

Title of Risk Assessment	General College and Workplace Risk Assessment for Covid -19 for the Academic Year, 2021-2022.
Activity	This risk assessment will cover the general risks from Covid -19 for Further Education providers taking the DfE operational guidance issued 17 th August 2021 and in year updates as required. It will not necessarily cover specific areas where additional guidance has been issued. i.e. hospitality, sports performing arts etc. These areas should also consult that specific guidance and conduct additional risk assessments as required.
Location of Activity	Boston College, Rochford Campus Skirbeck Road, Boston, Lincs also Includes Peter Paine Performance Centre, Sam Newson Music Centre, Ingelow and Spalding Campus. PE21 6JF and other sites as above

Date Compiled	20/08/2021	Date of reviews and updates	October 2021, December 2021, January 2022
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Compiled by	Pete Davy: Head of Health and Safety	Supported by	Debbie Holland: Vice Principal. Shawn Thomas: Head of Estates. Jen Durrant: Director for People. Dawn Telford: Assistant Principal Learner Experience.
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Frequency		Severity	=	Risk
1 - Very Unlikely		1 - No Injury, Loss or Damage		1-5 Low Risk
2 - Unlikely	X	2 - Minor Injury, Loss or Damage	=	6-10 Medium Risk
3 - Possible		3 - Moderate Injury, Loss or Damage		12-15 High Risk
4 - Likely		4 - Major Injury, Loss or Damage		16-25 Very High
5 - Very Likely		5 - Fatality		

Hazard/Risks Identified	Whom Staff, students, contractors or members of the public?	The risk associated with the activity <i>before</i> control measures are implemented			Control Measures	The risk associated with the activity <i>after</i> control measures are implemented		
		F	S	R		F	S	R
1. Transmission of Coronavirus and the new variants within the Community and College setting	Staff, students, members of the public, contractors	5	4	20	<p>You MUST always:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting. 2. Recommend that face coverings are used in recommended circumstances i.e communal areas, classrooms and where close working is required in other guidance. 3. Ensure that everyone is advised to clean their hands thoroughly and more often than usual. 4. Ensure good respiratory hygiene for everyone by encouraging the 'Catch it, bin it, kill it' approach. 5. Maintain enhanced cleaning, including frequently touched surfaces often, using standard cleaning products such as detergents e.g, Legion + 6. Consider how to minimise contact across the site. 7. Keep occupied spaces well ventilated, even during colder weather. <p>In Specific Circumstances:</p> <ol style="list-style-type: none"> 8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. <p>Response to any infection</p> <p>You MUST always:</p> <ol style="list-style-type: none"> 9. Promote and engage with the NHS Test & Trace process 10. Contain any outbreak by following the Local Health Protection Team advice. 11. Continue with promotion and supply of testing kits to allow access to twice weekly testing at home with lateral flow tests. 	2	4	8
2. Fire safety and evacuation	As Above	3	4	12	All buildings are alarmed, weekly alarm checks are carried out each week, defects noted and reported. Monthly Fire alarm system check and emergency lighting checks have been completed. Fire drills will take place at the start of term. Ensure that learners stay in groups where possible at Fire Assembly points.	2	3	6

