

Activity:	<i>G032 - Coronavirus (COVID-19) Version 11 Generic risk assessment for College return from 8th March 2021. This risk assessment covers on campus activities and many controls are good practice for off campus work.</i>	Date of risk assessment:	<i>17/07/20 DV1, 19/07/20 DV2, 20/07/20 DV3, 05/08/20 DV4, 18/08/20 DV5, 20/08/20 DV6, 25/08/20 DV6A, 30/08/20 DV7, DV8 23/10/2020, DV8 31/10/2020, DV8A, DV9, V9, DV10. 02/03/21 DV11</i>
Location:	<i>Runshaw Chorley and Leyland College Campuses. (Additional linking - specific school and function, any off-site activities and individual risk assessments.) (Additional NHS track and trace asymptomatic testing risk assessment G032 DV1)</i>	Checked and approved by:	<i>SMT at each version.</i>
Completed by:	<i>Clare Russell, Tracey Croft, David Sharrock, Deborah Bamber</i>	Next review date:	<i>On any major updates</i>

COVID-19 Hazards

The government, PHE and HSE have confirmed there are two ways in which the disease can be transmitted, and therefore only two key hazards:

- Direct contact with the virus, via coughing, sneezing, releasing airborne particles.
- Physical contact with any contaminated surfaces by individuals via touch.

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The 10 key controls the College are using, to ensure the whole college community is safe. (These will be referenced by their number below):

1. Staff are encouraged to work from home whenever they do not have on-campus commitments or responsibilities. Students are encouraged to study from home whenever they do not have scheduled on-campus sessions.
2. Anyone who is required to self-isolate must stay at home and not attend campus, to prevent contact with others.
3. Everyone moving around campus must wear a face covering (not visor); in corridors, communal areas, classrooms, workshops and on college transport where social distancing (at least 2m) cannot be easily maintained (except where exemptions apply).
4. Everyone should maintain good levels of hygiene by: regular handwashing/using hand sanitiser; promotion of the ‘catch it, bin it, kill it’ approach; and maintaining enhanced cleaning of frequently touched surfaces.
5. Everyone should minimise contact with others across campus and maintain social distancing wherever possible. In teaching groups, use “bubbles” and seating plans wherever possible, to limit close contacts between students.
6. Ensure good ventilation of any occupied spaces, by opening windows and doors (unless fire doors).
7. All staff and students are encouraged to engage in regular asymptomatic testing and to engage with the NHS Test and Trace process.
8. Any confirmed cases of COVID-19 for staff and students who have been on campus must be appropriately managed and reported.
9. Any outbreaks must be contained to safeguard others, following the local health protection team advice.
10. Protect clinically vulnerable staff and students via individual risk assessments.

The key controls in-line with Department for Education Guidance:

