/7/20, next review 18/8/20</p>
<p>3. Additional Staff and Student Welfare Measures (including PPE).</p> <p>Student Services and Safeguarding</p>	<p>One safeguarding officer will be single occupancy in Student Services area on each campus while students in attendance</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>Risk assessment to be completed for area and control measures implemented prior to full opening on 18/8/20</p>	<p>August 2020</p>
<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 1/7/20 control measures in place.</p>	<p>18/8/20</p>
<p>3. Additional Staff and Student Welfare Measures (including PPE).</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>Safeguarding officer will be available on each campus during the days of opening to provide support for concerned or anxious students.</p>	<p>Control measure in place</p> <p>Reviewed 1/7/20 and control measure in place</p>	<p>18/8/20</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<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>3. Additional Staff and Student Welfare Measures (including PPE).</p> <p>Work Placement and Employer Premises</p>	<p>No students on work placement over summer</p>	<p>Risk Removed</p> <p>Risk assessments for reducing transmission of Covid-19 to be carried out with individual employers, in addition to usual risk assessment and prior to placement of student</p>	<p>Sep 2020</p>
<p>4. Managing Symptoms</p> <p>Managing staff, students and other displaying symptoms of Covis-19</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>Waste disposal and handwashing/or hand sanitiser facilities will be in place</p> <p>Clear instructions will be displayed in the room</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Further actions: to sign up for access to testing facilities</p> <p>To engage with test and track when available – HR have registered College with website as an employer</p>	<p>Reviewed 1/7/20, next review 18/8/20</p>

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	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		
5. Shielded Staff and Students Shielding as 'clinically extremely vulnerable' (advised by clinician letter)²	Provide support to continue remote home working and learning until government advice changes To identify staff and students that fall into these categories, carry out individual discussions and risk assessment	Risk Removed Keep individual risk assessments and actions under review as advice changes Reviewed 1/7/20 – government expected to change from 1/8/20 to review then	1/8/20
5. Shielded Staff and Students Shielding as 'Clinically vulnerable', people with pre-existing conditions at higher risk of severe illness ³	To identify staff and students that fall into this category, carry out individual discussions and risk assessments. Put in place control measures to work and learn safely either through remote homeworking/learning where possible or if it is not possible to carry out role from home or work from home for other reasons to determine if appropriate control measures can be put in place to work safely on-site	Control measures in place to reduce risk of transmission Keep individual risk assessments and control measures under regular review and/or as government advice changes Reviewed 1/7/20 – government expected to change from 1/8/20 to review then	1/8/20 For staff who may not be able to work from home, and

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) 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 Staff and students in these categories are advised to rigorously follow shielding measures and not expected to attend College but be supported to work and learn remotely

³ Government Advised Classification of Clinically Vulnerable:

1) Over 70 or older (regardless of any medical condition) 2) Under 70 with an underlying health condition listed below (that is anyone that is instructed to get a flu jab each year on medical grounds)- Chronic (long term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease(COPD), emphysema or bronchitis - Chronic heart disease Disease, such as heart failure - Chronic Kidney - Chronic Liver Disease, such as hepatitis - Chronic neurological conditions such as Parkinson's Disease, Motor Neuron Disease - Diabetes - A weakened immune system as the result of certain conditions, treatments like chemotherapy or medicines such as steroid tablets - Being seriously overweight (BMI of 40 or above) - Pregnant women Individuals with the above conditions are now advised to take extra care in observing social distancing and should work from home where possible, for example teachers and support staff continuing to work remotely with students and students able to learn remotely. If clinically vulnerable individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 m's away from others where possible, although an individual may choose to take a role that does not allow for this distance if they prefer to do so. In this case the employer should carefully assess and discuss with individual whether this involves an acceptable level of risk

