

Risk Assessment Record Form – Runshaw College

Activity:	<i>G032 - Coronavirus (COVID-19) Version 17 Generic risk assessment for Runshaw College. 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 20/05/21 DV12; 03/09/21 DV13; 16/02/22 DV14; 28/02/22 DV15; 03/03/22 DV16; 27/04/22 DV17</i>
Location:	<i>Runshaw Chorley and Leyland College Campuses. (Additional linking - specific school and function, any off-site activities and individual risk assessments.)</i>	Checked and approved by:	<i>SMT at each version.</i>
Completed by:	<i>Clare Russell, Tracey Croft, Janet Ivill</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 5 key controls the College are promoting to reduce the risk of transmission of coronavirus following easing of restrictions across England by the UK government are as follows:

- GOOD HAND AND RESPIRATORY HYGEINE – Everyone should maintain good levels of hygiene by regular handwashing or using hand sanitiser regularly throughout the day. Practising the ‘catch it, bin it, kill it’ approach for coughs and sneezes.**
- ENHANCED CLEANING REGIMES – Everyone will be asked to support our excellent cleaning team with their cleaning routines.**
- VENTILATION OF OCCUPIED SPACES – Everyone will be encouraged to let fresh air into enclosed spaces by opening windows and doors (if they are not fire doors and where it is safe to do so).**
- TESTING AND SELF ISOLATION – Everyone will be asked to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.**
- VACCINATIONS AND BOOSTERS – Everyone will be strongly encouraged to get vaccinated against COVID-19.**

The above controls will be promoted across the college via posters and on the website.

Deleted: with an ethos of 'Living with COVID-19'.

Key controls:

<ol style="list-style-type: none"> GOOD HAND AND RESPIRATORY HYGEINE – Everyone should maintain good levels of hygiene by regular handwashing or using hand sanitiser regularly throughout the day. Practising the ‘catch it, bin it, kill it’ approach for coughs and sneezes. 	<ul style="list-style-type: none"> Signs and posters are 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 using 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 located across campus. Hand sanitiser stations will be provided in all key areas, in addition to washroom facilities. Widespread display of posters across campus promoting the 5 key controls and the ‘catch it, bin it, kill it’ approach. Tissues will be available in key locations across campus. Staff handling post, goods upon delivery or items being shipped out will be provided with disposable gloves and hand sanitiser in addition to the availability of handwashing facilities.
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<p>2. ENHANCED CLEANING REGIMES – Everyone will be asked to support our excellent cleaning team with their cleaning routines.</p>	<p>Living safely with respiratory infections, including COVID-19 - GOV.UK (www.gov.uk)</p> <ul style="list-style-type: none"> The college cleaning team will clean surfaces in all areas as necessary on a risk assessed basis, changing work patterns as required. Regular cleaning and disinfection of frequent touch points will be carried out which may include: <ul style="list-style-type: none"> work surfaces such as desks, platforms and workstations. handles on doors, windows, handrails, dispensers and water coolers. common areas such as toilets, reception desks, changing rooms, corridors and lifts. taps, kettles, water heaters, fridges, microwaves and cupboards. Everyone will be encouraged to clean their specific work area and be provided with cleaning materials to do so in addition to the general enhanced cleaning programme undertaken by the cleaning team. This includes teaching rooms. Cleaning stations will be provided across the college located in key areas. Cleaning rotas will be in place to cover core college hours and adequate cleaning operatives assigned to the rotas. College vehicles will be provided with cleaning materials for drivers to make use of at the beginning and end of any use. Teaching and staff areas with shared equipment such as computer keyboards, printers, touch screens, monitors, phones, control panels for machinery, control pads, switches, shared equipment/tools, etc. will be provided with cleaning materials for staff/students to enable cleaning in-between use. <p>Living safely with respiratory infections, including COVID-19 - GOV.UK (www.gov.uk)</p>
<p>3. VENTILATION OF OCCUPIED SPACES – Everyone will be encouraged to let fresh air into enclosed spaces by opening windows and doors (if they are not fire doors and where it is safe to do so).</p>	<ul style="list-style-type: none"> Everyone will be encouraged to let fresh air into enclosed spaces by opening windows and doors (if they are not fire doors and where it is safe to do so). Additional mitigation measures to minimise close contact with others in busy areas such as receptions, shops, food serving areas, and some open-plan offices, etc. may continue, at the relevant manager's discretion with regards to the provision of screens and barriers. For organised college events specific risk assessments will be in place. Everyone will be encouraged to use outside areas for breaks where possible, to provide maximum capacity in restaurants and workrooms. External seating/benching is provided within the grounds to facilitate this.