<p>1) Staff are encouraged to work from home whenever they do not have on-campus commitments or responsibilities. Students are encouraged to study from home whenever they do not have scheduled on-campus sessions.</p>	<ul style="list-style-type: none"> • Staff are encouraged to work from home whenever they do not have on-campus commitments or responsibilities, in agreement with their line manager. On-campus commitments include teaching and support services but also any responsibilities relating to additional H&S roles such as fire warden, first aider, PEEPS, emergency lift controls, as well as meetings or training. Staff who cannot work from home must return to work on-campus unless they are classed as clinically extremely vulnerable and are shielding in line with Government Guidance. Staff who are clinically vulnerable or live with someone who is classed as clinically vulnerable must return to work. • Students are encouraged to study from home whenever they do not have scheduled on-campus sessions. They should not attend college on any study day or employability day that does not form part of their planned on-site teaching hours. Students who are extremely clinically vulnerable should not attend campus and continue to shield in line with Government Guidance. Students who live with someone who is clinically extremely vulnerable but who are not clinically extremely vulnerable themselves should still attend campus for their scheduled on-campus sessions.
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<p>2) Anyone who is required to self-isolate must stay at home and not attend campus, to prevent contact with others.</p>	<ul style="list-style-type: none"> Any staff or students with COVID-19 symptoms must stay at home (including where a family member has symptoms) and get a test, as per NHS guidance. Staff must inform their line manager and students their nominated teaching contact. Any staff or students who have tested positive for COVID-19 must stay at home and isolate, as per the NHS guidance. Staff must inform their line manager and students their nominated teaching contact. Refer to isolation arrangements (item 9) for any staff or students who develop signs of infection whilst at on campus.
<p>3) Everyone moving around campus must wear face covering (not visor); in corridors, communal areas, classrooms, workshops and on college transport where social distancing (at least 2m) cannot be easily maintained (except where exemptions apply).</p>	<ul style="list-style-type: none"> Face coverings must be worn by everyone (staff, students, visitors and contractors) whilst moving around the campus in corridors, communal areas, classrooms, workshops and on college transport where social distancing (at least 2m) cannot be easily maintained (except where exemptions apply – see below). Face coverings do not need to be worn whilst outdoors on campus. Face coverings do not need to be worn where they would impact on the ability to take part in exercise or strenuous activity such as sports lessons and physical activities. Face visors or shields should not be routinely worn as an alternative to face coverings (either re-usable or disposable types) as they are unlikely to provide appropriate protection to the wearer. Transparent face coverings such as face visors or shields are acceptable in situations to assist with communication, where individuals rely upon lip reading, clear sound or facial expression. Exemptions to wearing face coverings applies to: anyone with a physical impairment, disability, illness or mental health condition that prevents them putting on, wearing or removing a face covering; and anyone who relies on lip reading, clear sound or facial expressions in order to communicate. The College will have a small contingency supply of disposable face coverings accessible to staff, students, visitors and contractors. Students will not be denied education on the grounds that they are not wearing a face covering and staff will be made aware of this. The safe wearing of face coverings will be communicated to staff, students, visitors and contractors via posters displayed prominently across campus and sealable plastic bags will be available to enable safe storage of face coverings in-between use. General waste bins are readily available across campus for safe disposal of temporary face coverings.

