

Covid-19 Risk Assessment – Riverside & Cronton College



Riverside College
Widnes & Runcorn

Ref: Covid-19

This Risk assessment will be under constant review and any changes made will be amended and all staff will be updated via their CMT member.

This document works in relation to the below link.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
If you require further advice, please contact the college Health, Safety & Facilities Officer (Simon Smith – Ext 1066) or simon.smith@riversidecollege.ac.uk

Guidance is being followed from the Government, Public Health England & Halton Borough Council to ensure the college operates as safely as possible.

This will also incorporate the MAST Testing, the college will be completing on both Kingsway and Cronton. Outlined in tab 3 of the document.

To assess each risk the following risk matrix should be used:

Colour Key for Scoring Matrix
Green – Minimal Risk (1-2)
Yellow – Low Risk (3-9)
Amber – Medium Risk (10-15)
Red – High Risk (16-20)
Dark Red – Extreme Risk (25)

		Likelihood				
		1	2	3	4	5
Severity	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Locations Covered by Assessment	Riverside College & Cronton 6th Form				
Assessed By	Simon Smith	Signed	S. Smith	Date	12/03/2020
Reviewed By	Julie Holland/Mary Murphy	Signed	J. Holland/ M. Murphy	Date	12/03/2020
Reviewed & Assessed by	Simon Smith / Jonathan Birch	Signed	S.Smith J. Birch	Date	21/05/2020
Reviewed By	Simon Smith	Signed	S. Smith	Date	04/06/2020
Reviewed By	SMT	Signed	SMT	Date	11/06/2020
Reviewed By	Simon Smith	Signed	S.Smith	Date	17/07/2020
Reviewed By	Simon Smith	Signed	S.Smith	Date	09/09/2020
Reviewed By	Simon Smith	Signed	S.Smith	Date	24/09/2020
Reviewed By	Simon Smith	Signed	S.Smith	Date	18/11/2020
Added MAST Testing to Risk Assessment	Simon Smith	Signed	S.Smith	Date	07/01/2021
Revised & Added Remote Learning	Simon Smith	Signed	SMT & B&B	Date	28/01/2021

Hazard	Who is at risk?	S	X	L	=	r	Control Measures	Further Action Required	Owner	S	X	L	=	SCORE
Spread of Covid-19 Coronavirus – Social Distancing Mental health Visitors to Site Cleaning Hand Washing Symptoms of Covid-19 Classrooms Offices Social Areas	Staff Students Visitors Employers Partners Apprentices	5	x	5	=	25	<ul style="list-style-type: none"> • Social Distancing - reducing the number of persons in any work area to comply with the 2-metre (6.6 foot) gap recommended by the Public Health England (PHE). or 1 metre + (with mitigations) • Using MS Teams and other platforms instead of face to face meetings • Constant hand washing and personal hygiene is practiced at all times. • Hand sanitiser is to be provided at a key locations. • Cleaning - frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products. • Mental Health - CMT will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • Visitors to Site – Staff or students seeking to attend site to collect essential resources to enable them to continue working from home • Avoidance of non-essential travel. Staff and Learners working from home wherever possible. College Site/s are open to key staff only. • Symptoms of Covid-19 - if anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to take a test, either at a walk in test centre or home test kit. • The college has been provided with test kits to issue to anybody that has symptoms of Covid-19, who may struggle to get a test. • Line Managers will maintain regular contact with staff members during this time • Queues to be separated with barriers and floor marking in place to separate all personnel. • Perspex desk screens installed on key locations i.e. reception. • Staff to police students and monitor social distancing compliance. • Signage will be erected advising on social distancing. • Students who do not have scheduled lessons must not attend college. • Additional chairs must not be brought into classrooms. • Students to stay within their bubble throughout the day & use the same classroom/workshop. Teachers to change rooms if necessary. • Social distancing rules also apply outside and in the designated smoking area etc. • Opposite desks are not to be occupied at the same time, unless mitigations have been taken place i.e. perspex screens. • Each employee is responsible for cleaning his/her own workstation. Cleaners will clean floors, touch points and empty waste bins. If a confirmed case of Covid 19 is reported the entire office will be cleaned in line with current guidelines. • All staff must cooperate with office re-arrangement and planning to ensure social distancing. • The college is following government guidelines, in relation to blended learning and categorising departments into bubbles, so the spread of the virus is reduced and it of a lower impact to the college operation. • Curriculum will be delivered with an appropriate blend no face to face and online learning to ensure the safety of staff and students. • A full equality impact assessment has been undertaken. • Face masks will be disposed of following government guidelines. • All areas will be well ventilated, either by physical ventilation or the opening of windows in the room. • Infection Control kits are located in every classroom, containing face coverings, sanitising wipes and gloves, these are monitored by the estates and domestics team. • All staff and students are being updated on the latest Covid-safe advice in particular those students with special needs having an individual assessment. • Staff will be monitoring the system of controls around the college to ensure compliance. • Face Coverings and social distancing will be required to access the toilet area. • The college has a full system of signage in place to ensure that the bubble system is followed at all times. • The College is to provide face coverings in case of anybody who forgets to bring a face covering to college. • The college has a Covid File in the principalship, to which has all the current guidelines from PHE & DfE. This is used to follow the correct procedure in the event of a confirmed case at the college. 	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	Simon Smith	4	x	2	=	8

