

## **Risk Assessment Template\* – FE Colleges and Providers Reopening to All Students During the Coronavirus (COVID-19) Pandemic**

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| FE College/Provider Name: |  |
| Site Details: |  |
| Risk Assessor’s Name: |  |
| Risk Assessment Date: |  |

**\*Please note that this is a model risk assessment and the list of hazards and control measures in this template are not exhaustive and are for guidance only, and should be used as a base for your own risk assessment.**

***This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of all staff and students from September 2020 in line with the government guidance.***

**Assessment**

| **Description of Hazard** | **Who could be harmed and how?** | **Existing Control Measures** | **Additional Action Required? (Yes / No)** | **Action Ref. No.** |
| --- | --- | --- | --- | --- |
| **Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).** | *Clinically vulnerable and clinically extremely vulnerable staff.*  *Severe illness or death as a result of contracting COVID-19 whilst at work.* | *Considerations*  *You’ll need to take steps to identify those staff that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are* [*clinically vulnerable*](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing) *or* [*clinically extremely vulnerable*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)*.*  *The latest guidance document* [*What FE Colleges and Providers will need to do from the start of the 2020 autumn term*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#public-health-advice-to-minimise-coronavirus-covid-19-risks) *states that:*  *“Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend work. It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most staff, but where a role may be conducive to home working, for example, some administrative roles, leaders should consider what is feasible and appropriate.*  *Where FE Colleges and Providers apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.*  *Advice for those who are*[*clinically-vulnerable, including pregnant women*](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people)*, is available.*  *Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the*[*guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.*](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people)  *Leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles where it is possible to maintain social distancing.*  *People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.*  *As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for*[*clinically-vulnerable people*](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people)*.*  *Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the*[*COVID-19: review of disparities in risks and outcomes report*](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes)*. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend the organisation’s discuss their concerns and explain the measures their location is putting in place to reduce risks. Leaders should try as far as practically possible to accommodate additional measures where appropriate.*  *People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.”*  *Potential control measures may include:*   * *Review personnel records or issue questionnaires to identify any staff that may be classed as clinically vulnerable or clinically extremely vulnerable (N.B. You may wish to use our* [*Returning to Work Questionnaire*](https://hettleandrews.co.uk/wp-content/uploads/2020/07/COVID-19-Returning-to-Work-Questionnaire-v2.docx)*, which can be adapted to suit the needs of the organisation).* * *For staff identified as clinically vulnerable or clinically extremely vulnerable, Line Managers to seek alternative working arrangements to enable them to work from home wherever possible. If this is not possible, then an individual risk assessment will be carried out and recorded to agree on a suitable role (i.e. whereby social distancing can be maintained), and suitable control measures to reduce the risk so far as is reasonably practicable N.B. It is recommended that risk assessments are signed and dated by both the assessor and person being assessed, and are regularly reviewed and updated in line with any changes.* * *For any staff with particular characteristics who may be at comparatively increased risk from coronavirus (COVID-19), as set out in the*[*COVID-19: review of disparities in risks and outcomes report*](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes) *and who have concerns about working on site, the College/Provider will discuss their concerns, explain the measures that are in place to reduce risks, and accommodate additional measures where reasonably practicable.* |  |  |
| **Students with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).** | *Clinically vulnerable and clinically extremely vulnerable students.*  *Severe illness or death as a result of contracting COVID-19 whilst at College/Provider.* | *Considerations*  *You’ll need to take steps to identify those students that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are* [*clinically vulnerable*](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing) *or* [*clinically extremely vulnerable*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version)*.*  *The latest guidance document* [*What FE Colleges and Providers will need to do from the start of the 2020 autumn term*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#public-health-advice-to-minimise-coronavirus-covid-19-risks) *states that:*  *“We now know much more about coronavirus (COVID-19) and so in future there will be far fewer young people and adults advised to shield whenever community transmission rates are high. Therefore, the majority of learners will be able to return. You should note, however, that:*   * *a small number of learners will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).* * *shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that the small number of pupils who will remain on the shielded patient list can also return their setting, as can those who have family members who are shielding - read current*[*advice on shielding*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) * *if rates of the disease rise in local areas, learners (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below)* * *some learners no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning in September (usually at their next planned clinical appointment) - read advice from the*[*Royal College of Paediatrics and Child Health*](https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people) * *where learners are not able to attend settings because of public health advice, we expect providers to offer them access to remote education.”*   *Potential control measures may include:*   * *Review student health records or issue questionnaires to identify any students that may be classed as clinically vulnerable or clinically extremely vulnerable.* * *For students identified as clinically vulnerable or clinically extremely vulnerable, students (or where the student is under the age of 18, parents/carers) to provide details of any medical advice and an individual risk assessment to be carried out and recorded prior to their return to agree on suitable control measures to reduce the risk to an acceptable level. N.B. It is recommended that risk assessments are signed and dated by both the assessor and student (or where the student is under the age of 18, parents/carers), and are regularly reviewed and updated in line with any changes.* * *Ensure that contingency plans are in place to enable immediate access to remote education for students where necessary (i.e. for those students who may need to self-isolate).* |  |  |
| **Lack of staff available to operate safe staff:student ratios and/or operate site.**  **Staff may not be able to work on site as a result of:**   * **Either themselves or a member of their household developing symptoms of COVID-19;** * **Being notified to self-isolate by NHS Test & Trace; and/or** * **Having an underlying health condition that results in them being clinically extremely vulnerable.** | *All.*  *Various potential injuries as a result of lack of supervision, and/or lack of site staff.* | *Considerations*  *You’ll need to think about key staff required for the day-to-day operation of your site, for example:*   * *Senior management;* * *Estates/facilities/maintenance staff to complete opening and closing of the site, routine monitoring (such as weekly fire alarm checks, temperature checks and flushing for prevention of legionella etc.), and deal with any urgent maintenance issues;* * *Catering staff to provide food for staff and students;* * *Cleaning/housekeeping staff to maintain high levels of cleanliness;* * *Residential staff to supervise residential students (where applicable);* * *First aid and medical staff (please refer to the section of this risk assessment entitled ‘lack of adequate trained first aid/medical/administration of medication personnel’ for further information);* * *Staff trained to assist in emergency evacuations (please refer to the section of this risk assessment entitled ‘lack of adequate trained fire personnel’ for further information); and* * *Teaching staff to teach and supervise students.*   *Then for each of these key groups you’ll need to try and identify the minimum service requirements to keep the site functioning safely and make contingency plans where possible should staffing levels fall below what is required (e.g. staff and students could be asked to bring in a packed lunch should the catering staff levels fall below minimum requirements, estates/facilities/maintenance staff could train others in opening and closing procedures in case they are not able to attend site etc.).*  *It would also be useful to identify the key staffing scenarios that may trigger closure or partial closure of the site (N.B. this may already be covered in your general business continuity plans).*  *You may wish to consider keeping key staff such as cleaners, estates/facilities/maintenance etc. in small ‘bubbles’ to reduce the risk of whole teams needing to self-isolate should one staff member develop symptoms.*  *Potential control measures may include:*   * *Complete review of key staff and agree on minimum service requirements.* * *Develop contingency plans where appropriate.* * *Identify key staffing scenarios that may trigger closure or partial closure of the site and take steps to mitigate these where possible.* * *Consider keeping key staff such as cleaners, estates/facilities/maintenance etc. in small ‘bubbles’ to reduce the risk of whole teams needing to self-isolate should one staff member develop symptoms.* |  |  |
| **Suspected/confirmed case of COVID-19 on site.**  **Staff, students, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.** | *All.*  *Potential spread of COVID-19 to other staff, students and others on site.* | *Considerations*  *If a member of staff, visitor or contractor becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site they must be sent home (avoiding public transport) and advised to follow the* [*stay at home guidance*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999. They must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.*  *If a student becomes unwell with a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site, they must be sent home (avoiding public transport), under the care of their parent/carer where appropriate, and advised to follow the* [*stay at home guidance*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999. They must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic learner first had symptoms.*  *Tests can be booked online through the* [*NHS testing and tracing for coronavirus*](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/) *website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.*  *FE Colleges/Providers should ask students (or their /parents/carers where appropriate) and staff to inform them immediately of the results of a test:*   * *if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.* * *if someone tests positive, they should follow the* [*‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) *and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to their Colege/Provider site only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.*   *FE Colleges/Providers must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19) and they should contact the* [*local health protection team*](https://www.gov.uk/health-protection-team)*. The local health protection team will also contact the College/Provider directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the site – as identified by NHS Test and Trace.*  *If a member of staff is diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent using the* [*case of disease report form*](https://notifications.hse.gov.uk/riddorforms/Disease)*. Further information is available from the* [*Health & Safety Executive (HSE).*](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm)  *If a member of staff dies as a result of COVID-19 and there is reasonable evidence that a work-related exposure caused the worker’s death then this must be reported to the HSE under RIDDOR 2013 as a death due to exposure to a biological agent using the* [*case of disease report form*](https://notifications.hse.gov.uk/riddorforms/Disease)*. Workplace fatalities must be reported to the HSE by the quickest practicable means without delay, and a report of that fatality must be sent within 10 days of the incident. Further information is available from the* [*Health & Safety Executive (HSE).*](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm)  *If an accident or incident at work (e.g. college) has, or could have, led to the release or escape of coronavirus (SARS-CoV-2), this must be reported to the enforcing authority under RIDDOR 2013 as a* [*dangerous occurrence*](https://notifications.hse.gov.uk/riddorforms/DangerousOccurrence)*. Further information is available from the* [*HSE.*](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm)  *If a member of staff, student, visitor, or contractor displaying symptoms is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. FE Colleges/Providers should be mindful of individual students needs. A window should be opened for ventilation if feasible. If it is not possible to isolate them, move them to an area which is at least 2m away from other people. Suitable Personal Protective Equipment (PPE) should be worn by staff caring for the individual whilst they await collection if a distance of 2m cannot be maintained (such as a young person with complex needs). Information on the PPE required is provided in* [*Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE).*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) *If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. If they need clinical advice, they (or their teacher, parent or carer) should go online to NHS 111 (or call 111 if they don’t have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk.*  *Consider that parents/carers/family members attending site to collect a student/member of staff/contractor displaying symptoms may also have the virus themselves, and so should not be permitted to access any other areas of the*  *premises.*  *Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.*  *Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned in line with the guidance at* [*COVID-19: cleaning of non-healthcare settings guidance*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) *after they have left to reduce the risk of passing the infection on to other people.*  *Staff, contractors and students should be made aware that they must inform a member of staff prior to leaving the site (i.e. they should not just leave the site without informing that organisation that they have developed symptoms of COVID-19).*  *Potential control measures may include:*   * *Regularly brief staff and students on the symptoms of COVID-19.* * *Display posters informing of symptoms in prominent locations.* * *Inform students, parents/carers, visitors, such as suppliers, and contractors not to visit the site if they (or any members of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the* [*stay at home guidance*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*.* * *Develop a written procedure outlining the steps to be followed should a member of staff, student, visitor or contractor display symptoms whilst on site (including procedures for isolation, provision of first aid treatment/assistance, arranging a test, and internal recording, tracking and tracing) and ensure that this is communicated to all staff.* * *Develop a written procedure outlining the steps to be taken upon becoming aware that someone who has attended the site has tested positive for COVID-19* * *Consider means of communication to staff, students and parents/carers following a confirmed case at the site, and agree on who will be responsible for coordinating this.* * *Ensure that staff, students, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the government guidance and/or the FE College’s/Provider’s own procedures.* * *For suspected cases,* [*https://111.nhs.uk/covid-19*](https://111.nhs.uk/covid-19) *to be used for identifying symptoms.* * *Identify suitable isolation rooms/areas for any suspected cases and ensure that suitable signage is in place.* * *Review movements of suspected cases and ensure that suitable cleaning is undertaken in line with the guidance in* [*COVID-19: cleaning in non-healthcare settings.*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) * *Ensure that cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013 (as outlined by the HSE* [*here*](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm)*).* * *Ensure that records of students and staff in each group, and any close contact that takes place between students and staff in different groups, are kept to assist the health protection team in determining close contacts (N.B. FE Colleges/Providers do not need to ask students to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome).* * *Local health protection team are required to be contacted immediately by the FE College/Provider upon becoming aware that someone who has attended has tested positive for COVID-19 and any advisory actions to be taken.* |  |  |