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<p>4) Everyone should maintain good levels of hygiene by: regular handwashing/using hand sanitiser; promotion of the ‘catch it, bin it, kill it’ approach; and maintaining enhanced cleaning of frequently touched surfaces.</p>	<ul style="list-style-type: none"> • Signs and posters are prominently displayed across campus to remind everyone to clean their hands thoroughly and more often than usual. This can be done using soap and water or hand sanitiser on arrival to campus, returning from breaks, when changing rooms and before/after eating. Everyone will be encouraged and given adequate access and time to clean their hands. • Adequate provision of handwashing facilities equipped with running water, soap and paper towels/driers and hand sanitiser stations across campus. • Extensive signage and posters displayed encouraging everyone to regularly wash hands or use hand sanitiser stations provided across campus. • Hand sanitiser provided in all key areas, in addition to washroom facilities. • The College cleaning team is scheduled to clean surfaces in all areas more frequently than usual, changing work patterns as necessary on a risk assessed basis. Frequent cleaning and disinfection of objects, surfaces and touch points such as: doors, bannisters, buttons, etc. will be cleaned regularly. <p>Further examples of frequently touched objects include:</p> <ul style="list-style-type: none"> ○ work surfaces such as desks, platforms and workstations. ○ handles on doors, windows, rails, dispensers and water coolers. ○ common areas such as toilets, reception desks, changing rooms, corridors and lifts. ○ vehicle handles, steering wheel, seat belts and internal surfaces. ○ control panels for machinery, control pads and switches. ○ computer keyboards, printers, touch screens, monitors and phones. ○ taps, kettles, water heaters, fridges, microwaves and cupboards. ○ shared equipment such as tools, machines, vehicles, pallet trucks and delivery boxes. ○ post and goods upon delivery or being shipped out. <ul style="list-style-type: none"> • Everyone is encouraged to clean their specific work area, on top of the enhanced cleaning programme. • Work areas and equipment must be cleaned in-between use by different people. • Timetables arranged such that movement of students is limited where possible, and to enable cleaning regimes to be completed following movements of students and staff. • Cleaning stations are provided across the college located in key areas. • Cleaning rotas in place to cover core College hours and adequate cleaning operatives assigned to the rotas. • Widespread display of posters across campus promoting the ‘catch it, bin it, kill it’ approach. • Tissues available in key locations across campus.
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	<ul style="list-style-type: none"> Individual risk assessments in place to support any students with complex needs who struggle to maintain good respiratory hygiene.
<p>5) Everyone should minimise contact with others across campus and maintain social distancing wherever possible. In teaching groups, use “bubbles” and seating plans wherever possible, to limit close contacts between students.</p>	<ul style="list-style-type: none"> Groups of students in ‘bubbles’ will be maintained wherever the curriculum permits. Social distancing (minimum 2m) is promoted via signage across campus. Rooms/buildings reviewed to maximise social distancing via desk/seat layouts and configurations. Staggered break and lunch times will be implemented where possible. Timetabling of teaching reviewed and amended where reasonably practicable. Large gatherings such as meetings with more than one group will be avoided wherever possible and on-line options will be adopted. Movements of staff between teaching groups will be avoided as far as is reasonably practicable. Teaching staff will maintain 2m plus from their students and remain at the front of the teaching room. If the latter is not possible additional social distancing mitigations will be implemented. Office layouts/usage has been reviewed to achieve social distancing requirements. Everyone is to avoid close contact, direct face-to-face contact and minimise time spent within 1m of any other person. Students all facing forward in classrooms where possible. Individual risk assessments in place to support any students with complex needs or who require close contact care in order that the risk of transmission is minimised. In areas where there is high use of equipment or items such as apparatus or machinery which cannot be washed or cleaned between uses, additional mitigation measures will be put into place. Additional mitigation measures to minimise close contact with others should consider: additional handwashing and surface cleaning; shortening activity times; use of screens and barriers; seating side-by-side or facing forwards; moving furniture out of rooms to create more space; etc. Sporting facilities will be used solely for education and teaching purposes. Internal and external signage advises everyone to adhere to 2m social distance in all areas where this is possible. All staff and managers are responsible for reminding members of the college community of their obligation to social distance (both on campus and outside college) Managers will further enhance the 2m rule where possible by considering rotas, different days at work, same teams in different rooms (A group, B group) via specific risk assessments. All rooms have entrance door signage to show maximum capacity of room allowing for social distancing for the 2m rule. CUP204b report confirms numbers for normal full classes (bubbles).

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	<ul style="list-style-type: none"> • Everyone moving around campus must wear face coverings (not visors); in corridors, communal areas, classrooms, workshops and on college transport where social distancing (at least 2m) cannot be easily maintained (except where exemptions apply) (see 3 above) • Floor markings in place where appropriate to encourage social distancing. • Teachers to maintain a 1m + 2m taped area to the front of the classroom. Desks to be further behind the line to give some space for teachers to work in the 2m zone. • Only essential trips between campuses permitted. • Other staff involved in teaching with specific roles within classrooms must identify additional controls within their individual area specific risk assessments. Staff like ESWs can be closer as indicated within the government guidance, with the correct mitigations. • Everyone to use outside areas for breaks where possible, to provide maximum capacity in restaurants and workrooms. • Restaurant menus will be limited to “Grab and Go” type foods. • Seating and tables in welfare/restaurant/social areas configured to maintain spacing and reduce face-to-face interactions. All face in same direction, if no plastic screens. • Limit job rotation and sharing of equipment. No hot desking, if multiple use is essential, a full clean is required.
<p>6) Ensure good ventilation of any occupied spaces, by opening windows and doors (unless fire doors).</p>	<ul style="list-style-type: none"> • All spaces, offices and teaching rooms across campus will be well ventilated as far as is reasonably practicable whilst maintaining a comfortable teaching and learning environment. • Mechanical ventilation systems have been adjusted to increase ventilation rates where possible with only fresh outside air being circulated. If the latter cannot be achieved within rooms then occupancy will be limited to 1 person, provided openable windows are provided within the space. • All spaces, offices and teaching rooms provided with natural ventilation via windows should be vented in order to provide constant background ventilation, being opened fully during break periods to purge air in the space. Also consider re-arranging furniture to avoid people being located in draughts and advising people to layer clothing. • Internal doors may also be opened to assist natural ventilation where it is safe to do so and they are not designated fire doors required to maintain fire separation or to protect means of escape within buildings.