<p>Moving around the colleges</p>	<p>Staff Students Visitors Employers Partners Apprentices</p>	<p>5</p>	<p>x</p>	<p>4</p>	<p>=</p>	<p>20</p>	<ul style="list-style-type: none"> • The college has developed a bubble system that reduces the risk of students from different areas crossing paths around the college where possible. This will be outlined in recovery plan. • Where there is a communal area where bubbles cross i.e. eating areas, face coverings must be worn when not eating or drinking. • All personnel are to follow the system along with regular hand washing and keeping two metres apart, or 1m+ with mitigations. • There is a limit of one person able to use the passenger lifts at any one time. • The toilets will become a stay alert zone and face coverings must be worn at all times. • Classroom and office doors may be held back in the open position to minimise touching handles but must be closed whenever the room is vacated. • The college is following government guidelines, to that department bubbles have designated access and egress into college. this will be detailed in floor plans and signage for both sites. • Doors and windows are to be opened to allow for ventilation around the buildings. • Fresh air fed air conditioning helps with the ventilation around the building, classrooms and staff areas. 	<p>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</p>	<p>Simon Smith</p>	<p>4</p>	<p>x</p>	<p>2</p>	<p>=</p>	<p>8</p>
<p>New Variant of Covid -19</p>	<p>Staff Students Visitors Employers Partners Apprentices</p>	<p>4</p>	<p>x</p>	<p>3</p>	<p>=</p>	<p>12</p>	<ul style="list-style-type: none"> • It is essential to reinforce the core principles of a hierarchy of control measures to reduce physical transmission through the environment by all routes – close-range, airborne, and via surfaces, given the risks that transmission of the new variant may be higher for all these routes. • Physical measures are in place, Masks are to be worn at all times, screens are installed in key locations, social distancing is observed at all times and staff enforce these rules to students in lessons. 	<p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings</p>	<p>Simon Smith</p>	<p>3</p>	<p>x</p>	<p>2</p>	<p>=</p>	<p>6</p>

During an emergency evacuation.	Staff Students Visitors Employers Partners Apprentices	5	x	2	=	10	<ul style="list-style-type: none"> • No Fire Drills to be conducted until further notice. • Fire alarm (bell) test to continue as normal. Conducted at quietest time possible. Advise all staff of test time. • All staff to act as fire wardens and ensure evacuees maintain social distancing while leaving building and gathering in Fire Assembly Point. • Document to illustrate this, will be provided. • If the Lock Down alert is raised, all students & staff must practice the lock down procedure as instructed but maintaining social distance if possible. • Fire Doors will be wedged open, as the Covid-19 virus affects people and not buildings. • If possible, staff are to kick door wedges of doors as they leave the building. • Registers are in place to ensure that staff and students movements throughout the day our recorded. 	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	Simon Smith	3	x	2	=	6
Poor hygiene	Staff Students Visitors Employers Partners Apprentices	4	x	3	=	12	<ul style="list-style-type: none"> • Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available. • Hand sanitiser will be provided at key locations, i.e. every classroom, staff room, toilets and communal areas. • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Use the Catch it Bin it Kill it procedure at all times. • Estates team are constantly going around the buildings ensuring the building are kept clean at all times, cleaners are cleaning common areas constantly i,e handrails and door handles. • Infection control training to be completed. • Gloves are provided for the estates team, to perform this task. • All disposable gloves etc. will be disposed of by bagging the item up then placing it in the bin. • Full overalls are also available, if required. • Students are advised to keep their personal hygiene to an acceptable standard, through the awareness campaign. • Updated domestics risk assessment. 	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	Simon Smith	3	x	2	=	6