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	All individual risk assessment and control measures must be in place prior to an individual in this category returning to work or study		looking to return to work
<p>5. Shielded Staff and Students</p> <p>Staff and students living with a shielded clinically extremely vulnerable person</p>	<p>If a child, student or member of staff lives in a household with someone who is clinically extremely vulnerable, it is advised, they only attend College if stringent social distancing can be adhered to. If this cannot be adhered to, we do not expect these individual to attend. They should be supported to work or learn from home</p> <p>To identify students and staff who fall into this category, carry out individual discussions and risk assessment to determine if with appropriate control measures they can work or learn within stringent social distancing. Where this is not possible supported to work/learn from home</p> <p>All individual risk assessment and control measures must be in place prior to an individual in this category returning to face to face work or study</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Keep individual risk assessments and control measures under regular review and/or as government advice changes</p> <p>Reviewed 1/7/20 – government expected to change from 1/8/20 to review then</p>	1/8/20
<p>5. Shielded Staff and Students</p> <p>Staff and students living with a shielded clinically vulnerable person</p> <p>If a child, student, or member of staff lives with someone is clinically vulnerable, including those who are pregnant they can attend College</p>	<p>To identify staff and students that fall into this category carry out individual discussions and risk assessment to determine if there are additional control measures that will need to be in place prior to returning to work</p> <p>Provide advice and guidance on protective measures to reduce the risk of transmission</p> <p>All individual risk assessment and control measures must be in place prior to an individual in this category returning to face to face work or study</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Keep individual risk assessments and control measures under regular review and/or as government advice changes</p>	1/8/20
<p>6. Group Size and Reducing Contact</p> <p>Numbers of students and staff on College Campuses</p>	<p>The overall plan for student and staff identifies the maximum number of students and staff expected for each session and each day</p> <p>Staggered sessions and days over the period ensure numbers are controlled to maintain social distancing and safe use of facilities</p> <p>The number of staff and students in attendance will determine the number of first aiders and fire wardens required</p>	<p>Control measures in place to reduce risk of transmission</p> <p>1/7/20 – RESTART phase 2 will see gradual numbers increasing on campuses but will continue to follow social distance and infection control safe practices</p>	18/8/20
<p>6. Group Size and Reducing Contact</p>	<p>For the duration of this risk assessment class sizes will be no more than 6 students to 1 teacher</p>	<p>Control measures in place to reduce risk of transmission</p>	18/8/20

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<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>Teachers allocated one group only and will only mix with that group</p> <p>Students will be offered one 2-hour classroom-based face to face session by invitation stating time, day and rules for attending. Parents will receive a copy of invitation</p> <p>Attendance is not compulsory</p> <p>Students will only be permitted onto College campuses for the duration of their session and only in the classroom they have been allocated. They will not be permitted to use communal areas or mix with other groups</p> <p>Reception will be provided with a list of expected attendees</p> <p>No other students will be permitted onto College campuses</p> <p>Sessions staggered to avoid congregation of students with 2 sessions in the morning and 2 sessions in the afternoon</p> <p>College campuses to open Tuesday-Thursday 9-00am-5.00pm</p> <p>Sessions staggered over a 3-week period from 16th June to 3rd July</p> <p>Learning support only allocated if there is an identified need for an individual student and will only work with student for 2-hour session</p> <p>Teachers only required on-site to facilitate their one allocated session and will then return to supporting learning remotely until end of term.</p>	<p>1/7/20 – From 6th July RESTART phase 2 it may be possible for teaching/assessment staff to have up to 10 students in a group if able to safely accommodate this number.</p> <p>It may also be possible for teaching/assessment staff to increase protective bubble number of groups up to 3 subject to risk assessment and control measure applied</p> <p>From 6th July Aylesbury campus will open 4 days per week. Amersham and Wycombe will continue to open 3 days per week.</p> <p>All other actions apply</p>	
<p>6. Group Size and Reducing Contact</p> <p>Workshops</p> <p>Ensure that students and staff, where possible only mix in a small, consistent</p>	<p>Allocation of 8-10 students per teacher/assessor (workshops are larger and social distancing of 2m's able to be maintained)</p> <p>1 teacher or assessor will be allocated to one group of students carrying out practical assessments</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Practical assessment risk assessment to be completed and control measures in place by Faculty Director prior to workshop opening</p>	18/8/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
<p>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>Students only permitted onto College campuses for the duration of their session and only in the workshop they have been allocated. They will not be permitted to use communal areas or mix with other groups</p> <p>Sessions and days have been staggered but are slightly longer, ie 1 session in morning, 1 session in afternoon to accommodate practical assessments</p> <p>Students may attend more than 1 session but will only be permitted to attend 1 session on 1 day</p> <p>Reception will be provided a list of expected attendees No other students will be permitted onto College premises</p> <p>Learning support only required on-site if there is an identified need for an individual student and will only be required to work with that student for the sessions that student is attending</p> <p>Teachers will only be required on-site to facilitate their allocated group practical assessments</p> <p>Practical assessments will not be carried out in hair, beauty, media make-up, gym in line with advice to these industries to remain closed</p>	<p>planned for 16/6/20 – actions completed and implemented</p> <p>1/7/20 – risk assessments completed for Hair and Media Make-up to re-open for outstanding student practical assessments from 6th July to 18th August in line with government advice</p> <p>Beauty Therapy will remain closed and kept under review in line with government industry guidance</p> <p>Personal fitness indoor gym will remain closed and under review in line with government industry guidance. If possible to carry out assessments outdoors, risk assessment and control measures will be completed</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>1/7/20 reviewed and control measures in place</p>	18/8/20
<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>Control measures in place to reduce risk of transmission</p>	18/8/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<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>	1/7/20 –reviewed and control measures in place	
<p>8. Contractors and Visitors</p> <p>Managing subcontractors</p>	<p>Identification of subcontractors planning to offer face to face sessions to 16-18-year olds</p> <p>Require risk assessment and control measures prior to agreement to open</p>	<p>Control Measures in place</p> <p>1/7/20 – reviewed and control measures in place</p>	18/8/20
<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 determined by numbers and areas used</p> <p>First aiders will be on-site determined by numbers in building</p> <p>An identified Duty Manager will be on each site whilst open</p> <p>An Executive member will be on each site whilst open</p> <p>Provision of appropriate PPE</p> <p>Provision of handwashing facilities/hand sanitiser</p>	<p>Changes to protocols for:</p> <p>Managing a fire evacuation where social distancing cannot be maintained required</p> <p>Managing a first aid incident where social distancing cannot be maintained or risk of transmission of covid-19 (for example resuscitation)</p> <p>Duty Manager incidents where social distance cannot be maintained or risk of transmission of covid-19</p>	Reviewed 1/7/20, next review 18/8/20
<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>	Control measure in place	Reviewed 1/7/20, next review 18/8/20