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<p>7) All staff and students are encouraged to engage in regular asymptomatic testing and to engage with the NHS Test and Trace process.</p>	<ul style="list-style-type: none"> • Rapid testing using Lateral Flow Devices (LFD's) is provided on-site to assist in identifying people who are infectious but do not have any COVID-19 symptoms. • Students will be actively encouraged to take 3 tests on-site at the College's asymptomatic testing centre located at Hawkshead Sports Hall from week commencing 8th March 2021. This will then move to a home testing model moving forward with students using LFD home test kits for twice weekly testing (every 3 or 4 days apart) A small on-site asymptomatic testing centre will remain on-site moving forward for students who are unable or unwilling to test themselves at home. Also, local rapid lateral flow test sites may also be used by students and staff for testing and collection of home test kits. • Staff will be actively encouraged to conduct twice weekly testing (every 3 or 4 days apart) at home from 2nd March 2021. • Testing remains voluntary but staff and students will be actively encouraged to participate. • The NHS Test and Trace process will be engaged with by the College. • https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works
<p>8) Any confirmed cases of COVID-19 for staff and students who have been on campus must be appropriately managed and reported.</p>	<ul style="list-style-type: none"> • When the college is made aware of someone who has attended the College and tested positive for COVID-19 the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority will be contacted via the DfE helpline on 0800 046 8687 (option 1) for advice on the action to be taken in response to the positive case. The advice on action to take will be implemented by the College. • The College will work with PHE and their local health protection team as required to carry out a rapid risk assessment and confirm who has been in close contact with the person during the period that they were infectious. All close contacts will be notified to self-isolate and sent home immediately for 10 days from the day of contact with the individual who tested positive. Close contact includes: face-to-face contact within 1metre; within 1metre for 1 minute or more; within 2 metres for more than 15 minutes (one-off or added together over a day); travelled in the same vehicle. • Teachers will keep a record of students attending on-site lessons in order to support the Test and Trace process. • Household members of those contacts sent home do not need to self-isolate themselves unless the student or member of staff who is self-isolating subsequently develops symptoms or they have been told to self-isolate by NHS Test and Trace or their public health protection team. • Anyone self-isolating who subsequently develops symptoms within the 10 days will be advised to get a test as per Government Guidance.

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	<ul style="list-style-type: none"> • https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works
9) Any outbreaks must be contained to safeguard others, following the local health protection team advice.	<ul style="list-style-type: none"> • Should a student develop COVID-19 symptoms or be notified of a positive COVID-19 test whilst at college, they will immediately be directed to an isolation room. Face coverings must be worn by the individual en-route to the designated isolation room. The individual will be asked to contact a family member to collect them. • Should a member of staff develop COVID-19 symptoms or be notified of a positive COVID-19 test result whilst at work they will be advised to go home immediately in their own car or alternatively directed to the isolation room where they can contact a family member to collect them. • Additional detail provided in the First aid risk assessment, SSOW and guidance for nominated first aiders. • Cleaning supplies for emergency use are located adjacent to classroom doors and are re-stocked by Cleaning Team. • Isolation area for Leyland Campus located in the main Staff Reception, behind the Perspex screen next to exit door. • Isolation area for Chorley Campus is located in ZX021 small interview office adjacent to reception. • If the College has 2 or more confirmed cases within 14 days of each other or where an overall rise in sickness absence is identified and COVID-19 is suspected, it will be classed as an outbreak and the DfE Helpline (0800 046 8687 option 1) will be contacted for their advice on what action to take. Any recommended controls will be implemented by the College. Whole site closure will not generally be necessary, and this action will only be taken on express advice from the health protection teams. • Staff and students who have tested positive for COVID-19 may return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. If individuals still have a high temperature after 10 days or are otherwise unwell, they should stay at home until they have sought medical advice.
10. Protect clinically vulnerable staff and students via individual risk assessments.	<ul style="list-style-type: none"> • All staff previously completed a questionnaire prior to their initial return to campus to identify any individual vulnerability or risk factors. • Managers responsible for carrying out individual risk assessment for any relevant staff, to address specific hazards and implementation of suitable control measures. • Study Support completes individual risk assessment with any vulnerable students (this may be part of a SSP, EHCP, PEEP, etc.)