Sharing of equipment	Staff Students Visitors Employers Partners Apprentices	5	x	4	=	20	<ul style="list-style-type: none"> •Sharing of equipment is strictly prohibited, unless gloves are used and disposed off after use. •Individual department control measures will be reviewed within specific equipment & machines. •Regular hand washing is always to be practiced. •New guidelines, have stated that now the sharing of equipment is now allowable with very robust cleaning protocols. All equipment if shared must be wiped down after use, to allow the next person to use the equipment in question. 	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	Simon Smith	3	x	2	=	6
Providing Learning Assistance or Personal Care.	Staff Students Visitors Employers Partners Apprentices	5	x	4	=	20	<ul style="list-style-type: none"> •Ensure that any staff/student classified as 'Clinically extremely vulnerable' does not attend college, or has been though either their line manager, personnel tutor or HR. •Update each staff/students personal risk assessment. Ensure the Health Care Plan is reviewed with reference to Covid 19 hazard. •Staff to provided with PPE while carrying out this task 	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	Simon Smith	3	x	2	=	6
Staff/Student who are pregnant/ Clinically Vulnerable	Staff Students Visitors Employers Partners Apprentices	4	x	2	=	8	<ul style="list-style-type: none"> • A risk assessment is completed • if an outbreak was confirmed in the area, the member of staff/student will be told in priority to work/learn from home until further notice. • Covid secure measures, hand santiser and PPE provided. 	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	Simon Smith	3	x	2	=	6

External work placements	Staff Students Visitors Employers Partners Apprentices	4	x	2	=	8	<ul style="list-style-type: none"> Employers are to go through the colleges strenuous check, to ensure that employers are covid secure. Students are only placed in cobdi secure settings, if there is any doubt the learner does not attend and returns to college. 	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	Simon Smith	3	x	2	=	6
Staff/Student who are pregnant	Staff Students Visitors Employers Partners Apprentices	4	x	2	=	8	<ul style="list-style-type: none"> Pregnant staff are in the 'clinically vulnerable' category, and are advised to follow national guidance to which is Clinically vulnerable staff can return to work. While in the workplace, they should follow the system of controls to minimise the risks of transmission. If clinically vulnerable staff have concerns around their individual circumstances, you should discuss those concerns and be flexible in seeking to address them. People who live with those who are clinically vulnerable can attend the workplace. All pregnant staff/students get risk assessed by the Healthm Safety & Facilities Officer. 	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	Simon Smith	3	x	2	=	6
Infected area	Staff Students Visitors Employers Partners Apprentices	5	x	4	=	20	<ul style="list-style-type: none"> Estates will be equipped to clean the area safety. Infection control training Separate domestics risk assessment. Staff/Students to notify the college as soon as they know they have a confirmed case of COVID-19. Staff Guidelines have been issued to all staff All Covid -19 chemicals will be stored in room A20, easily assessable by the estates team. The college has now heaviliy invested in cleaning products to allow for seamless cleaning, when an area is affected. 	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	Simon Smith	2	x	2	=	4