| **Suspected/confirmed case of COVID-19 on site – residential staff/student.**  **A residential member of staff or student may display symptoms of COVID-19 whilst on site.** | *All.*  *Potential spread of COVID-19 to other staff, students and others on site.* | *Considerations*  *The latest guidance document* [*What FE Colleges and Providers will need to do from the start of the 2020 autumn term*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#public-health-advice-to-minimise-coronavirus-covid-19-risks) *states that:*  *“In the event of cases of coronavirus (COVID-19) in a residential setting, you should also seek input from your local health protection team.*  *In the case of any localised outbreaks, we expect you to keep your residential provision open where necessary. Decisions will be made on a case by case basis.*  *You will need to remain open to those who:*   * *have particular needs that cannot be accommodated safely at home* * *do not have suitable alternative accommodation.”*   ***Students under the age of 18***  *The* [*Coronavirus (COVID-19): guidance on isolation for residential educational settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings#residential-special) *guidance states that for students under the age of 18 in mainstream FE Colleges:*  *“If a pupil or student in a boarding school or FE residential college shows symptoms of coronavirus, the setting should ensure that pupils and students self-isolate and are looked after by residential staff*  *Where this is not possible, and non-residential staff need to leave and enter the residential facility, the organisation or the manager of the accommodation should operate a staff rota that minimises the risk of transmission by keeping the same staff together with the same students as far as that is possible.*  *Settings will need to ensure that the arrangements for oversight of students and students in isolation protects the safety and welfare of all children and staff.*  *You will need to put in place arrangements to bring meals and other essential commodities to the areas where self-isolation is occurring.”*  ***Students aged 18 or over***  *The* [*Coronavirus (COVID-19): guidance on isolation for residential educational settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings#residential-special) *guidance states that for those pupils or students in halls of residence and houses in multiple occupation:*  *“Students living in halls of residence or houses in multiple occupation (HMOs) who develop symptoms of Coronavirus should self-isolate in their current accommodation.*  *If a resident of an HMO has Coronavirus symptoms, all residents must isolate for 14 days, follow the* [*COVID-19: Guidance for households with possible coronavirus infection guidance*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*.”*  ***Households***  *The* [*Coronavirus (COVID-19): guidance on isolation for residential educational settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings#residential-special) *guidance states that:*  *“Residential FE colleges are usually considered as ‘households’ for the purposes of*[*the household self-isolation policy.*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)  *However, it may be that only parts of the whole setting should be considered to be a household. For example, if residential provision is spread across several separate buildings, it would be reasonable to treat these as different households.*  *Your approach to deciding what constitutes a household and who should self-isolate because they are part of this household will depend on the physical layout of the residential educational setting, considering who shares a kitchen/bathroom, dormitories, and staffing arrangements. You can seek*[*advice from PHE’s local health protection teams if needed.*](https://www.gov.uk/health-protection-team)*”*  *The government has produced the following guidance documents:*   * [*Coronavirus (COVID-19): guidance on isolation for residential educational settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings)*; and* * [*Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)   *You’ll need to review these and consider how they apply to your setting and residential staff arrangements.*  *Potential control measures may include:*   * *Regularly brief residential staff and students on the symptoms of COVID-19.* * *Display posters informing of symptoms in prominent locations within the residential accommodation.* * *Review your accommodation to determine what would be considered ‘households’ for the purposes of the self-isolation policy. (N.B. this will depend on the physical layout of the residential educational setting, considering who shares a kitchen/bathroom, dormitories, and staffing arrangements. You can seek advice from* [*PHE’s local health protection teams if needed.*](https://www.gov.uk/health-protection-team) * *Develop a written procedure outlining the steps to be followed should a residential member of staff or student display symptoms whilst on site in line with the government guidance documents* [*Coronavirus (COVID-19): guidance on isolation for residential educational settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings) *and* [*Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)*.* * *Ensure that residential members of staff and students are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the guidance and/or your procedures.* * *For suspected cases, use* [*https://111.nhs.uk/covid-19*](https://111.nhs.uk/covid-19) *for identifying symptoms and arrange a test immediately.* * *Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the government guidance.* * *Consistent staff rotas should be used where possible and staff should follow good infection prevention control.* * *Public Health advice to be followed in relation to any confirmed cases.* |  |  |
| **Failure to implement suitable social distancing – General.** | *All.*  *Potential spread of COVID-19 between staff, students and others on site.* | *Considerations*  *The latest guidance document* [*What FE Colleges and Providers will need to do from the start of the 2020 autumn term*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#public-health-advice-to-minimise-coronavirus-covid-19-risks) *states that:*  *“Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and you must consider how to implement this. You must do everything possible to minimise contacts and mixing while delivering a full programme of study.*  *The overarching principle to apply is reducing the number of contacts between students and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining social distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the age groups of students, the layout of the building, and the feasibility of keeping distinct groups separate while offering a broad curriculum.”*  *Further advice on:*   * *How to form groups* * *Measures within rooms and workshops* * *Measures elsewhere* * *Measures for arriving at and leaving settings; and* * *Other considerations*   *Is provided in section 5 of the* [*guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#public-health-advice-to-minimise-coronavirus-covid-19-risks)*, and you’ll need to review this and decide how best to apply the measures for your site whilst still offering a broad curriculum. Get staff involved in the process where possible, as they can provide valuable ideas and feedback and it will assist in driving accountability. You may wish to mark up your agreed measures on room plans that can be distributed to staff and where relevant, students and parents/carers.*  *Potential control measures may include:*   * *Review the guidance to agree on grouping or ‘bubbles’ of students and staff in order to reduce the risk of transmission by limiting the number of students and staff in contact with each other to only those within the group.* * *Groups to be kept as small as possible (i.e. class-sized groups where this will still allow the delivery of a full programme of study).* * *Groups to be kept apart from each other during the course of the day.* * *Avoid large gatherings such as meetings with more than one group.* * *Interaction, sharing of rooms and social spaces between groups to be limited as much as possible.* * *Stagger start/finish/lunch/break times to avoid creating busy corridors/entrances/exits.* * *Minimise the movement of staff between groups where possible. Where this is not possible, staff to maintain distance from their students (ideally 2m), staying at the front of the class where they are able to do so (N.B. you may wish to use floor markings to support this).* * *Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone where possible.* * *Staff to encourage students to keep their distance within their group and not touch staff and their peers where possible.* |  |  |
| **Failure to implement suitable social distancing measures – classrooms and other teaching spaces** | *All*  *Potential spread of COVID-19 between staff, students and others on site.* | *Considerations*  *The section on ‘measures within rooms and workshops’ in the latest guidance document* [*What FE Colleges and Providers will need to do from the start of the 2020 autumn term*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#public-health-advice-to-minimise-coronavirus-covid-19-risks) *states that:*  *“Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lower the risk of transmission. It is strong public health advice that staff maintain distance from their learners, stay at the front of the room, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. However, it will not be possible when working with many learners who have complex needs or who need close contact care. These learners’ educational and care support should be provided as normal.*  *Learners should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for learners with complex needs and it’s not feasible in some sites where space does not allow. Doing this where you can, and even doing this some of the time, will help.*  *When staff or learners cannot maintain distancing, the risk can also be reduced by keeping learners in the smaller, class-sized groups described above.*  *Make small adaptations to rooms or workshops to support distancing where possible. That might include moving unnecessary furniture out of rooms to make more space, considering desk layout, and seating learners side by side and facing forwards, rather than face to face or side on. More information for particular types of vocational areas can be found in the*[*working safely during coronavirus (COVID-19)*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)*guidance.”*  *You’ll need to review this guidance and decide how best to apply it for your classrooms and teaching spaces.*  *Potential control measures may include:*   * *Desks/workstations to be spaced as far apart as possible- ideally 2m as a minimum (N.B. you may wish to remove unnecessary furniture from classrooms to create space, place markings on desks/workstations to indicate those that can/can’t be used, remove chairs from desks that are not to be used etc. You may wish to mark up your agreed measures on room plans).* * *Staff to maintain distance from their students (ideally 2m), staying at the front of the class where they are able to do so (N.B. you may wish to use floor markings to support this).* * *Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone where possible.* * *Rearrange desks/workstations to ensure that students are seated side-by-side and facing forwards as opposed to face-to-face or side-on.* * *Where staff or students cannot maintain social distancing, students to be kept in smaller class-sized groups where possible.* * *Ensure that staff, students, and parents/carers are briefed on the new social distancing procedures.* * *Reduce the number of persons within classroom and workshops to as low a number as possible.* * *Staff to encourage students to keep their distance within their group and not touch staff and their peers where possible.* |  |  |
| **Failure to implement suitable social distancing measures – common areas such as access paths, corridors, lifts, social spaces, external areas, toilets etc.** | *All*  *Potential spread of COVID-19 between staff, students and others on site.* | *Considerations*  *You will need to review the section on ‘measures elsewhere’ in the latest* [*guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#public-health-advice-to-minimise-coronavirus-covid-19-risks) *and decide how the social distancing principles can best be applied for your common areas such as access paths, corridors, lifts, social spaces, external areas, toilets etc.. While passing briefly in a corridor or playground is considered low risk, FE Colleges/Providers should avoid creating busy corridors, entrances and exits. Get staff involved in the process where possible, as they can provide valuable ideas and feedback and it will assist in driving accountability. You may wish to mark up your agreed measures on building/site plans that can be distributed to staff and where relevant, students and parents/carers.*  *In terms of toilets, different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and students must be encouraged to clean their hands thoroughly after using the toilet.*  *Potential control measures may include:*   * *Consider measures to keep groups apart whilst in common areas such as implementing one-way systems with signage for external access paths, corridors and staircases, use of floor markings in halls and external areas such as smoking shelters, limiting the number of persons that can access the toilets at any one time, taping off toilets/sinks to aid social distancing measures etc.* * *Use the timetable and selection of classroom or other learning environment to reduce movement around the site.* *Brief transitory contact, such as passing in a corridor, is advised by the government as low risk.* * *Stagger start/finish/lunch/break times so that all staff and students are not moving around the site at the same time.* * *Staff and students to access rooms directly from the outside where possible and safe to do so (consider safety of external routes).* * *Reduce the maximum occupancy for lifts, provide hand sanitiser for the operation of lifts, and encourage use of stairs wherever possible.* * *Outside space to be used for breaks and exercise where possible.* |  |  |
| **Failure to implement adequate social distancing and hygiene measures at lunchtime (and other mealtimes).** | *All*  *Potential spread of COVID-19 between staff, students and others on site.* | *Considerations*  *You’ll need to review the latest* [*guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term) *and ensure that suitable social distancing and hygiene measures are in place for lunchtime and other mealtimes.*  *Potential control measures may include:*   * *Stagger lunches and other mealtimes so that all staff and students are not moving around the site and using the dining areas at the same time.* * *Groups to be kept apart as much as possible and surfaces in the dining areas should be cleaned between each group.* * *Reconfigure seating and tables to support social distancing in dining areas.* * *Consider using signage/floor markings to assist staff and students to maintain social distancing in areas where queues are likely to form.* * *Consider ‘grab and go’ meals (as opposed to self-service) and provide sachets of condiments (as opposed to large bottles) to reduce multi-touch points.* * *Staff and students to be directed to wash their hands thoroughly before and after eating.* |  |  |