<p>3. The spreading of COVID 19 with normal staff and learner numbers on site</p>	<p>Staff, learners and external visitors</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Line managers have completed department risks and considered their teams and staffing numbers in line with the latest guidance to work from home. Face coverings are now strongly recommended to be worn by staff and learners in all communal and classroom areas. Additionally, face coverings should be worn by staff and learners in workshop settings in accordance with specific industry guidance, where social distancing cannot easily be maintained, except where exemptions apply.</p> <p>All staff have access to face masks for work with other staff and learners. Visors should not routinely be worn as an alternative to face coverings in an education setting, face coverings offer more appropriate protection. Face masks are available for learners where required; they should be encouraged to supply their own.</p> <p>Face visors may be worn under exemptions but must be included in either the department or individual risk assessment to justify.</p> <p>Safe wearing and removal of face coverings This process should be communicated with staff and learners, the safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • Cleaning of hands before and after touching the covering - including the removal or putting on • Safe storage of them in individual, sealable plastic bags between use. • Not to touch the front of their face covering during use or when removing it • Dispose of temporary face coverings in a black bag waste bin, not recycling bins • Place reusable face coverings in a plastic bag to take home with them • Wash or sanitise their hands again <p>Where a face covering becomes damp it should not be worn and carefully replaced. Staff and learners should consider bringing in spare face coverings to replace as required.</p> <p>Meetings are encouraged to take place virtual where possible. Use keep left protocol in corridors, follow signage on staircase usage, some will be designated either up or down stairs, other may have to give way to an existing user. Single use only for lifts unless a carer is</p>	<p>1</p>	<p>5</p>	<p>5</p>
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<p>(Continued) The spreading of COVID 19 with normal staff and learner numbers on site</p>	<p>(continued) Staff, learners and external visitors</p>				<p>required by user. Hand sanitiser wipes are to be provided for use at communal items i.e Follow me printers. Sanitiser stations have been increased. COVID packs are available in classrooms. Staff have been advised to limit movements around the premises and should use phones, radios and Teams calls. Persons are aware they need to wash hands for 20 seconds upon arrival and frequently throughout the day. e.g</p> <ul style="list-style-type: none"> • Upon arrival at the setting • When they return from breaks • Before they change rooms • Before and after eating <p>Doors in circulation areas will be held open by door guard units or magnetic holdbacks to minimise the contact as people pass through. Water dispensers to have hand sanitiser points and to be used to refill own container only. No paper cups to be available. Face coverings are now strongly recommended in communal for all staff, students and visitors. From January 2022 face coverings are also required in classroom areas for staff, students and adult visitors. Student zoning in place with separate entrances to the most appropriate area. More duty managers are rostered to support with keeping different learner groups separate. Learners will eat outside where weather permits, or in the Diner. External visitors permitted on site but are encouraged to undertake a lateral flow test before coming on site.</p>			
<p>4. Unknown spread of Coronavirus due to asymptomatic persons and transmission</p>	<p>As above</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>Testing for asymptomatic Covid- 19 individuals All staff and students are to be offered voluntary lateral flow tests either through onsite testing or via twice weekly home testing kits to find asymptomatic cases and prevent the unknown spread of the virus. On-site testing facility will be available for those who are unable to access home testing kits or require assistance to take the test. All learners have been encouraged to have 2 Lateral Flow Tests each 3-5 days apart when they first come back onto the College sites. Isolation rooms have been identified at all sites for those who test positive or develop symptoms onsite and are awaiting transport home. These are as follows: Rochford campus- Bradford flat 1 rooms 1 & 2, PPPC- away team changing rooms, SNMC- electrical distribution cupboard, Spalding-disabled facility room. The use of public transport should be avoided to send learners home,</p>	<p>3</p>	<p>4</p>	<p>12</p>