<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19, or face to face within 1 minute.</p> <p>3) Being advised by a public health agency that</p>	<p>Staff Students Visitors Employers Partners Apprentices</p>	<p>5</p>	<p>x</p>	<p>3</p>	<p>=</p>	<p>15</p>	<ul style="list-style-type: none"> • Update HR with absence identifying Coronavirus and manage absence in line with college HR policies/ procedures • Students to ring the absence line to inform of any self-isolation and absent line is to update the log when required. • Limit travel where possible to reduce potential exposure • Do not come into college where someone you live with has been diagnosed • Follow NHS 111 Online for advice as required or thr track and trace app. • Do not attend GP surgery or public places if confirmed to help reduce spread of the disease • Estates to clean any potential infected area with anti-bacterial as soon as possible. • Infection control training is to take place • Vulnerable staff to be encouraged to work from home. • The College recognizes staff in higher risk groups (BAME, obese, older staff) may wish to work from home where possible. Individual discussions with HR or line manager are encouraged • Restrictions on any external visitors, customers to college. • Non-essential meetings postponed, or to be completed online via MS Teams or Zoom 	<p>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</p>	<p>Simon Smith</p>	<p>2</p>	<p>x</p>	<p>2</p>	<p>=</p>	<p>4</p>
<p>Cleaning</p>	<p>Staff Students Visitors Employers Partners Apprentices</p>	<p>5</p>	<p>x</p>	<p>3</p>	<p>=</p>	<p>15</p>	<ul style="list-style-type: none"> • PPE provided to cleaners and Estates Team • Frequent cleaning and disinfecting of all areas with high strength disinfectant including door handles, light switches, reception areas. Bins emptied daily. • Disinfectant supplies/wipes provided in ICT, Offices and multi-use areas. • Thorough cleaning of welfare facilities on a regular basis. • The college has invested in a misting device why can disinfect a room in a short period of time, to allow for the college operation to proceed, in the situation of a confirmed or suspected case. • Infection control training. • Domestic risk assessment. • Disposable bags are to be put in classrooms and entrance to allow all personnel to dispose of their PPE safely, this is to be held for 72 hrs and then disposed of in the college waste bins. • All Chemicals are stored in A20 in chemical cupboards, with all relevant cosh sheets. 	<p>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</p>	<p>Simon Smith</p>	<p>2</p>	<p>x</p>	<p>2</p>	<p>=</p>	<p>4</p>
<p>Food & refreshment Preparation</p>	<p>Staff Students Visitors Employers Partners Apprentices</p>	<p>4</p>	<p>x</p>	<p>2</p>	<p>=</p>	<p>8</p>	<ul style="list-style-type: none"> • Shared kitchen facilities can be used, in line with current guidance. • Staff are advised not to share food and not to handle other people's cutlery & cups. • Preferably staff/students are to provide meals and drinks in personal cool packs or thermos and avoid the use of common fridges & kettles. • Students and staff to bring in pack lunches and bottled water • Bottles of water can be filled up at watering machine. • Students can use both the refectory and the tube at Kingsway and the Brassiere and the refectory at Cronton, once food has been ordered and collected students must take their food/drink to their designated bubble or designated eating area in the socail space provided. • Staff/students are not to sit face to face while eating unless the 2 metre gap or 1M+ with mitigations i.e. visor can be adheard to. Staff 	<p>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</p>	<p>Simon Smith</p>	<p>2</p>	<p>x</p>	<p>2</p>	<p>=</p>	<p>4</p>

Remote Learning	Staff Students Visitors Employers Partners Apprentices	3	x	3	=	9	<ul style="list-style-type: none"> The College moved to a blended learning model at the beginning of the 20/21 academic year for the majority of students. The purpose of the blended learning model was to develop online provision and ensure that College was fully prepared in the event of a full lock down where on-site provision was not possible for the majority of learners. This means that in-class provision can easily be switched to remote learning if necessary. Staff a direct link to support for any eventualities with MS Teams, Nearpod, Kahoot & MS 365 package. Students are following their own college timetable throughout the remote learning period where practicable. Staff are trained in the use of MS Teams. The College will seek to continue to deliver the full curriculum as far as possible through remote learning. In some cases, it will not be practical or possible to deliver certain aspects of the curriculum, such exceptions to this will include: <ul style="list-style-type: none"> Practical subjects in particular those licenced to practice, where college facilities are required in order to complete tasks or assignments. Examples of this might be sports activities, science experiment or activities requiring access to specialist equipment. Where delivery of the full curriculum is not possible the College will make every effort to maintain learning as best as possible while the College is not able to open fully. This might mean, for example, changing the sequence of the curriculum to concentrate on work that can be delivered remotely, or delivering different units as an alternative to practical sessions. Also, exams are asking place within the college, for example AAT is going ahead, we are looking to complete remote exams, we are seeking further guidance on this. Remote learning, including live session, will be delivered through MS Teams. The College is open for vulnerable learners and children of key workers. In addition, if a student does not have appropriate facilities to be able to study at home, they can request to access to the main College site in order to take advantage of the study facilities or they can request to loan laptop through our internal logging system ran by programme management and technical support, students will have to agree to strict T&C's for the access for the laptop. Homework and assignments will be set, submitted and marked electronically Non-attendance and or engagement will be followed up by the College standard procedures, using the same disciplinary procedures, certain examples maybe relaxed in current circumstances. remote learning policy has been produced in - line government guidelines. this includes a guide for parents and students. Staff and student wellbeing - golden hour (encourage staff and students to go for walk and do something different. Zoom Booming, the college has put into place mitigations to stop external learners or learners who are not permitted in certain meetings/lessons by using the 'lobby' function through MS Teams. 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings https://www.riversidecollege.ac.uk/wp-content/uploads/2021/01/remote-learning-strategy-jan-2021.pdf	Simon Smith	2	x	2	=	4
Use of face coverings	Staff Students Visitors Employers Partners Apprentices	3	x	1	=	3	<ul style="list-style-type: none"> Current guidelines state that wearing a face covering or face mask in an education setting is strongly advised, however, if staff do wish to wear their own face covering, this is permitted. PPE should continue to be worn in line with previous guidelines The College has enforced wear your face covering at all times, unless you are exempt. this will be notifiable by a pin badge on the lanyard of the person. 	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	Simon Smith	2	x	1	=	2
Enrolment	Staff Students Visitors Employers Partners Apprentices	3	x	2	=	6	<ul style="list-style-type: none"> Screens are erected to stop the transmission of Covid-19. Face coverings are to be worn at all times. Hand sanitiser provided at every station. Students can only bring 1 person with them to the college. 	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	Simon Smith	2	x	1	=	2
Contractors	Staff Students Visitors Employers Partners Apprentices	3	x	2	=	6	<ul style="list-style-type: none"> face coverings are to be worn by contractors at all times, unless working on a specific task. Rams are received and agreed by the Health, Safety & Facilities Officer. Contractors are to raise their concerns to their contracts manager, who will then liaise with the Health, Safety & Facilities Officer 	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	Simon Smith	2	x	2	=	2