| **Failure to implement suitable social distancing measures – arrival and departure of staff and students** | *All*  *Potential spread of COVID-19 between staff, students and others on site.* | *Considerations*  *The latest* [*guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#residential-providers) *states that FE Colleges/Providers should:*  *“Consider how learners will get to and from their education setting and limit use of public transport where possible.*  *Encourage walking, cycling and other forms of active exercise where appropriate.*  *Consider whether staggered start and finish times will limit contact between learners and the wider public.*  *Transport providers will determine what appropriate protective measures can be put in place on transport and learners must comply with any requirements set.*  *You should remind learners and staff that it is the law that they must wear a face covering when travelling in England on a public bus, coach, train, tram, or other forms of public transport, as per the*[*safer travel guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)*.*  *You should also have a process for removing face coverings when learners and staff who use them arrive at your setting, and communicate it clearly to them. This process should enable them to wash their hands immediately on arrival and dispose of temporary face coverings in a bin or place reusable face coverings in a plastic bag. See the guidance on*[*safe working in education, childcare and children’s social care*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)*for more advice.”*  *Potential control measures may include:*   * *Consider introducing more entry points to the site/buildings where possible to reduce congestion.* * *Review the use of any touch-based security devices (such as keypads) to consider suitable hygiene measures.* * *Stagger staff arrival and departure times to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.* * *Provide handwashing facilities, or alcohol hand rub/sanitiser where not possible, at entry/exit points.* * *Staff to ensure that they wash their hands thoroughly upon arrival to the site.* * *Staff to direct students to wash their hands thoroughly upon arrival to the site (N.B. those with complex needs may require supervision/assistance).* * *Stagger student start and finish times to keep groups apart as they arrive and leave the site.* * *Develop a protocol for removing face coverings when students and staff who use them arrive at site and communicate it clearly to them.* * *Consider using signage/floor markings to assist students to maintain social distancing in areas where queues are likely to form.* * *Consider using signage/floor markings and introducing one-way flow at entry and exit points.* * *Ensure that clear procedures for arrival and departure covering all of the above are communicated to staff, students, and where relevant parents/carers.* |  |  |
| **Failure to implement suitable social distancing measures – residential accommodation** | *All*  *Potential spread of COVID-19 between staff, students and others on site.* | *Considerations*  *You will need to review the latest* [*guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#residential-providers) *and decide how the social distancing principles can best be applied for your residential accommodation. Get staff involved in the process where possible, as they can provide valuable ideas and feedback and it will assist in driving accountability. You may wish to mark up your agreed measures on site/building plans that can be distributed to staff, students and where relevant, parents/carers.*  *The guidance document* [*Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) *states that:*  *“Residential settings in which no one is showing symptoms should operate like any other domestic household.”*  *Potential control measures may include:*   * *Consider the size, layout of residential accommodation, and social distancing measures required to determine the maximum number of students and residential staff that can be safely accommodated in residences.* * *Consider how ‘households’ will be identified for the purposes of the* [*household self-isolation policy*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) *following a confirmed/suspected case (please refer to the ‘suspected/confirmed case of COVID-19 on site – residential staff/student’ section of this template risk assessment for further information).* * *Consider appropriate social distancing measures for all areas of the residential accommodation (e.g. bedrooms/dormitories, bathrooms, kitchens, internal/external recreational spaces, and common areas such as corridors and staircases etc.).* * *Develop procedures for visitors to the residential accommodation (including any staff that may need to enter the accommodation for work, such as cleaning and maintenance staff).* |  |  |
| **Failure to implement suitable social distancing measures – staff offices, meeting rooms, staff rooms/rest areas, and changing rooms.** | *All*  *Potential spread of COVID-19 between staff, students and others on site.* | *Considerations*  *You will need to review the government guidance document* [*What FE colleges and providers will need to do from the start of the 2020 autumn term*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#residential-providers) *and* [*Working safely during COVID-19 in offices and contact centres*](https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf) *and decide how the social distancing principles can best be applied for your staff offices, meeting rooms and staff rooms/rest rooms. Get staff involved in the process where possible, as they can provide valuable ideas and feedback and it will assist in driving accountability. You may wish to mark up your agreed measures on building/room plans that can be distributed to staff.*  *Potential control measures may include:*   * *Allowing those staff that can work safely from home to continue to do so to limit the number of staff on site.* * *Consider grouping staff on site and allocating offices, staff rooms/rest areas and toilets according to groups where possible.* * *Stagger the use of offices, staff rooms, rest areas and toilets to limit occupancy (N.B. staggering breaks and lunches will also assist with this).* * *Review office and staffroom layouts to enable staff to maintain a 2m distance from each other (or 1m with risk mitigations where 2m is not viable). Consider using floor tape or paint to mark areas to help staff keep to a 2m distance. Mitigating actions include:* * *Further increasing the frequency of hand washing and surface cleaning.* * *Keeping the activity time involved as short as possible.* * *Using screens or barriers to separate people from each other.* * *Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.* * *Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).* * *Consider the installation of plexiglass barriers for areas where staff may be required to closely interact with multiple persons (e.g. reception etc.).* * *Regulate use of locker rooms, changing areas and other facility areas to reduce concurrent usage.* * *Hold staff meetings virtually where possible. Where this is not possible, meetings to be held outdoors if the weather is suitable. Where this is not possible, meetings to be held in a large, well ventilated room with social distancing measures in place (i.e. delegates spaced 2m apart, or 1m with risk mitigation where 2m is not viable). Number of delegates to be kept to a minimum, and meeting to be kept as short as possible. (N.B. For areas where regular meetings take place such as meeting rooms, use floor signage and/or other signage to help people maintain social distancing). Staff to avoid the sharing of pens, documents and other objects during meetings.* |  |  |
| **Failure to implement suitable social distancing measures – contractors and visitors** | *All*  *Potential spread of COVID-19 between staff, students and others on site.* | *Please refer to the section of this template risk assessment on ‘Contractors/visitors attending site’ for further information.* |  |  |
| **Offsite/Educational visits.** | *All.*  *Travelling against FCO/government advice.* | *Considerations*  *The guidance on educational visits is contradictory at present. The* [*guidance for schools reopening in September*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) *contains the following paragraph on Educational Visits:*  *“We continue to advise against domestic (UK) overnight and overseas educational visits at this stage see*[*coronavirus: travel guidance for educational settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings)*.*  *In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the*[*health and safety guidance on educational visits*](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)*when considering visits.”*  *There is no mention of educational visits in the* [*guidance for FE*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term) *and so the most relevant guidance document is* [*Coronavirus: travel guidance for educational settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings#travel-for-children-under-18-organised-by-educational-settings)*. However, this currently advises against all domestic trips (N.B. this guidance was last updated on the 5th May and at the top it states that “This guidance is under review following the Prime Minister’s announcement of 28 May. We will publish updated information as soon as possible”).*  *In light of the conflicting guidance, we contacted the DfE Coronavirus helpline on 07/08/2020 who confirmed that FE Colleges/Providers* ***can*** *organise non-overnight domestic educational visits from September.*  *It would be beneficial to compile an addendum to your Educational Visits Policy to consider the additional risks posed by COVID-19 and set out the specific procedures for Visit Leaders and others to follow when planning non-overnight domestic visits. When risk assessing educational visits, Visit Leaders will need to remain mindful of the local situation (e.g. R number and growth rate of COVID-19 for the area being visited).*  *Potential control measures may include:*   * *Staff responsible for planning and organising educational visits to be instructed to follow the national guidance available in the OEAPNG document 4.4k Coronavirus available* [*here*](https://oeapng.info/downloads/download-info/4-4k-coronavirus/)*.* * *Consider compiling an addendum to your Educational Visits Policy to consider the additional risks posed by COVID-19 and set out the specific procedures for Visit Leaders and others to follow and ensure that this is adequately communicated to staff.* |  |  |
| **Failure to implement suitable protective measures for vocational areas and other practical teaching areas/facilities** | *All*  *Failure to adhere to government guidance in vocational teaching areas, leading to the risk of staff, students and others contracting COVID-19 whilst onsite.* | *Considerations*  *FE Colleges/Providers may have vocational teaching areas onsite such as:*   * *Construction workshops* * *Engineering workshops* * *Automotive workshops* * *Hair & beauty salons (that may also be open to the general public)* * *Training kitchens and restaurants (that may also be open to the general public)* * *Sports facilities (that may also be open to the general public); and* * *Other practical teaching areas/facilities.*   *FE Colleges/Providers will need to ensure that the risk assessments for these areas and the activities undertaken within them are reviewed and updated to consider the hazards presented by COVID-19 (or ensure that separate COVID-secure risk assessments are completed). Where available, the most relevant government* [*COVID-secure guidance*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19) *should be used to assist in completing the risk assessment. In particular, the risk assessment should consider:*   * *Social distancing measures required for the area and how these will be implemented;* * *Hand and respiratory hygiene measures;* * *PPE requirements for the activities being undertaken; and* * *Cleaning regimes, especially for any shared or multi-touch items (such as equipment, tools, machinery) and teaching areas used by different groups or ‘bubbles’.*   *The latest* [*guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#specific-advice-for-learners-with-special-educational-needs-and-disabilities-send) *states that:*  *“If the use of PPE is specified in the COVID-secure guidance for the sector, for example, hairdressing courses need to follow the same guidance as salons do when doing practical work.”*  *And*  *That FE Colleges/Providers are expected to:*  *“Comply with wider government guidance on services that are permitted to be open, for example, if you have a hairdresser onsite, or are delivering hairdressing training, you should ensure that beauty or nail treatments are not offered, if you have a community or leisure centre, it should not host indoor sports or fitness activity.”*  *You’ll need to ensure that risk assessments for these areas are reviewed and updated regularly to take account of any changes to the government guidance.*  *Potential control measures may include:*   * *Task Heads of Department with ensuring that risk assessments are completed using the most relevant* [*COVID-secure*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19) *government guidance for vocational areas (or that existing risk assessments are updated to consider the hazards posed by COVID-19). (N.B. it would be beneficial to collate and review these centrally once complete to confirm that they are suitable and sufficient and in line with government guidance).* * *Review facilities/activities onsite to ensure that only those services that are permitted to be open in line with the latest government guidance do so.* * *Ensure that risk assessments for these areas are reviewed and updated regularly to take account of any changes to the government guidance.* |  |  |
| **Students completing apprenticeships and staff visiting students at their workplace.** | *All*  *Staff and students contracting COVID-19 in the workplace and spreading it to others.* | *Considerations*  *The latest guidance document* [*Guidance for apprentices, employers, training providers, end-point assessment organisations (EPAOs) and external quality assurance providers about changes to apprenticeships due to coronavirus (COVID-19)*](https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response/coronavirus-covid-19-guidance-for-apprentices-employers-training-providers-end-point-assessment-organisations-and-external-quality-assurance-pro) *states that:*  *“‘COVID-19 secure’ guidelines have been made available to UK employers to help them get their businesses back up and running and workplaces operating as safely as possible. The*[*new guidance, published on 11 May*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)*, covers 8 workplace settings which are allowed to be open.*  *Following the Prime Minister’s announcement setting out the steps to restart the economy, we understand that some apprentices may be returning to work and able to continue or restart their training in the workplace.*  *To ensure that we are supporting as many apprentices to continue their apprenticeship as possible, new arrangements will be supported alongside the existing flexibilities about where apprenticeship training is delivered. Where a provider is able to do so safely, apprenticeship training can be delivered in the workplace where the apprentice is a critical worker or is returning to work, where that workplace meets new ‘COVID-19 secure’ guidelines on ensuring the workplace is safe.*  *We support employers, providers and apprentices working together to mutually agree where and how this training takes place.”*  *FE Colleges and Providers that have students gaining work experience/training at employers’ premises should take steps to satisfy themselves that the employer has carried out a risk assessment and implemented steps to ensure that the workplace is COVID-secure in line with the government guidance.*  *For staff visiting students at their workplace (e.g. work placement staff, assessors etc.), you’ll need to carry out a risk assessment to consider the hazards associated with this activity and agree on control measures.*  *Potential control measures may include:*   * *Reviewing the existing process for completing health and safety checks on employers for apprentices/work placements to include checking to ensure that they have carried out a COVID-19 risk assessment.* * *Regular monitoring of the student whilst at the workplace to check on their wellbeing and to confirm that the employer is working to COVID-secure guidelines.* * *Training students on the relevant COVID-secure government guidance for their industry.* * *Ensuring that formal communication channels are in place for students to report any concerns or COVID-9 issues experienced in the workplace.* * *Requesting feedback from students including the reporting of any COVID-19 issues experienced in the workplace.* * *Carry out and record a risk assessment to address the hazards associated with staff visiting students at their workplace and agree on suitable control measures (e.g. not attending if they have symptoms, checking to ensure that nobody at the workplace has symptoms prior to attending, hand/respiratory hygiene, social distancing and PPE etc.). Staff undertaking visits to be briefed on the content of the risk assessment.* |  |  |