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- All individual risk assessments must be reviewed and updated as required on a regular basis, to meet any emerging government guidance.

What are the hazards?	Who might be harmed and how? (Risks)	What are you already doing? (Controls)	Remaini ng risk level? H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact during large on-site activities. <i>Any large planned events will have their own risk assessment produced to assess the risks and controls that may be required, in addition to this risk assessment. E.g. enrolment, results days.</i>	Large gatherings are generally higher risk activities regarding the spread of communicable disease. Majority of meetings will continue via online platforms.	H	Risk assessment required for educational activities, followed by the requirement for SMT to review and confirm if acceptable.	SMT	Ongoing daily.	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact in all areas of the college. This includes both internal and external areas.	Controls 1-10 above implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	SMT All All	Ongoing daily Once identified. Ongoing	
Direct contact with the virus, via	All members of college community: due to close contact in classrooms.	Controls 1-10 above, implemented across the college and with additional control	L	Monitor any changes in government guidance and	SMT	Ongoing daily	

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coughing, sneezing, airborne particles.	<i>This includes all types of classrooms and also areas like the Library, Study Zones and other similar areas with staff supervision.</i>	measures in specific areas, as per specific risk assessments.		amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	All All	Once identified. Ongoing	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact in examination areas.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. The need for examinations and practical assessments are now limited due to recent Government Guidance.	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities. Where examinations and practical assessments are	SMT All All Exams	Ongoing daily Once identified. Ongoing Once identified	

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				still necessary individual risk assessments will need to be completed.			
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact in practical study areas. <i>This includes laboratories, salons, workshops, studios, dance studios, gyms, sports halls and pitches etc. (All practical study areas)</i>	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. Requirement to also follow national specialist bodies requirements. Need to find the government link for these??	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	SMT All All	Ongoing daily Once identified. Ongoing	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact in classrooms. <i>While providing Learning Assistance or Personal Care. (Mainly ESWs)</i>	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. Individual student EHCP reviewed, individual risk assessments produced.	M/L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk	SMT All All	Ongoing daily Once identified. Ongoing	

Risk Assessment Record Form – Runshaw College		Appendix A	
Activity:	G032 - Coronavirus (COVID-19) Version 11 Generic risk assessment for College return from 8 th March 2021. This risk assessment covers on campus activities and many controls are good practice for off campus work.	Date of risk assessment:	17/07/20 DV1, 19/07/20 DV2, 20/07/20 DV3, 05/08/20 DV4, 18/08/20 DV5, 20/08/20 DV6, 25/08/20 DV6A, 30/08/20 DV7, DV8 23/10/2020, DV8 31/10/2020, DV8A, DV9, V9, DV10. 02/03/21 DV11
Location:	Runshaw Chorley and Leyland College Campuses. (Additional linking - specific school and function, any off-site activities and individual risk assessments.) (Additional NHS track and trace asymptomatic testing risk assessment G032 DV1)	Checked and approved by:	SMT at each version.
Completed by:	Clare Russell, Tracey Croft, David Sharrock, Deborah Bamber	Next review date:	On any major updates

What are the hazards?	Who might be harmed and how? (Risks)	What are you already doing? (Controls)	Remaini ng risk level? H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
				assessments relevant to their areas of work or responsibilities.			
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact in meetings rooms, offices, staffrooms etc.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	SMT All All	Ongoing daily Once identified. Ongoing	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact during an emergency evacuation. Fire, terrorism, general emergency etc.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. Caretakers will take the additional role of fire wardens during any incident. Any emergency evacuation takes priority over COVID-19 controls.	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to	SMT All All	Ongoing daily Once identified. Ongoing	

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Completed by:	Clare Russell, Tracey Croft, David Sharrock, Deborah Bamber	Next review date:	On any major updates