Foreign travel	Staff Students Visitors Employers Partners Apprentices	5	x	1	=	5	<ul style="list-style-type: none"> • Reduce travelling where possible. • Where an individual has recently been overseas, they should self/home isolate themselves for 14 days. • Please continue to follow any further national government advice provided. • College is to continually monitor the situation overseas. • All trips from the college have been put on hold until further notice • The UK is not permitting foreign travel for recreational purposes. 	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	Simon Smith	1	x	1	=	1
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MAST - Riverside College & Cronton College

Hazard	Who is at risk?	S	X	L	=	r	Control Measures	Further Action Required	Owner	S	X	L	=	R
Waste Disposal	Staff Students Visitors Employers Partners Apprentices	4	x	4	=	16	<ul style="list-style-type: none"> • Appropriate waste bin at each testing bay for use by personnel, Processor and recorder. • Additional bins have been purchased to allow for the correct disposal of Health Waste, General Waste and PPE waste. • Full PPE to be worn when handling clinical waste • Waste will be tied and disposed off as as clinical waste. • All genral waste will be disposed in the usual manner. • Waste will be bagged and put into designated euro bin outside the testing centre and will be collected by our contracted waste company. • Waste will be collected after the 72hour holding time, to ensure compliance. • Soiled PPE will have its own zone to Doff PPE and dispose of correctly. • Waste euro bin will be stored outside the testing centre and cleaners will not come into contact with anyone when disposing of waste. • College gates will be locked for security. • Cleaning staff have been trained to know which waste is which by the defining colours of the bins. 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings	Simon Smith	4	x	2	=	8

Contact between students increasing the risk of transmission of COVID19	Staff Students Visitors Employers Partners Apprentices	4	X	3	=	12	<ul style="list-style-type: none"> • Asymptomatic: All personnel are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: All staff, students and visitors to campus are currently required to wear face coverings/masks on campus and in college buildings at all times. Prominent signage reminding attending personnel of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by personnel at all times whilst on the premises except for brief lowering at time of swabbing. • Compliance with wearing of face covering/mask of all personnel to be visually checked on arrival by staff. • Compliance with wearing of face covering/mask of all personnel to be visually checked through building by staff. • hand sanitising will be placed in all the pods for before and after any contact/use. • Hand hygiene: All personnel to use hand sanitiser provided on arrival, and in testing areas & adherence to this enforced by staff. • Social distancing: Two metre social distancing to be maintained between personnel, sufficient floor signage should be put down. in addition and verbal reminders if necessary from staff. • A one-way flow of personnel through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by staff. Doors to be left open to avoid additional touchpoints although cold, will also ensure natural ventilation. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings	Simon Smith	3	X	2	=	6
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Use of shared equipment	Staff Students Visitors Employers Partners Apprentices	4	x	4	=	16	<ul style="list-style-type: none"> • Equipment that will be shared to be identified and ensure rigorous cleaning regime in place before use by another person. • Full PPE is to be worn at all times in the testing areas by staff. • Cleaning will be rigorous throughout the testing period. 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings	Simon Smith	3	x	2	=	6
Setting up Test Site	Staff Students Visitors Employers Partners Apprentices	4	x	4	=	16	<ul style="list-style-type: none"> • One way systems and safety signage applied to flooring and walls • Good air ventilation to be maintained throughout. • Non-porous flooring that can be disinfected on a regular basis. • Strict cleaning regimes implemented throughout the day and after each test. • One way direction through the area, if not possible sufficient space for persons to pass at a safe distance of 2meters • Restricted access to prevent unauthorised persons entering restricted areas • Staggered testing times. • Bays set out with recommended distancing of 2 m • Sanitisers/Disinfectant wipes and spray/disposable paper towel-roll • Waste bins supplied at each bay and desk area for contaminated waste. • Sufficient PPE to be available for testing teams. • Disposable Sick bowls/tissues 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings	Simon Smith	3	x	2	=	6