| **UK students and staff currently studying on exchanges** | *All.*  *Various hazards.* | *Considerations:*  *The latest guidance* [*Coronavirus: travel guidance for educational settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings#participants-already-on-erasmus-and-european-solidarity-corps-exchanges) *states that:*  *“All UK students and staff currently studying on exchanges (for example, Erasmus+, or terms abroad) or working temporarily overseas are advised to return to the UK now, while commercial routes are still available*  *If UK students currently overseas for longer periods, for example those studying full degrees, are considering returning to the UK, they should do so while commercial routes are still available.*  *International travel is becoming very limited as air routes cease, land borders close and new restrictions are put in place that prevent flights from leaving.*  *If you are considering returning to the UK, you should contact your airline or travel company now, and keep up-to-date with FCO*[*travel advice*](https://www.gov.uk/foreign-travel-advice)*.*  *While overseas, if you develop coronavirus (COVID-19) symptoms (a new, continuous cough, or a high temperature over 37.8 degrees, or a loss of, or change in, their normal sense of taste or smell (anosmia)), you should seek medical assistance and follow the advice of the local authorities. You should be ready to comply with local isolation, testing or quarantine requirements, and will need to rely on the local health system.*  *FCO teams around the world are working urgently to ensure that governments have sensible plans to enable the return of British and other travellers, and, crucially, to keep borders open for a sufficient period of time to enable returns to take place on commercial routes, wherever possible. FCO is also working with airlines to ensure as many people as possible can get commercial flights home.*  *UK travellers abroad should keep up to date with travel advice for the country/territory they are in.*  *FCO has published*[*advice*](https://www.gov.uk/guidance/travel-advice-novel-coronavirus#if-youre-abroad-and-you-want-to-return-to-the-uk)*for British nationals who do not have immediate departure options available to them.*  *FCO is working with airlines to keep routes open and is calling for international action to keep routes open to enable British people to return home on commercial flights. We are also working around the clock to support those British travellers who are experiencing difficulties coming back to the UK.*  *You should continue to monitor the*[*travel advice*](https://www.gov.uk/foreign-travel-advice)*issued by the FCO and comply with any coronavirus (COVID-19) control measures put in place by your host nation.*  *You should also contact your educational setting to advise them of your plans and they can provide you with the latest guidance.*  *If you are a permanent resident overseas and you plan to remain in your country of residence, you should follow the advice of the local authorities in the country in which you live.*  *If you intend to return to the UK, you should use appropriate methods of travel. You need to take account of the fast-moving situation and plan accordingly, including the fact there are currently fewer commercial routes available.*  *Travellers currently overseas should be prepared for border closures or lockdown measures being introduced at short notice.*  *If you are abroad, you must follow the advice of local authorities and also follow the latest FCO*[*travel advice*](https://www.gov.uk/guidance/travel-advice-novel-coronavirus)*. You must be ready to comply with local isolation, testing or quarantine requirements, and will need to rely on the local health system. You should contact your airline, tour operator and travel insurer to find out what support they can offer.*  *You can subscribe to FCO email alerts for the country/territory you are in via the ‘Get email alerts’ link on each*[*travel advice*](https://www.gov.uk/foreign-travel-advice)*page. You should also consult the latest PHE*[*Public Health matters guidance*](https://publichealthmatters.blog.gov.uk/category/coronavirus-covid-19/)*.*  *If you are a UK national who needs emergency help from the UK government while overseas as the country you are in will not allow you to travel back to the UK, or there are no commercial travel options available, you can contact the*[*nearest British embassy, consulate or high commission*](https://www.gov.uk/government/world/embassies)*or the*[*FCO in London*](https://www.gov.uk/government/organisations/foreign-commonwealth-office)*on 0207 008 1500 for help or advice 24/7.*  *Before you travel, read the*[*latest health advice*](https://www.nhs.uk/conditions/coronavirus-covid-19/)*and follow*[*guidance for travellers*](https://travelhealthpro.org.uk/news/499/novel-coronavirus-covid-19-general-advice-for-travellers)*to reduce your risk of exposure to coronavirus (COVID-19).”*  *Potential control measures may include:*   * *Identify any students that are currently on placement/studying overseas as part of their programme of study and provide information and support as necessary.* |  |  |
| **Staff and students contracting the virus through direct/indirect transmission when travelling to/from the FE College/Provider site using their own means.** | *All*  *Staff and students may be at risk of contracting the virus whilst travelling to/from the FE College/Provider site, especially if using public transport.* | *Considerations:*  *Staff and students may be at risk of contracting the virus whilst travelling to/from the site, particularly if they need to use public transport.*  *Your responsibility for ensuring that staff can commute into work safely, and students can travel to/from the site safely is limited as there are many factors that are outside of your control; however, it is recommended that you promote safe travel and make reasonable adjustments to facilitate this wherever possible.*  *The advice for all passengers on public transport to adopt a social distance of 2m from people outside their household or support bubble, or one metre plus approach where this is not possible will not apply on dedicated services from the Autumn term but passengers should still be encouraged to space out as much as possible on any enclosed transport.*  *The guidance asks that FE Colleges/Providers encourage staff and students to walk or cycle where possible.*  *Potential control measures may include:*   * *If staff or students must use public transport, adjust their hours of work/learning to allow them to travel outside of peak times where possible (i.e. by staggering start and finish times).* * *Ensure staff, students and parents/carers are aware of recommendations on transport to and from the site (including avoiding peak times) as outlined in* [*Coronavirus (COVID-19): safer travel guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)*.* * *Encourage staff and students to walk or cycle to the site if possible and provide additional bike racks and storage for bags/clothes to facilitate this.* * *Provide additional parking facilities where possible to enable more staff to drive into work.* * *Provide hand washing facilities or alcohol hand rub/santitiser at entry points and instruct staff, students, contractors and visitors to thoroughly clean their hands upon arrival to the site.* |  |  |
| **Staff and students contracting the virus through direct/indirect transmission when travelling on transport operated by the FE College/Provider.** | *All.*  *Staff and students may be at risk of contracting the virus on transport operated by the College/Provider (e.g. minibuses, coaches etc.).* | *Considerations*  *If you provide transport for students to and from the site, for educational visits, and/or for sports fixtures, you will need to consider the risk of direct and indirect transmission and implement suitable control measures to minimise the risk.*  *The latest* [*guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#transport) *states that:*  *“Learners on dedicated services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of 2 metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply on dedicated services from the autumn term but passengers should still be encouraged to space out as much as possible on any enclosed transport.*  *The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your provider. It is important to consider:*   * *how learners are grouped together on transport* * *use of hand sanitiser upon boarding and/or disembarking* * *additional cleaning of vehicles* * *organised queuing and boarding where possible* * *the use of face coverings, where appropriate*   *Dedicated provider transport services can take different forms. Some journeys involve coaches regularly picking up the same learners each day, others involve use of a minibus, whilst other services are used by different learners on different days, or by learners with SEND. The precise approach taken will need to reflect the range of measures that are reasonable in the different circumstances. It will also require a partnership approach between local authorities, further education and skills providers and others.*  *Given the pressures on public transport services it may also be necessary to work with local authorities to identify where it might be necessary to provide alternative solutions.”*  *You should consider the above and ensure that your transport risk assessments are updated to consider the risks posed by COVID-19.*  *If transport is operated by a third party provider, you should liaise with them to ensure that you are satisfied with the risk assessment and procedures that they have in place.*  *Potential control measures may include:*   * *Group students together on transport to reflect the groups or ‘bubbles’ that are adopted on site where possible.* * *Review cleaning regimes for vehicles with a view to more frequent and enhanced cleaning. Agree on who will be responsible for cleaning and ensure that suitable substances and equipment are In place and that training is provided where necessary.* * *Consider social distancing measures such as signage/floor markings for areas where queues may form (e.g. when students are waiting to board vehicles).* * *Rearrange, limit or remove seating on vehicles to try and ensure that social distancing is observed wherever possible, such as:* * *Blocking/cordoning off seats that are in close proximity to a driver or other workers and passengers.* * *Eliminating face-to-face seating.* * *Maximising separation between passengers.* * *Introduce more one-way flow through vehicles where possible.* * *Substitute smaller vehicles with larger ones, or run 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers.* * *Make sure transport staff/providers do not work if they or a member of their household are displaying any symptoms of COVID-19, or if they have been notified to self-isolate by NHS Test & Trace.* * *Make sure transport staff/providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.* * *Ensure staff, students and parents/carers are aware of recommendations on transport to and from the site as outlined in* [*Coronavirus (COVID-19): safer travel guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)*.* * *Provide alcohol hand rub/sanitiser in vehicles and ensure that occupants use this upon boarding/disembarking vehicles.* * *Consider implementing the use of face coverings for the driver and passengers, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.* * *Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting students with complex needs who need support to access the vehicle or fasten seatbelts.* * *Communicate revised travel plans clearly to transport staff/providers, students, and parents/carers where appropriate (for instance, to agree routes, pick-up and drop-off times etc.).* |  |  |
| **Staff, students, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.** | *All.*  *Potential spread of COVID-19 between staff, students and others on site.* | *Considerations*  *Good hand and respiratory hygiene is imperative in the fight to minimise the spread of the virus, and so you’ll need to ensure that adequate handwashing facilities are available and that staff and students are regularly briefed on good hand and respiratory hygiene practices.*  *You’ll need to ensure that suitable handwashing facilities and procedures are in place to enable contractors and visitors to practice good hand and respiratory hygiene whilst on your site.*  *Potential control measures may include:*   * *Ensure that staff, students, contractors and visitors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol hand rub/sanitiser). Consider installation of additional handwashing facilities where necessary. Review handwashing facilities available and where a sink is not nearby, provide alcohol hand rub/sanitiser or skin friendly skin cleaning wipes in classrooms and other learning environments, as well as reception areas, staff rooms and meeting rooms, and other prominent locations.* * *Implement procedures to ensure that handwashing facilities are checked and cleaned regularly, and that supplies of hand soap, alcohol hand rub/sanitiser, skin friendly skin wipes, and paper towels are checked and topped up where necessary.* * *Review stocks of hand soap, alcohol hand rub/sanitiser, skin friendly skin wipes, paper towels and tissues; and purchase additional stocks if required.* * *Provide tissues and bins in classrooms and other key areas to support the ‘catch it, bin, it, kill it’ approach and ensure that tissues are topped up and bins emptied regularly.* * *Brief staff, students, contractors and visitors on the need to wash their hands regularly (and upon arrival at the site, after using the toilet, before and after eating or handling food, when changing rooms, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique (NHS advice on handwashing, including a video, is available* [*here*](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)*)..* * *Brief staff, students, contractors and visitors on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, ‘catch it, bin it, kill it).* * *Brief staff, students, contractors and visitors on the need to avoid touching their face (and especially the eyes, nose and mouth).* * *Brief staff and students on the need for non-contact greetings (i.e. no shaking hands, hugs etc.).* * *Display posters in prominent locations to remind staff, students and others of good hand and respiratory hygiene practices.* * *Staff to supervise those with complex needs to ensure they wash their hands for 20 seconds, more often than usual (and upon arrival at the site, after using the toilet, before and after eating, and after blowing their nose/sneezing/coughing/touching their face) with soap and water or alcohol hand rub/sanitiser and catch coughs and sneezes in tissues. If alcohol hand rub/sanitiser is being used, then staff to closely supervise safe use given the ingestion risk. Skin friendly skin cleaning wipes can be used as an alternative.* |  |  |
| **Contractors/visitors attending site.** | *All.*    *Potential spread of COVID-19 to staff students and others from persons visiting site.* | *Considerations*  *You should continue to restrict access to your site to only those persons who are ‘essential’. This may include contractors required for maintenance/repair services, deliveries, and in some cases visitors, such as parents/carers. Where contractors/visitors are required to enter the site, you should ensure that reasonable precautions are taken to prevent them potentially transmitting the virus to your staff, students or other persons on site.*  *We have produced a template* [*Visitor and Contractor Induction Checklist*](https://hettleandrews.co.uk/wp-content/uploads/2020/07/COVID-19-Visitor-and-Contractor-Induction-Checklist.docx) *which may assist you in this. Please note that this addresses risks associated with COVID-19, and so should be used in conjunction with your existing induction procedures.*  *Potential control measures may include:*   * *Hold meetings with would be visitors remotely (i.e. video-calls/conferencing) where possible.* * *Limit the number of contractors/visitors on site at any one time.* * *Record to be kept of all contractors/visitors attending site. (N.B. you will already have a contractor/visitor sign in/out process in place, and this will be extremely important going forward for tracking and tracing should any go on to develop symptoms).* * *Limit the areas of the workplace that contractors/visitors are permitted to access.* * *Reschedule the times that contractors/visitors attend site to minimise interaction with staff and students (e.g. can routine maintenance be carried out at weekends or outside of core hours?).* * *Obtain confirmation from contractors/visitors that both they and all members of their household do not have symptoms of COVID-19, and that they have not been notified to self-isolate through NHS Test & Trace prior to them attending site.* * *Consider arranging for deliveries to be left in a designated area, near to the entrance to prevent the need for couriers to enter the buildings.* * *Provide hand washing facilities or alcohol hand rub/sanitiser at entry points and insist that contractors/visitors thoroughly clean their hands before entering.* * *Upon arrival at the site, staff to brief contractors/visitors to:* * *Wash their hands with soap and water for at least 20 seconds regularly whilst on site (and upon arrival, after using the toilet, before and after eating or handling food, after being in changing rooms, and after blowing their nose/sneezing/coughing/touching their face), and prior to leaving the site;* * *Maintain good respiratory hygiene practices (i.e. cover their mouth and nose with their bent elbow or tissue when they cough or sneeze, ‘catch it, bin it, kill it);* * *The need to avoid touching their face (and especially the eyes, nose and mouth); and* * *The need to follow the* [*social distancing guidance*](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing) *whilst on site (N.B. you may need to instruct them on your own local rules, such as one way systems to follow etc.).* * *Staff to maintain social distancing when escorting contractors/visitors.* * *Obtain copies of contractors’ COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures.* * *Clean/disinfect areas that have been temporarily occupied by contractors or visitors.* |  |  |