					their parents or family member or guardians, should be available for those who encouraged to collect them.			
5. Covid 19 –Risk of spreading infection- a person attending the college with symptoms or becoming symptomatic whilst at College	As above	3	5	15	<p>Learner and staff guidance issued regarding COVID symptoms and isolation requirements to prevent any person attending on site, experiencing symptoms. This has also been promoted through social media and parents.</p> <p>If a person develops symptoms whilst on site, they must leave site immediately and must follow the latest government advice for self-isolation and testing. Management office to be contacted to co-ordinate a response for cleaning.</p> <p>The College has internal processes for tracing contacts for both learners and staff to support with NHS Test and Trace. NHS Test and trace are now responsible for the initial response with cases.</p> <p>From 14 December 2021 a new national approach to testing for contacts of COVID-19 has been introduced. All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a close contact of someone with COVID-19-whether Omicron or not-should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating.</p>	2	5	10
6. First aid	As above	3	5	15	<p>Where possible First Aiders will support with first aid assistance for staff and learners in their own area. Where this is not possible the first aider on the duty rota will be called. In the event of a student or staff displaying symptoms of COVID 19 a first aider will not respond unless life threatening. The Learner should be taken to the identified isolation room on individual sites as per the published procedure. Staff displaying symptoms should leave site immediately where travel arrangements permit (use of public transport to be avoided). First Aiders have been issued appropriate Covid precautions information to follow when dealing with casualties.</p>	2	3	6
7. Mental health and Wellbeing affected through isolation or anxiety about coronavirus	Staff and Learners	4	3	12	<p>Have regular keep in touch meetings/ calls with colleagues working from home to discuss any work issues.</p> <p>Talk openly with staff and learners about the possibility that they may be affected and let them know how to raise concerns or who they can go to for support or talk things through.</p> <p>Involve staff in completing their department and personal return to work risk assessments so that they can identify potential problems and identify solutions.</p> <p>Keep staff updated on what is happening so they feel involved and reassured.</p>	3	2	6

					Discuss the issue of fatigue and burnout with staff and ensure that they take regular breaks, are encouraged to take leave, set working hours to ensure that they are not working excessive hours.			
8. Covid 19 – cleaning and hygiene	Staff	4	5	20	Caretaking / Cleaning staff have access to PPE and Cleaning chemicals COSHH data sheets. Enhanced cleaning practices continue to take place throughout the college and focus on frequently touched items such as door handles. Any tools and equipment that is shared should be wiped down with sanitiser wipes/legion spray when finished with, by the person who last used it. Fogging machines are available on each college estate and hard to clean/communal rooms/areas of heavy use and mixed groups accessing will have deep cleaning, sanitising arrangements. Equipment in practical areas will be fogged by technician staff.	2	5	10
9. Covid 19 – need to for increased handwashing	Staff, students, contractors, members of the public	4	5	20	All staff must wash their hands: when arriving on site, when leaving site, before any eating or drinking, when moving between buildings, at regular intervals, more frequently than normal Always wash hands for a minimum of 20 seconds Dry hands using disposable paper towels (do not use shared or reusable towels) Follow NHS hand washing guide available here https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Handwashing facilities are available across the campus and soap and hot water is checked by estates team throughout the day. Hand sanitisers and wipes/legion are placed around the College entrances and other required areas. All reusable/ communal towels to be removed by department.	2	5	10
10. Catering on site	Staff, Learners and internal customers	3	4	12	Perspex screens continue to be in place and face coverings to be worn by staff. Contactless payments to be made (where possible) and use of the food ordering App with collections away from food counter.	2	3	6
11. Student Union Shop	Students and staff	3	4	12	Social distancing measures to be applied with maximum numbers allowed in the shop at once. Face coverings recommended to be worn.	2	3	6

12. Public facing college facilities	Members of the public	4	5	20	Specific guidance for these is available from Gov.UK and the latest guidance should be consulted prior to specific risk assessments being done.	1	5	5
13. Information security risks	Staff and students	4	4	16	Warnings circulated to staff regarding phishing emails and the College purchased additional protection to enhance security. Cyber awareness training for staff is available. All College laptops have been encrypted and have anti-virus software. Cyber essentials plus has been carried out. The Remote Working policy has been republished and staff briefed on key points. The College achieved ISO27001 and has robust policies and procedures in place for Information Security.	3	3	9

This risk assessment has been completed in accordance with **The Management of Health & Safety at Work Regulations 1992** and the **Health & Safety at Work Etc. Act 1974** to the best knowledge and understanding of the assessors.

Compiled by	Pete Davy
Signature	<i>Peter J Davy</i>
Approved by	Jen Durrant
Date	10 th January 2022