Cleaning of the testing area	Staff Students Visitors Employers Partners Apprentices	4	x	4	=	16	<p>Sample collection station Clean between each subject:</p> <ul style="list-style-type: none"> • Self swabbing – subject responsible for cleaning bays following test, using disinfectant wipes / disposable cloth & spray provided <p>Processing areas Clean between each test being processed using disinfectant wipes / disposable cloth & spray provided</p> <p>Guidelines</p> <ul style="list-style-type: none"> • All surfaces that the subject has come into contact with must be cleaned and disinfected. • This includes all potentially contaminated and frequently touched areas such as in the collection bays (e.g. table, chair, mirror), and also surfaces that the subject may have had contact with. • Use disposable wipes / cloths or paper roll / disposable mop heads with disinfectant spray to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction • Any wipes, cloths, roll and disposable mop heads used for cleaning must be disposed of and should be placed into the clinical waste bins <p>Cleaning spillages</p> <ul style="list-style-type: none"> • A spillage could be anything from vomit to body fluids, and may happen on a testing site. • When it does, it is important that the surrounding area is evacuated and cleaned immediately. • Further guidance on how to clean spillages is covered in the online training module <p>Strict cleaning regimes and house- keeping, all waste to be disposed of in to the correct waste receptacles.</p> <p>Cleaning of frequent touch points.</p> <p>PPE to be worn by premises staff when emptying waste receptacles and strict hygiene practices to prevent exposure.</p> <p>All COSHH assessments and MSDS present for all products used and guidelines followed, premises staff are all trained in the correct use and supplied with sufficient PPE</p>	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings	Simon Smith	3	x	2	=	6
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Subjects Carrying out the tests	Staff Students Visitors Employers Partners Apprentices	4	x	4	=	16	<ul style="list-style-type: none"> • Staff trained and present in the area to advise on the processes for carrying out swabbing. How to posters/instructions placed on each testing bay • First aiders on site if needed. • Should a swab become stuck or drop to the back of the throat first aid assistance required immediately, in the event it cannot be retrieved and the first aider feels it is beyond their remit and they may further aggravate the situation then emergency services to be called immediately. • Body spill kits held by the premise cleaners in the event of blood or bodily fluids are present in testing areas. Only trained persons with designated PPE to deal with the situation. All items to be disposed in clinical waste. • If persons become unwell during the process or feel they have caused damage by incorrect swabbing then further medical advice and guidance to be sought. 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings	Simon Smith	3	x	2	=	6
Fire/Emergency & Lockdown	Staff Students Visitors Employers Partners Apprentices	5	x	3	=	15	<ul style="list-style-type: none"> • In the event of an evacuation, all personnel is to stop what they are doing and leave the building in a orderly fashion. • These personnel must muster separately to main body or people, they must muster outside centre stage on the fire path adjacent the main road. • The people who are getting tested will need to complete a re-test and re-register. • All PPE must be changed before the restart. • All fire doors in the testing centre are to be propped open for adequate ventilation, in the event of a fire, the two fire doors are to be closed after the evacuation, the two fire doors are the main entrance and the one single exit to the left of the seating area. the exit near the stage is only to be used for waste disposal. • in the event of a lockdown, staff and students must follow the college procedure using the RUN, HIDE, TELL principles. 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings	Simon Smith	3	x	2	=	6