| **Use of supply teachers and other temporary or peripatetic teachers** | *All.*  *Potential spread of COVID-19 between staff, students and others on site.* | *Considerations*  *The latest* [*guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#transport) *states that:*  *“Supply staff and other temporary workers can move between providers, but you will want to consider how to minimise the number of visitors to your setting where possible. Where it is necessary to use supply staff and to welcome visitors such as peripatetic staff, those individuals will be expected to comply with your arrangements for managing and minimising risk.*  *To help you minimise the numbers of temporary staff entering your premises, and secure best value, you may wish to use longer assignments with supply staff and agree a minimum number of hours across the academic year. This advice for supply teachers also applies to other temporary staff working in your settings, such as support staff working on a supply basis and peripatetic teachers such as sports coaches.”*  *Potential control measures include:*   * *Ensure that supply/temporary/peripatetic staff are briefed on the procedures to follow in relation to COVID-19 prior to attending site for the first time (or upon arrival at the site for the first time).* * *Supply/temporary/peripatetic staff to be advised to take particular care to maintain distance from other staff and students.* * *Consider using longer assignments to minimise the number of temporary staff entering the premises.* |  |  |
| **Lack of adequate cleaning regime for general areas leading to indirect transmission of the virus through contract with contaminated surfaces.** | *All.*  *Potential spread of COVID-19 between staff, students and others on site.* | *Considerations*  *Tests have shown that the virus can survive on surfaces for periods of days, depending on the surface material and environmental conditions. It is therefore imperative that surfaces that occupants may touch are regularly cleaned. .*  *You’ll need to undertake a thorough review of your general cleaning regime in line with the guidance document* [*COVID-19: cleaning in non-healthcare settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) *outside the home to ensure that cleaning is generally enhanced and includes:*   * *more frequent cleaning of rooms/shared areas that are used by different groups; and* * *frequently touched surfaces being cleaned more often than normal (e.g. door handles, lift buttons, sinks, taps, light switches, toilets, handrails, work surfaces etc.).*   *You’ll need to liaise with teaching staff and cleaning staff/contractors to ensure that a new regime is agreed and implemented.*  *If you employ cleaning staff, then you’ll be responsible for ensuring that suitable procedures are in place, suitable personal protective equipment (PPE) is made available and worn/taken off and stored correctly; and that suitable training is provided. If you use a contract cleaner, you should liaise with them to ensure that you are satisfied with the procedures, PPE and training that they have in place.*  *Potential control measures may include:*   * *Review cleaning regime for general areas (e.g. consider areas of the site that will be occupied, location of frequently touched surfaces, and suitability of existing cleaning substances and equipment used etc.), with a view to improving the frequency and intensity of cleaning.* * *Ensure routine cleaning and disinfection of frequently touched surfaces (e.g. door handles, lift buttons, sinks, taps, light switches, toilets, handrails, work surfaces etc.).* * *A disinfectant spray which repels viruses for 30 days should be considered as a means of disinfecting high use common areas.* * *Reduce clutter and remove any items that are difficult to clean.* * *Ensure that bins for tissues are emptied regularly (N.B. you should ensure that lidded bins are provided where possible).* * *Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of your review.* * *Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required.* * *Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum).* * *Cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded).* * *Cleaning schedules to be compiled (or update existing schedules to reflect changes).* |  |  |
| **Lack of adequate cleaning regime for shared items/equipment leading to indirect transmission of the virus through contract with contaminated surfaces.** | *All.*  *Potential spread of COVID-19 between staff, students and others on site.* | *Considerations*  *You’ll need to:*   * *Agree on the equipment/resources that can be shared;* * *Agree on the items that staff and students can bring onto site; and* * *Liaise with teaching staff and cleaning staff/contractors to ensure that a new regime for the cleaning of shared equipment/resources is agreed and implemented, and provide training where relevant.*   *Potential control measures may include:*   * *Review and agree on equipment/resources that can be shared and communicate this to staff and students* * *Review and agree on items that can be brought onto site and communicate this to staff, students, and parents/carers where relevant.* * *Sharing of individual and very frequently used equipment, such as pens and pencils, to be avoided (i.e. staff and students to have their own items).* * *Review cleaning regime for shared items/resources that will be shared within groups or ‘bubbles’, that will be shared between different groups or ‘bubbles’, and that will be shared between staff.* * *Classroom based resources (such as books) used within the ‘bubble’ to be cleaned regularly.* * *Resources that are shared between classes or ‘bubbles’ (e.g. sport, art, science equipment etc.) to be cleaned frequently and meticulously and always between ‘bubbles’, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different ‘bubbles’.* * *Workshop equipment e.g. machinery, tools and work benches etc. to be cleaned in between each group or ‘bubble’.* * *Salon equipment should also be cleaned between groups.* * *Equipment that needs to be shared between staff (e.g. kettles, interactive whiteboard remotes etc.) to be cleaned more frequently.* * *Unnecessary sharing of take-home resources to be avoided (N.B. similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources).* * *Staff and students to use allocated desks/tables where possible. Hot desking to be avoided. Desks/tables to be appropriately cleaned prior to each new user.* * *Reduce clutter and remove any items that are difficult to clean.* * *Ensure that COSHH assessments are completed for any new hazardous cleaning substances introduced as a result of your review.* * *Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required.* * *Teaching and cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded).* * *Cleaning schedules/procedures to be compiled (or update existing schedules/procedures to reflect changes).* * *The use of a disinfectant spray which kills viruses for up to 30 days should be considered for common areas e.g. chairs, desks, touch points etc.* |  |  |
| **Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. an isolation room used to house a suspected case etc.) leading to indirect transmission of the virus through contract with contaminated surfaces/equipment.** | *All.*  *Potential spread of COVID-19 between staff, students and others on site.* | *Considerations*  *If you employ cleaning staff, then you’ll be responsible for ensuring that suitable procedures are in place, suitable PPE is made available and worn/taken off and stored correctly; and that suitable training is provided. If you use a contract cleaner, you should liaise with them to ensure that you are satisfied with the procedures, PPE and training that they have in place.*  *You’ll need to keep up to date on the latest government guidance document* [*COVID-19: cleaning in non-healthcare settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) *outside the home as this may be subject to change. Refresher training will need to be provided to cleaning staff following any changes to the guidance and/or your own procedures.*    *Potential control measures may include:*   * *Review suitability of existing cleaning substances, equipment, and PPE for use on areas known or suspected to be contaminated against the government guidance document* [*COVID-19: cleaning in non-healthcare settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) *outside the home.* * *Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of your review.* * *Review stocks of cleaning substances, equipment~~,~~ and PPE, and purchase additional stocks if required.* * *Close and secure the contaminated room/area where possible to restrict access until cleaning has been undertaken. Where possible, leave the area/room closed and wait for 72hrs before cleaning as the amount of virus living on surfaces will have reduced significantly, or confirmation of a negative test result.* * *Staff or contract cleaners to follow the latest government guidance on* [*COVID-19: cleaning in non-healthcare settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) *outside the home, including completion of a risk assessment of the setting prior to cleaning to determine the level of PPE required.* * *Potentially contaminated laundry items to be washed in accordance with the manufacturer’s instructions using the warmest water setting and items dried completely. Staff must not shake dirty laundry prior to washing.* * *Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) to be double bagged and stored/disposed of in line with the government guidance.* * *Provide cleaning staff with suitable PPE (i.e. disposable gloves and aprons as a minimum, with use of protection for the eyes, mouth and nose for heavily contaminated areas such as where unwell individuals have slept in a boarding room/dormitory, or there is visible contamination with bodily fluids. Fluid resistant surgical masks (also known as Type IIR) will also be required for individuals completing cleaning activities within 2m of a suspected/confirmed case).* * *Provide cleaning staff with training on the latest government guidance and ensure that this is refreshed in line with any changes to the guidance (N.B. all training should be recorded).* * *Provide cleaning staff with training on any new cleaning substances, equipment and/or PPE (N.B. all training should be recorded).* |  |  |
| **Hazards associated with the catering provision** | *All*  *Potential spread of COVID-19 between staff, students and others on site.* | *Considerations*  *“The FSA’s advice is clear that it remains very unlikely that people can catch COVID-19 from food. COVID-19 is a respiratory illness and not known to be transmitted by exposure to food or food packaging” (source:* [*Food Standards Agency*](https://www.food.gov.uk/news-alerts/news/fsa-publishes-guidance-for-consumers-on-coronavirus-covid-19) *17/04/2020).*  *If you manage the catering provision and/or your staff undertake any food preparation, then you will be responsible for ensuring that suitable procedures are in place to minimise the risk of infection and that suitable training is provided to staff.*  *If you use a contract caterer, you should liaise with them to ensure that you are satisfied with the procedures and training that they have in place.*  *Potential control measures may include:*   * *Where staff/students bring in a packed lunch – compile and issue procedures to be followed (e.g. storage of packed lunches, permitted locations for consumption, importance of handwashing before and after eating etc.).* * *Where the catering provision is managed in-house - review the guidance documents* [*Guidance for food businesses on coronavirus (COVID-19*](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)*) and* [*Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services*](https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-takeaway-delivery-230720.pdf) *and ensure that a risk assessment outlining how the guidance will be implemented is compiled. Ensure that procedures are updated where necessary, and that staff receive training on any changes (N.B. any training should be recorded).* * *Where the catering provision is managed by a contactor - review the guidance document* [*Guidance for food businesses on coronavirus (COVID-19*](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)*) and* [*Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services*](https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-takeaway-delivery-230720.pdf) *and liaise with the catering contractor to ensure that you are satisfied with the risk assessment, procedures, and training that they have in place. (N.B. contract caterers should provide their own specific risk assessments which will include COVID 19 hazards and control measures for all their activities on site).* * *Review and identify multi-touch points of service at serveries, salad bars, and drinks stations and either eliminate, or reduce where possible. For example, food and drinks could be served as opposed to self-service. Where this is not possible, then cleaning regimes to be increased (e.g. regularly cleaning push buttons on drinks machines etc.). Ensure that cleaning schedules are updated where necessary.* * *Review and increase cleaning regimes for areas where food is prepared and consumed. Ensure that cleaning schedules are updated where necessary.* * *Ensure that any refreshments for events (e.g. team meetings) are served rather than self-service where possible (i.e. buffets should be avoided, unless food items are individually wrapped).* * *Temporarily halt the use of cash for payments at refectories, tuck shops etc. and use contactless card payments where possible.* * *Regularly remind staff and students of the need to wash their hands thoroughly before and after meals.* * *Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques.* * *If you need to hire in any temporary agency staff to assist with catering provision, ensure that your medical questionnaires include a line on the virus symptoms.* |  |  |
| **New fire hazards as a result of implementing control measures for COVID-19.** | *All.*  *Increased risk of fire, and/or delays in persons evacuating from the building.* | *Considerations*  *Your existing fire procedures may direct staff and students to fire assembly points with limited space, resulting in staff/students being in close proximity to each other and breaching current social distancing advice.*  *As a result of the change in operations to implement social distancing measures, staff and students may be working and learning in areas of the site that are not familiar to them and so may not be aware of the escape routes and assembly points.*  *You will need to consider any potential new fire hazards introduced as a result of implementing control measures for COVID-19, such a propping doors open to minimise multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing, and storage of large quantities of alcohol hand rub etc.*  *You should ensure that your fire risk assessment and fire procedures are reviewed and updated as a result of any changes.* *You might also need to make adjustments to your fire drill and practise it in the first week when more students return*  *You should ensure that any Personal Emergency Evacuation Plans (PEEPs) are reviewed and updated as a result of any changes to your fire procedures.*  *You will need to ensure that any changes to the fire risk assessment and/or your fire procedures are communicated to staff.*  *Potential control measures may include:*   * *Review fire assembly points to ensure that they are conducive with social distancing advice where possible (i.e. that building occupants will not be required to congregate in small areas).* * *Ensure that staff working in areas of the site that are not familiar to them are briefed on the fire procedures and complete a walkthrough to identity escape routes, fire exits and assembly points.* * *Ensure that students learning in areas of the site that are not familiar to them are briefed on the fire procedures (e.g. escape routes, fire exits and assembly points etc.).* * *Consider any new fire hazards introduced as a result of implementing control measures for COVID-19 (such a propping doors open to minimise multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing, and storage of large quantities of alcohol hand rub etc.) and ensure that the fire risk assessment is reviewed and updated.* * *Ensure that the fire procedures are reviewed and updated to consider any changes required.* * *Ensure that any Personal Emergency Evacuation Plans (PEEPs) are reviewed and updated as a result of any changes to your fire procedures, and that all relevant persons (i.e. the person being assessed and any persons with roles in the PEEP) are notified of the changes.* * *Ensure that any changes to the fire risk assessment and/or written fire procedures are communicated to staff.* |  |  |