What are the hazards?	Who might be harmed and how? (Risks)	What are you already doing? (Controls)	Remaini ng risk level? H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
				their areas of work or responsibilities.			
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact, while providing First Aid. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. First aid risk assessment. First aid SSOW. First aid transportation. First aid CPR SSOW.	M/L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	SMT All All	Ongoing daily Once identified. Ongoing	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact in restaurant or social areas.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to	SMT All All	Ongoing daily Once identified. Ongoing	

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Completed by:	Clare Russell, Tracey Croft, David Sharrock, Deborah Bamber	Next review date:	On any major updates

What are the hazards?	Who might be harmed and how? (Risks)	What are you already doing? (Controls)	Remaini ng risk level? H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
				their areas of work or responsibilities.			
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact while using bathroom, changing rooms and toilet facilities.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. HSE confirm hand washing is the key control measure, bathrooms and toilets to remain at full capacity.	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	SMT All All	Ongoing daily Once identified. Ongoing	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact while commuting to College. Coronavirus (COVID-19): safer travel guidance for passengers	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. Contractor risk assessments provided with specific controls.	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	SMT All All	Ongoing daily Once identified. Ongoing	

Activity:	G032 - Coronavirus (COVID-19) Version 11 Generic risk assessment for College return from 8 th March 2021. This risk assessment covers on campus activities and many controls are good practice for off campus work.	Date of risk assessment:	17/07/20 DV1, 19/07/20 DV2, 20/07/20 DV3, 05/08/20 DV4, 18/08/20 DV5, 20/08/20 DV6, 25/08/20 DV6A, 30/08/20 DV7, DV8 23/10/2020, DV8 31/10/2020, DV8A, DV9, V9, DV10. 02/03/21 DV11
Location:	Runshaw Chorley and Leyland College Campuses. (Additional linking - specific school and function, any off-site activities and individual risk assessments.) (Additional NHS track and trace asymptomatic testing risk assessment G032 DV1)	Checked and approved by:	SMT at each version.
Completed by:	Clare Russell, Tracey Croft, David Sharrock, Deborah Bamber	Next review date:	On any major updates

What are the hazards?	Who might be harmed and how? (Risks)	What are you already doing? (Controls)	Remaini ng risk level? H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact while attending off-site activities. Apprenticeship and work placement visits.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. Requesting visitor specific risk assessments. Ensuring all controls can be achieved before leaving site.	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities	SMT All All	Ongoing daily Once identified. Ongoing	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact with any party due to any personal vulnerability.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. Self-identified, via questionnaire process. Individual risk assessment to be completed	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	SMT All All	Ongoing daily Once identified. Ongoing	

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Location:	Runshaw Chorley and Leyland College Campuses. (Additional linking - specific school and function, any off-site activities and individual risk assessments.) (Additional NHS track and trace asymptomatic testing risk assessment G032 DV1)	Checked and approved by:	SMT at each version.
Completed by:	Clare Russell, Tracey Croft, David Sharrock, Deborah Bamber	Next review date:	On any major updates

What are the hazards?	Who might be harmed and how? (Risks)	What are you already doing? (Controls)	Remaining risk level? H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
				Individual risk assessment, once party confirms requirements.	CMT Manager	Once identified	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact with an infected person(s). https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. Confirmation of infection required by test, via PHE.	M/L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	SMT All All	Ongoing daily Once identified. Ongoing	
Direct contact with the virus, via coughing, sneezing, airborne particles.	All members of college community: due to close contact during track and trace asymptomatic testing.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	M/L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk	SMT All All	Ongoing daily Once identified. Ongoing	

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Location:	Runshaw Chorley and Leyland College Campuses. (Additional linking - specific school and function, any off-site activities and individual risk assessments.) (Additional NHS track and trace asymptomatic testing risk assessment G032 DV1)	Checked and approved by:	SMT at each version.
Completed by:	Clare Russell, Tracey Croft, David Sharrock, Deborah Bamber	Next review date:	On any major updates

What are the hazards?	Who might be harmed and how? (Risks)	What are you already doing? (Controls)	Remaining risk level? H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
				assessments relevant to their areas of work or responsibilities.			