Contact between personnel and test staff increasing the risk of transmission of COVID19 : Welcome & registration	Staff Students Visitors Employers Partners Apprentices	3	x	2	=	6	<ul style="list-style-type: none"> • On entrance the door will be open and a hand sanitising station will be present all personnel will enter wearing a face covering and be required to stand 2m away from the Registration Assistant. Floor marking in place. • Registration assistant will be wearing PPE, which will include face coverings, gloves etc and will have completed appropriate training • Any close interaction for example help with their devices will be done at distance, gloves will be worn and disposed of immediately and personnel will be given an antibac wipe for their device. • Personnel will be called to the testing table to ensure social distancing is maintained and guidance given on how to test 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings	Simon Smith	2	x	2	=	4
Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	Staff Students Visitors Employers Partners Apprentices	4	x	3	=	12	<ul style="list-style-type: none"> • PPE: nitrile gloves to be used at all times when handling the extraction solution. Visors are to be worn at all times when handling the extraction solution. disposable aprons are to be worn to protect the body from splashes or spillages. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material. • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings	Simon Smith	2	x	2	=	4
Contact between samples and sample processor increasing the transmission of COVID19: Sample processing & analysis.	Staff Students Visitors Employers Partners Apprentices	3	x	3	=	9	<ul style="list-style-type: none"> • Processor will be wearing correct PPE • PPE: nitrile gloves to be used at all times when handling the extraction solution visors to be worn at all times when handling the extraction solution. aprons to be worn to protect the body from splashes or spillages. • Gloves to be changed after every test. • Processors will be shown the correct way to don and doff PPE via training and will also be provided with an area to sanitise afterwards 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings	Simon Smith	3	x	1	=	3

<p>Identified site inadequate as a testing site.</p>	<p>Staff Students Visitors Employers Partners Apprentices</p>	<p>3</p>	<p>x</p>	<p>2</p>	<p>=</p>	<p>6</p>	<ul style="list-style-type: none"> • The location complies with NHS Track & Trace Guidance; well ventilated, doors open, temperature controlled environment, fully accessible for persons with disabilities and all on one ground floor level, adequate space for each process from arrival to leaving full one way system in place. • Hand sanitiser and access to toilets if required. • Secure site with restricted access .Testing area hard, non-porous easy cleaned flooring, all tables, chairs, etc., in testing area easily cleanable. • Established building fault reporting process though Estates . • Site temperatures must be kept above 2 degree (out of hours) and 15 degrees kits in use and below 30 degrees controlled by building operator. • Access & Egress: Dedicated access point for students through double fire doors of centre stage, exit to rear through the rear fire doors of centre stage. • A one-way flow of students through the building to be initiated and maintained at all times. Compliance with this is to be ensured by staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with Clinical SOP 	<p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings</p>	<p>Simon Smith</p>	<p>2</p>	<p>x</p>	<p>1</p>	<p>=</p>	<p>2</p>
<p>Contact between personnel and sampler increasing the transmission of COVID19: Sample taking</p>	<p>Staff Students Visitors Employers Partners Apprentices</p>	<p>3</p>	<p>x</p>	<p>2</p>	<p>=</p>	<p>6</p>	<ul style="list-style-type: none"> • Personnel will be required to take their own samples, removing their face covering only to take the sample, and returning it immediately afterwards staff will be monitoring 	<p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing</p>	<p>Simon Smith</p>	<p>2</p>	<p>x</p>	<p>1</p>	<p>=</p>	<p>2</p>