| **Provision of first aid/medical treatment/care to symptomatic individuals/confirmed cases.** | *Staff administering first aid/medical treatment.*  *Staff administering first aid/medical treatment/care could contract COVID-19 from the individual being treated and spread it to others.* | *Considerations*  *First aiders, in-house medical staff, residential staff, and/or care staff may need to provide treatment or care to symptomatic individuals/confirmed cases, resulting in a risk of them contracting COVID-19 and spreading it to others.*  *The government guidance document* [*Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) *states that when caring for someone with symptoms of COVID-19:*   * *“a [fluid-resistant surgical] face mask (also known as Type IIR) should be worn if a distance of 2m cannot be maintained* * *if contact is necessary, then gloves, an apron and a [fluid-resistant surgical] face mask should be worn* * *eye protection (for example a face visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting*   *When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on*[*how to put PPE on and take it off safely*](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)*in order to reduce self-contamination.”*  *Potential control measures may include:*   * *Review written first aid, medical, and care procedures and risk assessments to account for the risk of members of staff dealing with symptomatic individuals/confirmed cases and to outline PPE requirements.* * *Review PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals/confirmed cases (i.e. fluid-resistant surgical face masks, disposable gloves, disposable aprons, and face visors or goggles).* * *Ensure that first aiders, medical staff, and care staff are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE (N.B. any training should be recorded).* * *Review bodily fluid and infection control procedures.* |  |  |
| **Lack of risk assessments for any new/adapted teaching activities.** | *All.*  *Various injuries arising from teaching activities.* | *Considerations*  *During this time staff may choose to introduce new or adapted activities for their students. These new or adapted activities may not fall under your existing risk assessments and so this will need to be addressed. You’ll need to ensure that any hazards presented by the new/adapted activities are identified, together with suitable control measures to either eliminate or reduce the risk.*  *Potential control measures may include:*   * *Ensure that staff are briefed on the need to complete risk assessments prior to the introduction of any new/adapted teaching activities.* * *Ensure that any other staff involved in the new/adapted activity are briefed on the content of the risk assessment.* |  |  |
| **Legionella risk arising from unused buildings and/or parts of the premises.** | *All.*  *Exposure to legionella bacteria leading to serious illness or death.* | *Considerations*  *If buildings have been closed or had reduced occupancy during the coronavirus COVID-19 outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires’ disease. As such, there are a number of factors that need to be considered when bringing the water system back into use. We would recommend that you liaise with your water hygiene contractor to determine what steps need to be taken prior to reopening. Advice on this can be found in the HSE guidance on*[*Legionella risks during the coronavirus outbreak*](https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm)  *Potential control measures may include:*   * *Consult with Estates/Facilities staff and water hygiene contractor to determine what steps (if any) need to be taken prior to reopening. N.B. you should allow plenty of time for this, at least 1 week.* * *Identify any buildings and internal/external areas of the site that are likely to be unoccupied after reopening and review list of infrequently used outlets.* * *Ensure that all infrequently used outlets are flushed regularly (weekly is recommended as a minimum). N.B. if you are unable to perform weekly flushing for any reason you should contact your water hygiene contractor for advice).* * *Ensure that both the legionella risk assessment and legionella written control scheme are updated in line with the above.* * *Ensure that persons tasked with actions relating to the legionella written control scheme (e.g. Estates/Facilities/Maintenance staff or third party contractor etc.) are advised of any changes. N.B. if there are any aspects of your legionella written control scheme that you will be unable to maintain upon reopening then you should contact your water hygiene contractor for advice.* |  |  |
| **Poor ventilation** | *All.*  *Poor levels of ventilation leading to an increased risk of the spread of COVID-19.* | *Considerations*  *The general aim should be to supply as much outside air as possible, with a high air change rate. For buildings with mechanical ventilation systems this may be achieved by adjusting the system settings. Windows and doors may also be used to create additional air flow (although only if safe to do so – you’ll need to consider any fire and safeguarding risks this action may present). The recirculation of air should be prevented, and the settings of any heating and ventilation systems should therefore be adjusted accordingly.*  *Further guidance is available from the Federation of European Heating, Ventilation and Air Conditioning Associations in their guidance document entitled* [*How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces*](https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf) *which provides a summary of practical measures for building services operation including:*   * *Secure ventilation of spaces with outdoor air;* * *Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time;* * *At nights and weekends, do not switch ventilation off, but keep systems running at lower speed;* * *Ensure regular airing with windows (even in mechanically ventilated buildings);* * *Keep toilet ventilation 24/7 in operation;* * *Avoid open windows in toilets to assure the right direction of ventilation;* * *Instruct building occupants to flush toilets with closed lid;* * *Switch air handling units with recirculation to 100% outdoor air;* * *Inspect heat recovery equipment to be sure that leakages are under control;* * *Switch fan coils either off or operate so that fans are continuously on;* * *Do not change heating, cooling and possible humidification setpoints;* * *Do not plan duct cleaning for this period;* * *Replace central outdoor air and extract air filters as usual, according to maintenance schedule; and* * *Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection.*   *Guidance on ventilation is also available in* [*Air conditioning and ventilation during the coronavirus outbreak*](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm)  *Potential control measures may include:*   * *Advising staff to open windows where possible and safe to do so.* * *Assessing which doors (if any) can be propped open to improve ventilation (N.B. this will need to considered from a fire risk assessment perspective, and your fire risk assessment updated where appropriate, as well as considering safeguarding and security risks) and advising staff on which doors can be propped open and the procedures to follow (e.g. that staff are advised to remove any wedges and close doors when rooms are left unoccupied etc.). Where such procedures are implemented, close monitoring will be necessary to ensure that staff are complying with requirements.* * *Ensuring that building services operation is reviewed against the guidance provided by the Federation of European Heating, Ventilation and Air Conditioning Associations in* [*How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces*](https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf)*.* |  |  |
| **Failure to complete adequate cleaning and checks prior to reopening the site** | *All*  *Various issues could arise as a result of not completing the necessary checks* | *Considerations*  *Whether your site has been open, partially closed, or fully closed during the initial lockdown period, unless you have kept up with all of your compliance checks then there are likely to be some additional checks that need to be undertaken prior to reopening in September (although you are likely to already have procedures in place for reopening following the annual summer shutdown). Depending on the state of the building(s), you may also need to arrange for a deep clean and/or maintenance to be undertaken prior to reopening.*  *Areas to consider include:*   * *Completing a visual inspection of the site to determine levels of cleanliness and identify any damage or other concerns;* * *Testing/inspecting all relevant fire safety equipment and systems before allowing employees and students back onto site. This would typically include:* * *A full functional test of the fire detection and alarm system (using multiple call points across the site and involving the call receiving centre if appropriate);* * *A full discharge test of the emergency lighting system across the site;* * *A visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged;* * *Checking that fire escape routes are clear of any obstructions;* * *Checking that final fire escape doors are unlocked and operational;* * *Checking the operation of internal fire doors to ensure that they close properly; and* * *Checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.* * *You’ll need to check that any statutory inspections are up to date in line with the periods set out within the written scheme (e.g. lifting equipment, pressure systems etc.). If not you will need to contact the inspecting body (this is usually arranged via your insurers) as soon as possible. The statutory obligations for thorough examination and testing (TE&T) remain in place and the HSE expects duty holders to make all reasonable efforts to arrange for them to be carried out within the statutory time limits. If a failure occurs due to a safety related fault, enforcement action may be taken. Further information is available from the* [*HSE*](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/work-equipment.htm)*.* * *Asbestos - It is unlikely that you have had any maintenance or alterations during the closure or reduced occupancy of the site. You should complete a visual inspection of all Asbestos Containing Materials (ACMs) prior to reopening to confirm that there has been no damage during the initial lockdown period. If you identify any damage, you should immediately isolate the area and contact your asbestos consultant for advice;* * *Legionella – please refer to the ‘Legionella risk arising from unused buildings and/or parts of the premises’ section of this risk assessment for further information; and* * *Identifying any other formal maintenance inspections, testing, or specialist cleaning which may have been missed during the initial lockdown period and arranging for these to be completed before reoccupation where required (e.g. inspection of fixed electrical wiring, gas appliances, deep cleaning of the kitchen extraction system etc.).*   *Generally, site buildings that have been completely or partially closed, should be recommissioned as you would normally do at the end of the summer holiday period. A member of staff should be identified for managing premises, reviewing risk assessments and implementing any measures to ensure that safety is maintained for reopening.*  *Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers’ guidance on*[*emerging from lockdown*](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown)  *Potential control measures may include:*   * *Nominate a member of staff for managing the premises, reviewing risk assessments and implementing any measures to ensure that safety is maintained for reopening.* * *Complete a visual inspection of the buildings to determine levels of cleanliness and identify any damage or other concerns.* * *Review maintenance records to determine any inspections, tests and/or specialist cleaning that may have been missed during the initial lockdown period and/or that will be required prior to reopening.* * *Arrange for a competent person to test/inspect all relevant fire safety equipment and systems to ensure that they are fully operational prior to reopening.* * *Complete a visual inspection of all ACMs prior to reopening to confirm that there has been no damage during the initial lockdown period. If any damage is identified, the area is to be isolated immediately and asbestos consultant contacted for their advice.* * *Ensure that a written plan is formulated to ensure that all necessary inspections, tests, and cleaning are undertaken prior to reopening (N.B. you may wish to develop a checklist for this). N.B. if there are any inspections, tests, and/or specialist cleaning that cannot be undertaken prior to reopening for any reason then you will need to consider the legal and safety implications and seek competent advice where necessary.* |  |  |
| **Poor staff wellbeing** | *Staff.*  *Poor mental health, including work-related stress.* | *Considerations*  *All employers have a duty of care to their employees, and this extends to their mental health. FE Colleges/Providers already have mechanisms to support staff wellbeing and these will be important, as some staff may be particularly anxious about returning to site (N.B. Question 7 on our* [*Returning to Work Questionnaire*](https://hettleandrews.co.uk/wp-content/uploads/2020/07/COVID-19-Returning-to-Work-Questionnaire-v2.docx) *will assist you in identifying those staff that have concerns).*  *The*[*Education Support Partnership*](http://www.educationsupport.org.uk/)*provides a free helpline for staff and targeted support for mental health and wellbeing.*  *You should already have a stress risk assessment in place and this should be reviewed to consider the additional concerns posed by COVID-19 and new ways of working (or you may wish to compile a specific stress risk assessment for COVID-19) including:*   * *Fears around job security (especially relevant for those staff who have been furloughed);* * *Fear/anxiety about returning to the workplace;* * *Fear/anxiety surrounding the virus and lockdown;* * *Workload;* * *Changes to the way in which they work (e.g. provision of remote teaching, working from home); and* * *Communication (e.g. general communication between staff and their colleagues and line manager, especially where working from home).*   *The HSE have a dedicated webpage for work-related stress with some* [*example risk assessments*](file:///\\SBSSERVER\RedirectedFolders\matt.reeves\Desktop\•%09Fears%20around%20job%20security%20(especially%20relevant%20for%20those%20staff%20who%20have%20been%20furloughed);) *which although not specific to COVID-19, would still act as a useful base.*  *Potential control measures may include:*   * *Update the existing stress risk assessment to consider the additional concerns raised by COVID-19 (as outlined above).* * *Consult with staff on the protective measures that are being implemented.* * *Brief all staff in the protective measures that are (or will be) in place.* * *Ensure that communication channels are in place whereby staff can formally raise any concerns.* |  |  |