A secondary method for control of the COVID-19 virus involves the preventing the spread of the disease by dealing with indirect transmission via touching contaminated surfaces. This is best achieved by good personal hygiene, avoiding touching surfaces in public spaces, regular and thorough hand washing, avoid touching your mouth or eyes, regular thorough cleaning.

Physical contact with any contaminated surfaces and then contact with the individual via touch.	All members of college community: due to physical contact (i.e. poor hygiene.) https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	SMT All All	Ongoing daily Once identified. Ongoing	
Physical contact with any contaminated surfaces and then contact with the individual via touch.	All members of college community: due to physical contact with touch points across the college (i.e. Doors, equipment etc.)	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Monitor any changes in government guidance and amend controls accordingly.	SMT	Ongoing daily	

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Appendix A

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Location:	Runshaw Chorley and Leyland College Campuses. (Additional linking - specific school and function, any off-site activities and individual risk assessments.) (Additional NHS track and trace asymptomatic testing risk assessment G032 DV1)	Checked and approved by:	SMT at each version.
Completed by:	Clare Russell, Tracey Croft, David Sharrock, Deborah Bamber	Next review date:	On any major updates

What are the hazards?	Who might be harmed and how? (Risks)	What are you already doing? (Controls)	Remaini ng risk level? H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
				Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	All	Once identified.	
				Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	All	Ongoing	
Physical contact with any contaminated surfaces and then contact with the individual via touch.	All members of college community: due to physical contact with cash.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. Cash can only be used in vending machines.	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	SMT	Ongoing daily	
				Seek continual feedback from the whole college community and any other interested parties.	All	Once identified.	
				Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	All	Ongoing	
Physical contact with any contaminated surfaces and then contact with the individual via touch.	All members of college community: due to physical contact with external deliveries and packages.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Monitor any changes in government guidance and amend controls accordingly.	SMT	Ongoing daily	

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Location:	Runshaw Chorley and Leyland College Campuses. (Additional linking - specific school and function, any off-site activities and individual risk assessments.) (Additional NHS track and trace asymptomatic testing risk assessment G032 DV1)	Checked and approved by:	SMT at each version.
Completed by:	Clare Russell, Tracey Croft, David Sharrock, Deborah Bamber	Next review date:	On any major updates

What are the hazards?	Who might be harmed and how? (Risks)	What are you already doing? (Controls)	Remaini ng risk level? H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
		Disposable gloves used to handle deliveries/packages. Placed in storage for 72 hours, before unwrapping if not using gloves. Placed in room and fog with virucide, leave 40 minutes if urgent need.		Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	All	Once identified.	
Physical contact with any contaminated surfaces and then contact with the individual via touch.	All members of college community: due to physical contact with drinking water dispensers to fill cups and bottles.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. All water dispensing machines, being regularly cleaned multiple times daily.	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	SMT	Ongoing daily	
Physical contact with any contaminated surfaces and then contact with the individual via touch.	All members of college community: due to physical contact with poor or recycling ventilation. No windows or mechanical ventilation available.	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments.	L	Monitor any changes in government guidance and amend controls accordingly.	SMT	Ongoing daily	
					All		

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What are the hazards?	Who might be harmed and how? (Risks)	What are you already doing? (Controls)	Remaini ng risk level? H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
		2 rooms identified, new mechanical ventilation installed M306, windows repaired in other areas.) All building wide recycling ventilation units isolated. Open windows where available (15/20mm gap adequate). Localised air con can be operational.		Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	All	Once identified. Ongoing	
Physical contact with any contaminated surfaces and then contact with the individual via touch.	All members of college community: due to physical contact with external visitors: <ul style="list-style-type: none"> Contractors. Subcontractors. Suppliers. Delivery staff Parents/guardians General visitors etc. 	Controls 1-10 above, implemented across the college and with additional control measures in specific areas, as per specific risk assessments. All these parties receive instruction when booking in and signage in the area with the College rules on COVID-19 working. COVID-19 RA issued specific to contractors.	L	Monitor any changes in government guidance and amend controls accordingly. Seek continual feedback from the whole college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities. All staff to reduce visitors to only essential during this period.	SMT All All All	Ongoing daily Once identified. Ongoing Ongoing	

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