Contact between personnel and processor increasing the transmission of COVID19: Sample transport	Staff Students Visitors Employers Partners Apprentices	3	x	2	=	6	<ul style="list-style-type: none"> • Once testing has been completed they will be called one at a time to the Processing Operator, who has also completed appropriate training, • Personnel will place the swab in the test tube supplied by Process Operator, and then exit via the one way system, • Wearing a face covering and be required to stand 2m away • Processor will retrieve the test once the person has left 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing	Simon Smith	2	x	1	=	2
Contact between samples and sample processors increasing the transmission of COVID19: Sample disposal and waste disposal	Staff Students Visitors Employers Partners Apprentices	4	x	2	=	8	<ul style="list-style-type: none"> • Clinical waste containers and bins will be provided for processors to use • PPE: nitrile gloves to be used at all times when handling the extraction solution, visors to be worn at all times when handling the extraction solution. Disposable aprons to be worn to protect the body from splashes or spillages. 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing	Simon Smith	2	x	1	=	2
Bodily fluids (blood from nose bleed or vomiting) during self swabbing.	Staff Students Visitors Employers Partners Apprentices	2	x	2	=	4	<ul style="list-style-type: none"> • Sick bowls available at each testing station and clinical waste bins. • Tissues • Cleaners will be on site to clean upon any spillages. • Adequate provision of required cleaning materials and PPE • Training to staff as required. 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing	Simon Smith	2	x	1	=	2
Manual handling	Staff Students Visitors Employers Partners Apprentices	3	x	2	=	6	<ul style="list-style-type: none"> • All staff will have had manual handling training • Larger boxes of equipment broken down into smaller loads, use of trolleys as required • Ensure test centre is fully stocked with requisite materials at start of each day 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing	Simon Smith	2	x	1	=	2

<p>Unauthorised access by members of the public</p>	<p>Staff Students Visitors Employers Partners Apprentices</p>	<p>3</p>	<p>x</p>	<p>1</p>	<p>=</p>	<p>3</p>	<ul style="list-style-type: none"> All staff, students and visitors to site are identified by lanyards, anyone who isn't wearing a lanyard will be denied access to building 	<p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing</p>	<p>Simon Smith</p>	<p>2</p>	<p>x</p>	<p>1</p>	<p>=</p>	<p>2</p>
<p>Uneven surfaces (floor protection in the Testing and Welfare areas)</p>	<p>Staff Students Visitors Employers Partners Apprentices</p>	<p>3</p>	<p>x</p>	<p>2</p>	<p>=</p>	<p>6</p>	<ul style="list-style-type: none"> All flooring checked prior to use any hazards removed, and wet floor signs available Staff encouraged to wear appropriate footwear Walkways to be kept clear. No cables are to be used Potential trip hazards to be monitored supervising staff, allocated area for storage of items 	<p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings</p>	<p>Simon Smith</p>	<p>2</p>	<p>x</p>	<p>1</p>	<p>=</p>	<p>2</p>
<p>Vulnerable, BAME & Pregnant Staff acting as volunteers to the testing programme</p>	<p>Staff Students Visitors Employers Partners Apprentices</p>	<p>4</p>	<p>x</p>	<p>4</p>	<p>=</p>	<p>16</p>	<ul style="list-style-type: none"> All staff that fall into this category will not be asked to be volunteers in the testing programme. 	<p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing</p>	<p>Simon Smith</p>	<p>1</p>	<p>x</p>	<p>1</p>	<p>=</p>	<p>2</p>

Incorrect result communication	Staff Students Visitors Employers Partners Apprentices	1	x	1	=	1	<ul style="list-style-type: none"> • 2 identical barcodes are provided to personnel at check in • The personnel registers their details to a unique ID barcode before conducting the test • Barcodes are attached by trained staff at the sample collection bay • Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings	Simon Smith	1	x	1	=	1
Damaged barcode, lost LFD, failed scan of barcode	Staff Students Visitors Employers Partners Apprentices	1	x	1	=	1	<ul style="list-style-type: none"> • Rule based recall of personnel who have not received a result within 24 hrs of registration • Personnel are called for a retest 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings	Simon Smith	1	x	1	=	1
Electrical safety / plant & equipment maintenance Defective electrical equipment	Staff Students Visitors Employers Partners Apprentices	2	x	1	=	2	<ul style="list-style-type: none"> • Faulty equipment to be removed from use immediately. • Equipment used will be handheld devices. • Extension leads not to be linked together and adaptor blocks not used to join cables. • Fire extinguishers available 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings	Simon Smith	1	x	1	=	1

IT Support	Staff Students Visitors Employers Partners Apprentices	2	x	1	=	2	<ul style="list-style-type: none"> All hand-held devices requiring IT assistance to be wiped down prior to handing to IT Support out of clinical area. Devices once fixed will be returned to management staff to return to operator. 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing	Simon Smith	1	x	1	=	1
Data	Staff Students Visitors Employers Partners Apprentices	2	x	2	=	4	<ul style="list-style-type: none"> All data relating specifically to the test to be deleted within 14 days of the testing other than the parental/guardian consent form which should be retained for a minimum of 1 year 	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing	Simon Smith	1	x	1	=	1