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>Students and others not complying with preventative measures will be asked to leave the campus</p> <p>Reporting and police attendance to follow usual protocols</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</p> <p>One person in revolving door and going through turnstile at a time</p> <p>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</p> <p>Disability entrance will be used with give way system</p> <p>One person at visitors entrance only</p> <p>Staggered student sessions introduced and numbers kept low</p> <p>Amersham</p> <p>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>Staggered student sessions and numbers kept low</p>	<p>Control measures in place to reduce the risk of transmission</p> <p>1/7/20 – reviewed control measures remain in place</p>	<p>18/8/20</p>

Risk	Required Actions to Control Risk	Risk Controlled?	Review
	<p>Wycombe No change to car parking arrangements</p> <p>Entrance and Exit actions in place and clearly marked</p> <p>Staggered student sessions and numbers kept low</p> <p>Outside social space on all campuses out of use</p> <p>Smoking areas out of use to students</p>		
<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</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>1/7/20 – reviewed and control measures remain in place</p>	18/8/20
<p>10. Travel</p> <p>Work Related Travel Travel between campuses External business travel Use of public transport</p>	<p>Only essential and emergency travel permitted between campuses</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>June sessions have been staggered to avoid busy times at beginning and end of day. Continuing from July 6th to August 18th</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>1/7/20 reviewed – control measures remain in place for RESTART phase 2</p>	18/8/20
<p>10. Travel</p> <p>Student Travel</p>	<p>Students encouraged to walk, cycle or attend by car where possible</p> <p>Staggered starts to student sessions outside of peak travel</p>	<p>Control measures in place to reduce the risk of transmission</p>	1/8/20

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	<p>Refer parents and students to government advice on travel including use of face coverings</p> <p>College minibuses or student transport will not be operating</p> <p>Students should only attend if they are able to travel safely</p>	1/7/20 reviewed to continue into RESTART phase 2	
<p>10. Travel</p> <p>Vehicles</p>	<p>Handling goods, merchandise, and other materials, and on-site vehicles</p> <p>Single person usage of on-site vehicles</p> <p>Hard surfaces of on-site vehicles (eg; steering wheel) to be cleaned before and after use</p>	<p>For on-site vehicles control measures in place to reduce risk of transmission</p> <p>Risk assessment required and control measures in place for handling goods, merchandise, and other materials which stipulate the use of PPE</p>	<p>Reviewed 1/7/20, next review 18/8/20</p>