| **Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.** | *Staff.*  *Aches and pains from adopting poor posture whilst using DSE.*  *Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction.*  *Lack of insurance cover for FE College/Provider-owned equipment used in the home.* | *Considerations*  *Even after reopening in September, you may still have some staff working from home (e.g. those that are self-isolating), or the site may need to make the switch to virtual provision as a result of a local lockdown. You’ll need to ensure that suitable measures are in place to protect and promote their health, safety and welfare.* *You’ll need to conduct a suitable and sufficient risk assessment of home working activities undertaken by your employees to identify any hazards and assess the degree of risk.*  *The HSE have confirmed that there is no increased risk for DSE work for those working at home temporarily. So in that situation employers do not need to do home workstation assessments. However, you could provide workers with advice on completing their own basic assessment at home and we have produced a* [*Temporary Home Worker Self-Assessment Checklist.*](https://hettleandrews.co.uk/wp-content/uploads/2020/03/Temporary-Home-Wokers-Self-Assessment-Checklist.docx)  *There are of course many challenges to ensuring the wellbeing of employees in their home as supervision and monitoring is extremely difficult. The fact that many employees who are currently working from home will not have previously done so and won’t continue to do so following the COVID-19 pandemic, adds further challenges as they are unlikely to have appropriate workstations in their home. You can download our guidance document* [*Working from Home: A Brief Guide for Employers*](https://hettleandrews.co.uk/wp-content/uploads/2020/03/Working-from-Home-Guide-for-Employers-2.pdf)*.*  *If you have employees that are likely to be working from home on a long term basis then you must ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary. Further information is available from the* [*HSE*](https://www.hse.gov.uk/toolbox/workers/home.htm)*. You should also consider introducing a home working policy if you don’t already have one in place.*  *Potential control measures may include:*   * *Provide employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing (you can download our guidance document* [*Working from Home: A Brief Guide for Employees*](https://hettleandrews.co.uk/wp-content/uploads/2020/03/Working-from-Home-Guide-for-Employees-2.pdf)*.* * *Provide employees working from home with information on who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and provide details of any external resources they have access to (e.g. confidential helpline, occupational health, Employee Assistance Programme etc.).* * *For those staff working from home temporarily, consider issuing a homeworker checklist to assist in identifying any individual issues (you can download our* [*Temporary Home Worker Self-Assessment Checklist*](https://hettleandrews.co.uk/wp-content/uploads/2020/03/Temporary-Home-Wokers-Self-Assessment-Checklist.docx)*).* * *Consider any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.).* * *Where feasible, consider providing employees using a laptop and working from home temporarily with inexpensive equipment to assist them in setting up an appropriate temporary workstation (e.g. wireless keyboard and mouse, laptop riser, etc.).* * *Line Managers to communicate regularly with employees working from home (e.g. weekly remote meetings as a minimum) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have.* * *Line Managers to keep their teams up to date on any changes that may impact them.* * *For those staff who will be working from home on a long-term basis, ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary.* * *Liaise with your broker/insurer to check that any FE College/Provider-owned equipment provided is covered when in the employee’s home.* |  |  |
| **Poor student wellbeing** | *Students.*  *Fear, anxiety, and poor mental health.* | *Considerations*  *The latest* [*guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#transport) *states that:*  *“Many learners and staff members will be feeling uncertain and anxious at this time. It is important to support positive mental health and wellbeing, which is necessary for young people to engage in learning.*  *You should identify young people and members of staff that may need additional support and ensure that there is appropriate mental health and wellbeing support in place. Vulnerable young people are particularly likely to need additional support with their mental health and wellbeing. The guidance on*[*mental health and behaviour in schools*](https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2)*might be helpful with this.*  *Work with local authorities and voluntary sector mental health organisations to ensure that support is in place. Contact your local authority to see if they have a list of services in your area that provide support for young people.*  *Support can be:*   * *over the phone for any learners self-isolating* * *from specialist staff or support services*   *NHS children and young people’s mental health services (CYPMHS) may be able to provide support remotely. Continue referring young people to their local CYPMHS where needed. Young people or their parents or carers can also contact their GP or refer to NHS 111 online.*  *NHS trusts have also established 24-hour urgent mental health helplines in most parts of England for people of all ages. If you have urgent concerns about a young person, find your local helpline to discuss your concerns with a mental health professional. PHE have published more extensive guidance on*[*supporting children and young people’s mental health and wellbeing*](https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing)*.*  *You can find resources to promote and support mental wellbeing in the list of*[*online resources*](https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources/coronavirus-covid-19-list-of-online-education-resources-for-home-education/)*to help young people to learn at home.”*  *Potential control measures may include:*   * *Review all relevant government guidance and develop a plan of action on how the College/Provider can best support returning students using available resources (N.B. where the FE College/Provider has a Nurse or other medical staff, you should also involve them in the planning process).* * *Ensure that students are informed of who they can speak to if they have any worries/concerns about returning to on-site education.* |  |  |
| **Students learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.** | *Students.*  *Aches and pains from adopting poor posture whilst using DSE.*  *Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends.* | *Considerations*  *Even after reopening in September, you may still have students learning at home (e.g. those that are self-isolating), or the FE College/Provider may need to make the switch to remote learning as a result of a local lockdown. For those students learning at home, you’ll need to take steps to protect and promote their health, safety and welfare. Public Health England has produced some useful guidance on the mental health and wellbeing aspects of COVID-19 available* [*here*](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19#additional-advice-for-groups-with-specific-mental-health-needs)*, together with guidance for parents and carers available* [*here*](https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak)*.*  *Potential control measures may include:*   * *Provide students with guidance on how to safely learn at home. You can download our guidance document* [*Top Tips for Students Learning from Home*](https://hettleandrews.co.uk/wp-content/uploads/2020/03/Top-Tips-Students.pptx) * *Provide students learning from home with information on who they can speak to if they need help/support (e.g. teaching staff, personal tutor, IT support etc.).* * *Review communication channels for academic and pastoral support.* |  |  |
| **Fear/anxiety caused by returning to on-site education.** | *Staff, students, and parents/carers.*  *Staff, students, and/or parents/carers may suffer negative mental health effects as a result of fear/anxiety about returning to education.* | *Considerations:*  *Individuals will respond in different ways to being asked to return to on-site education. Some may have little or no concerns, but for others it may cause high levels of fear and anxiety and have a negative impact on their mental health. It is important that you try to establish the likely impact that returning to the site will have on mental health and take steps to alleviate worries or concerns where possible.*  *FE Colleges/Providers should bear in mind the potential concerns of students, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include students who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.*  *If staff or students with significant risk factors are concerned, FE Colleges/Providers should discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk on-site.*  *Potential control measures may include:*   * *Hold conversations with staff or use questionnaires to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so. (N.B. Question 7 on our* [*Returning to Work Questionnaire*](https://hettleandrews.co.uk/wp-content/uploads/2020/07/COVID-19-Returning-to-Work-Questionnaire-v2.docx) *will assist you in identifying those staff that have concerns).* * *Provide staff, students and parents/carers where relevant with details of the measures that you will be taking to minimise the risk of them contracting the virus on-site* * *Identify any specific concerns that employees, students, and/or parents/carers have (e.g. certain activities or areas of the site) and address these concerns where possible.* * *Make reasonable adjustments where possible to alleviate concerns on a case by case basis.* * *Identify students who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them (N.B. this should include disadvantaged and vulnerable young people, especially those who were persistently absent prior to the pandemic or who have not engaged with the FE College/Provider regularly during the pandemic).* * *Review and update Bereavement Procedure.* |  |  |
| **Students with SEND** | *SEND Students.*  *SEND students are not adequately supported.* | *Considerations*  *The latest* [*guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#transport) *states that:*  *“From September, all young people with SEND, with or without EHC plans, who attend mainstream FE settings should experience the same return to their setting as their peers without SEND.*  *This includes those for whom an individual risk assessment had previously concluded that their needs would be more safely met at home.*  *You will need to ensure that appropriate support is made available for students with SEND, for example in deployment of learning support assistants and in enabling specialist staff to work with young people in different cohorts.*  *We recognise that some young people with SEND, whether they have an EHC plan or not, will need careful preparation for a return to full time attendance. This might include, for instance, visits to the organisation’s site, social stories, and other approaches that would normally be used to enable a young person with SEND who has spent some time out of education to return to full time attendance.”*  *And*  *“Some young people with SEND, whether they have an EHC plan or not, will need specific help and preparation for the changes to routine that this will involve. This might include, for instance, visits to the college site, social stories, and other approaches that colleges would normally use to enable a young person with SEND, who has spent some time out of education to return to full-time attendance. You will need to ensure that appropriate support is made available for students with SEND, for example in deployment of learning support assistants and in enabling specialist staff to work with young people in different cohorts.”*  *Potential control measures may include:*   * *SENCO/learning support staff to identify any potential issues and ensure that suitable plans (and where relevant, risk assessments) are in place prior to SEND students returning to education in September.* |  |  |
| **Lack of adequate learner safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.** | *Staff and students.*  *Various potential safeguarding issues.* | *Considerations*  *Even after reopening in September, you may still have students learning at home (e.g. those that are self-isolating), or the FE College/Provider may need to make the switch to remote learning as a result of a local lockdown. You’ll need to take steps to ensure that your safeguarding procedures are reviewed and updated against the latest government guidance documents* [*Coronavirus (COVID-19): safeguarding in schools, colleges and other providers*](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers) *and* [*Safeguarding and remote education during coronavirus (COVID-19)*](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19) *to consider this shift in teaching and learning. The guidance document states that “most children are being educated at home during the coronavirus (COVID-19) outbreak, so organisation leaders and teachers are having to adjust to remote education strategies. While this is happening, it is important that organisation continue to follow safeguarding procedures.” You’ll need to ensure that staff are clear on what is/is not acceptable in terms of methods of communication with their students and consider how risks arising from virtual/online provision (especially 1:1 sessions) can be minimised.*  *In addition, you may wish to direct parents/carers to read the relevant guidance document at* [*Coronavirus (COVID-19): support for parents and carers to keep children safe online.*](https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online)  *Potential control measures may include:*   * *DSL or Deputy DSL to lead a review of the safeguarding procedures against the government guidance documents* [*Coronavirus (COVID-19): safeguarding in schools, colleges and other providers*](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers) *and* [*Safeguarding and remote education during coronavirus (COVID-19)*](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19) *to consider potential issues with virtual/online teaching and learning.* * *Staff and volunteers to be provided with a copy of the updated safeguarding policy (e.g. via email, available on staff intranet etc.) and briefed on the key changes. safeguarding policy to be made available publicly (e.g. on the FE College’s/Provider’s website).* * *Safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.* |  |  |
| **Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff** | *All*  *Lack of suitable child protection/ safeguarding staff leading to issues with recording and reporting* | *Considerations*  *The DSL, Deputy DSL and/or other key safeguarding staff may be absent from the FE College/Provider (i.e. as a result of either themselves or a member of their household developing symptoms of COVID-19, or being notified of the need to self-isolate by NHS Test & Trace).*  *You are likely to already have plans in place for absence/illness of the DSL/Deputy DSL, although it would be beneficial to review these given the current situation. In line with the Government guidance document* [*Coronavirus (COVID-19): safeguarding in schoolss, colleges and other providers*](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers)*, you’ll need to ensure that a DSL or deputy is available.*  *The above guidance document states that:*  *“As more children return, it is expected that schools and colleges will have a trained DSL (or deputy) available on site. However, it is recognised that in exceptional circumstances this may not always be possible, and where this is the case there are two options to consider:*   * *a trained DSL (or deputy) from the school or college can be available to be contacted via phone or online video - for example working from home* * *sharing trained DSLs (or deputies) with other schools or colleges (who should be available to be contacted via phone or online video)*   *Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children’s social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.*  *Whatever the scenario, it is important that all school and college staff and volunteers have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them.”*  *Potential control measures may include:*   * *Review DSL/Deputy DSL and other key child protection/safeguarding staff available on site in light of the current situation (i.e. are any self-isolating?).* * *Consider liaising with other nearby colleges to arrange sharing of DSL’s where required.* * *Nominate a senior leader who can take responsibility for coordinating safeguarding on site should the DSL or Deputy DSL be absent.* * *Ensure that staff are kept up to date on any changes to the DSL, Deputy DSL or other key child protection/safeguarding staff – i.e. they should be aware of who to contact should they have any concerns, and how they can contact them.* |  |  |
| **Failure to update the child protection/safeguarding policy to reflect new procedures as a result of COVID-19** | *Staff and students*  *Various potential child protection/ safeguarding issues* | *Considerations*  *The government guidance document* [*Coronavirus (COVID-19): safeguarding in schools, Colleges and other Providers*](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers) *states that:*  *“Schools and colleges will have an effective child protection policy in place reflecting business as usual. This should already have been updated to reflect the response to coronavirus. The planned return of more children is an appropriate time to consider a further review (led by a DSL or deputy, wherever possible). In some cases, a coronavirus annex/addendum that summaries any key coronavirus related changes might be more effective than re-writing and re-issuing the whole policy.”*  *Potential control measures may include:*   * *DSL or Deputy DSL to lead a review of the FE College’s/Provider’s existing child protection/safeguarding policy against the Government guidance document* [*Coronavirus COVID-19): safeguarding in colleges, colleges and other providers*](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers). * *Staff and volunteers to be provided with a copy of the updated child protection/safeguarding policy (e.g. via email, available on staff intranet etc.) and briefed on the key changes.* * *Copy of updated child protection/safeguarding policy to be made available publicly (e.g. on the FE College’s/Provider’s website).* * *Child protection/safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.* |  |  |
| **Lack of adequate communication related to COVID-19 procedures to staff, students, parents/carers, contractors and visitors** | *All*  *Staff, students, parents/carers, contractors and visitors not being made aware of procedures* | *Considerations:*  *You’ll need to provide lots of different information to different groups of people prior to and upon reopening, and so it would be beneficial to compile an internal and external communication plan to consider:*   * *What information needs to be communicated;* * *When (i.e. before reopening, upon arrival, ongoing etc.);* * *To whom (i.e. staff, students, parents/carers, visitors, contractors etc.);* * *Person(s) responsible;* * *Means of communication; and* * *How various communications, such as staff/student inductions etc., will be evidenced.*   *You could review the ‘description of hazard’ column in this risk assessment to identify the key communication points required to formulate your plan.*  *Some staff are likely to require additional training to assist with your new measures, and so it would be beneficial to complete a training needs analysis. Again you could review the ‘description of hazard’ column to identify any additional internal/external staff training requirements (e.g. use of thermal guns, what to do in the event of a suspected case, cleaning staff on new regimes/equipment/substances, first aiders/medical staff on treatment of symptomatic individuals, use of PPE etc.) and then assign persons responsible for organising and target dates. You should ensure that sufficient records are kept for any internal training provided (e.g. who attended, when the training was provided, and what was covered) to assist in claims defensibility if needed.*  *You will also need to update your staff disciplinary and student behaviour policies to reflect the new rules and routines. You may wish to consider developing a separate COVID-19 Code of Conduct that can be briefed to staff and students, and used to support disciplinary action for non-compliance.*  *Potential control measures may include:*   * *Develop communication plan to consider both internal and external communications (i.e. what needs to be communicated, when, to whom, and how).* * *Liaise with contractors/in-house staff and suppliers (e.g. cleaning, catering, food supplies, hygiene supplies etc.) to ensure that they are aware of the College’s/Provider’s needs upon reopening (please also refer to the sections of this template risk assessment covering cleaning and catering).* * *Compile and issue formal communications to students (and where relevant, parents/carers) to advise them of key information including:* * *That they must not enter the site if they (and/or a member of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the* [*Stay at home: guidance for households with possible coronavirus (COVID-19) infection*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*;* * *That they not attend site if they have returned from a country requiring self-isolation upon return to the UK within the last 14 days;* * *Start/finish times and entry points (N.B. site maps could be used to indicate allocated entry points to minimise confusion);* * *That parents/carers must not enter the buildings unless they have a pre-arranged appointment;* * *Procedures for pre-arranged appointments (i.e. where they should report upon arrival, hygiene procedures, how social distancing will be maintained etc.);* * *Copies of relevant risk assessments to demonstrate how you intend to minimise the risk; and* * *Advice on use of public transport (i.e. they could be directed to read the* [*safer travel guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) *and to avoid travelling during peak times) , or where the FE College/Provider will be providing transport for students, the procedures for them to follow and measures in place to minimse the risk.* * *Compile and issue formal communications to staff to advise them of key information including:* * *That they must not enter the site if they (and/or a member of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the* [*Stay at home: guidance for households with possible coronavirus (COVID-19) infection*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*;* * *That they must not attend site if they have returned from a country requiring self-isolation upon return to the UK within the last 14 days;* * *Procedures to follow should either they or either a student/visitor/contractor etc. develop COVID-19 symptoms whilst on site;* * *Social distancing and hygiene procedures;* * *Any changes to fire or first aid procedures;* * *Timetable changes (timings, locations etc.);* * *The designated entry points for staff and students (N.B. site maps could be used to indicate allocated entry points to minimise confusion);* * *That parents/visitors must not enter the buildings unless they have a pre-arranged appointment;* * *Copies of relevant risk assessments to demonstrate how you intend to minimise the risk; and* * *Advice on use of public transport (i.e. they could be directed to read the* [*safer travel guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) *and to avoid travelling during peak times). N.B. you may wish to compile a COVID-19 staff induction that can be provided to all staff prior to their return to site that can be used as a formal process to cover all of the above. This could be delivered online (e.g. via a virtual training session, video tutorial etc.) You should also consider a formal induction for students. It is recommended that inductions are recorded as evidence of training.* * *Complete a training needs analysis to identify any additional staff training that will be required (e.g. cleaning staff, catering staff, first aiders/medical/care staff/residential staff responding to a suspected case, changes in fire procedures etc.).* * *Review and update staff disciplinary and student behaviour policies to reflect the new rules and routines. (N.B. you may wish to consider developing a separate COVID-19 Code of Conduct that can be briefed to staff and students, and used to support disciplinary action for non-compliance).* |  |  |
| **Failure to consult with staff and others on the risks presented by COVID-19.** | *Staff.*  *Staff are not provided with the opportunity to actively contribute to the risk assessment process.* | *Considerations:*  *Employers have a legal duty to consult their employees on health and safety in good time. It also makes good sense to involve students in discussions around health and safety decisions to help them understand the reasons for the measures being put in place. Employers can do this by listening and talking to them about how the FE College/Provider will manage risks from coronavirus (COVID-19) and make the site COVID-secure. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that the FE College/Provider takes their health and safety seriously.*  *It is a legal requirement that employers must consult with the health and safety representative selected by a recognised trade union or, if there isn’t one, a representative chosen by staff. As an employer, you cannot decide who the representative will be.*  *At its most effective, full involvement of staff creates a culture where relationships between employers and staff are based on collaboration, trust and joint problem solving. As is normal practice, staff should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer. Consultation does not remove the employer’s right to manage. They will still make the final decision but talking to employees is an important part of successfully managing health and safety.*  *You’ll need to decide on how best to involve staff and others in the process.*  *Potential control measures may include:*   * *Setting up a working group for COVID-19 to consult with staff and others on the risks presented and planned control measures.* * *Issuing copies of risk assessments to staff and others and inviting feedback.* * *Consider publishing the COVID-19 risk assessment on the FE College’s/Provider’s website to provide transparency of approach (HSE would expect all employers with over 50 staff to do so).* * *Adding COVID-19 as a rolling item for the H&S Committee.* |  |  |
| **Failure to develop a contingency plan for outbreaks.** | *All.* | *Considerations:*  *The latest* [*guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#specific-advice-for-learners-with-special-educational-needs-and-disabilities-send) *states that:*  *“Remote education may need to be an essential component of delivery for some students, alongside classroom teaching, or in the case of a local lockdown. You are therefore expected to plan to ensure anyone who needs to stay at home for some of the time is given the support they need to make good progress. Where a class, group or small number of learners need to self-isolate, or there is a local lockdown requiring learners to remain at home, we expect you to have the capacity to offer immediate remote education.*  *You are expected to consider how to continue to improve the quality of your existing offer and have a strong contingency plan in place for remote education provision by the end of September, for all provision apart from that which requires face to face delivery e.g. occupational competence provision. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of learners are required to remain at home.”*  *In the event of a local outbreak, the PHE health protection team or local authority may advise a site or number of sites to close temporarily to help control transmission. FE Colleges/Providers will also need a contingency plan for this eventuality.*  *Potential control measures may include:*   * *Review the latest guidance and develop suitable contingency plans.* |  |  |
| **Failure to implement and adhere to the latest government advice/ guidance** | *All.*  *Failure to adhere to government advice/guidance resulting in increased risk of infection.* | *Considerations*  *As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended regularly. It is imperative that you keep up to date with the latest public health and other advice on COVID-19 available at websites such as:*   * [*https://www.gov.uk/coronavirus*](https://www.gov.uk/coronavirus) * [*https://www.aoc.co.uk/covid-19-resources-coronavirus*](https://www.aoc.co.uk/covid-19-resources-coronavirus) * [*https://www.nhs.uk/conditions/coronavirus-covid-19/*](https://www.nhs.uk/conditions/coronavirus-covid-19/) * [*COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) * [*https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Health,-safety-and-safeguarding/Coronavirus-essential-information*](https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Health,-safety-and-safeguarding/Coronavirus-essential-information) * [*Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) * [C*oronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#specific-advice-for-learners-with-special-educational-needs-and-disabilities-send) * [*Coronavirus (COVID-19): guidance on isolation for residential educational settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings) * [*Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) * [*Coronavirus (COVID-19): safeguarding in schools, colleges and other providers*](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers) * [*Safeguarding and remote education during coronavirus (COVID-19)*](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19) * [*Coronavirus: travel guidance for educational settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings) * [*COVID-19: cleaning in non-healthcare settings outside the home*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) * [*Coronavirus (COVID-19): safer travel guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) * [*Association of School and College Leaders (ASCL)*](https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Health,-safety-and-safeguarding/Coronavirus-essential-information) * [*Association of Colleges (AoC)*](https://www.aoc.co.uk/covid-19-resources-coronavirus) * [*Office for Students (OfS)*](https://www.officeforstudents.org.uk/advice-and-guidance/coronavirus/)   *Potential control measures may include:*   * *Nominate a member of staff (or number of staff) to complete a daily/weekly review of the above and any other key information channels and feedback key points to SMT/SLT (N.B. you can sign up to the Department for Education update service* [*here*](https://www.gov.uk/email-signup?link=/government/organisations/department-for-education) *which will alert you via email to any changes in the guidance for education).* * *SMT/SLT to review key points and decide on any actions required.* * *Develop action plans with SMART targets to implement any changes to college operations, with periodic monitoring by SMT/SLT.* * *Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and students.* |  |  |
| **Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/procedures)** | *All.*  *Failure to adhere to the content of this risk assessment and any related policies/procedures leading to increased risk of the spread of COVID-19 on site and possibility of criminal prosecution and/or civil litigation.* | *Considerations*  *The latest* [*guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#specific-advice-for-learners-with-special-educational-needs-and-disabilities-send) *states that:*  *“You should have active arrangements in place to monitor that the controls are effective, working as planned, and updated appropriately considering any issues identified and changes in public health advice.*  *You must record details of:*   * *risk assessments* * *the measures taken to reduce these risks* * *expected outcomes*   *Review your assessment if:*   * *it is no longer valid* * *there has been a significant change in related matters.”*   *It is advised that the risk assessment is discussed and agreed at Board level.*  *You’ll need to:*   * *Put measures in place to ensure that the content of this risk assessment and any related policies/procedures are being properly implemented and adhered to; and* * *Ensure that the circumstances under which this risk assessment will be reviewed are clearly defined, e.g.:* * *Periodically (e.g. daily, weekly, monthly etc. – to be determined by the FE College/Provider);* * *Following any confirmed cases of COVID-19 amongst the staff or student population;* * *Following any accidents/incidents/near misses associated with measures you have implemented for COVID-19; and/or* * *Following any changes to the matters to which it relates (i.e. changes in legislation, Government guidance, phased return, phased closing due to partial/full lockdown, changes in ways of working/procedures etc.).*   *Potential control measures may include:*   * *Ensure that this risk assessment is reviewed and agreed at Board level prior to reopening.* * *Nominate a member of SLT to take overall responsibility for the implementation and monitoring of the risk assessment and any related policies/procedures.* * *Develop procedures to monitor compliance, such as cleaning checklists, health & safety walks to observe social distancing practices etc. and task relevant staff with completing and reviewing them.* * *Hold regular meetings to discuss the College’s/Provider’s COVID-19 response (you may wish to set up a specific action group).* * *Develop action plans with SMART targets to address any issues, with periodic monitoring by SLT.* * *Ensure that this risk assessment and any related policies/procedures are reviewed and updated where required (i.e. periodically, following any confirmed cases of COVID-19 amongst the staff or student population, following any accidents/incidents/near misses associated with measures you have implemented for COVID-19; and/or following any changes to the matters to which it relates) and that updates are communicated to staff and where relevant, students and parents/carers.* |  |  |
| ***Other hazards identified…*** |  | *Are there any other hazards related to your site or operations that need to be considered? If so, please provide details here.*  *Remember that Hettle Andrews ONE clients can contact our Risk Services team for advice Monday – Friday 9am til 5pm. Please call 0121 423 6213 or email* [*ONE@hettleandrews.co.uk*](mailto:ONE@hettleandrews.co.uk) |  |  |

**Action Plan**

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| **Action Ref. No.** | **Action Required** | **Completion Deadline** | **Responsible Person(s)** | **Date Completed** |
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| **Next review due:** |  |