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	<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. A ventilation risk assessment and action plan will be in place and regularly reviewed to ensure ventilation regimes across campus are reasonable for all enclosed spaces. The action plan will clearly identify any higher risk areas along with remedial works required to improve the provision of ventilation. Mechanical ventilation systems have been adjusted to maximise ventilation rates where possible by making use of fresh outside air. If the latter cannot be achieved, room occupancies will be limited to 1 person where reasonably practicable. Air purifiers located in areas/rooms identified as having poor rates of ventilation and managed/monitored by Estates. CO² monitoring regime in operation across campus managed/monitored by Estates. Any areas identified as having unacceptable levels will be investigated by Estates. All spaces, offices and teaching rooms provided with natural ventilation via windows will be vented by staff in order to provide constant background natural ventilation. Managers and teaching staff will consider re-arranging furniture to avoid people being positioned in draughty locations. Additionally, staff will be advised to layer clothing in order to maintain ventilating enclosed spaces during the autumn/winter periods. 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. Signs and posters are displayed across campus to remind everyone to let fresh air into enclosed spaces. <p>Living safely with respiratory infections, including COVID-19 - GOV.UK (www.gov.uk)</p>
<p>4. TESTING AND SELF ISOLATION – Everyone will be asked to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</p>	<ul style="list-style-type: none"> Any staff or student with COVID-19 symptoms are advised try to stay at home and avoid contact with other people. Staff must inform their line manager and students their Progress Mentor. Students : It is not recommended that children and young people (aged 18 years and under) are tested for COVID-19 unless directed to by a health professional. If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection

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[on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.](#)

- [Staff](#) - The legal requirement to self-isolate following a positive test has now been removed; however, [the College will advise staff](#) who test positive to stay at home and avoid contact with other people for 5 full days.

[People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](#)

- Signs and posters are displayed across campus to remind everyone to actively follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
- The college will proactively engage with the local health team or director of public health (DPH) in the event of any outbreak to participate in testing for staff and students for a designated period of time, as required.

[Living safely with respiratory infections, including COVID-19 - GOV.UK \(www.gov.uk\)](#)

- The college will instigate its outbreak management plan in consultation with Public Health England and Lancashire County Council as necessary for any classified outbreak.
- Any students unable to attend college for COVID-19 related reasons (e.g. [health official directed](#) self-isolation) will be provided with outstanding online learning to minimise any disruption to their study programme. This will mainly be delivered via MS Teams.
- Systems will be in place to monitor attendance of remote learning and delivery.

[People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](#)

5. VACCINATIONS AND BOOSTERS – Everyone will be strongly encouraged to get vaccinated against COVID-19.

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[Coronavirus \(COVID-19\) vaccine - GOV.UK \(www.gov.uk\)](#)

- Deleted:** staff and students
- Deleted:** are still advised
- Deleted:** at least 5
- Deleted:** , and then continue to follow the guidance until they have received 2 negative test results on consecutive days.
- Deleted:** <#>Any staff or student who tests positive for COVID-19 should stay at home and isolate, as per the NHS guidance. Staff must inform their line manager and students their Progress Mentor.
- Deleted:** <#>COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk)
- Deleted:** <#>SEND students/staff are advised to continue twice weekly testing and LFT kits will be available for this purpose.
If anyone develops symptoms whilst at college (even if they are mild), they should go to the isolation area (for Leyland Campus it is located in the main Staff Reception behind the perspex screen next to final exit door or for Chorley Campus it is located in ZX021 small interview office adjacent to reception) if they need to wait to be collected by a family/household member. They should arrange a PCR test as soon as possible.
Signs and posters are displayed across campus encouraging everyone to arrange a PCR test if they have COVID-19 symptoms.
- Deleted:** <#>Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)
- Deleted:** <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>
- Deleted:** <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#get-vaccinated>
[Coronavirus \(COVID-19\) vaccine - NHS \(www.nhs.uk\)](#)

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What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Level of Risk? H, M, L	What further action is necessary to control the risks?	Action by who?	Action by when?	Done
Direct contact with the virus, via coughing, sneezing, airborne particles.	Staff, students, visitors, contractors, third parties: <ul style="list-style-type: none"> due to close contact, while providing first aid. 	Key controls 1-5 adopted across the college. Additional control measures identified in any specific risk assessments. Specific first aid risk assessment in place and guidance given to college first aiders.	Medium	Monitor any changes in government guidance and amend controls accordingly. Review feedback from the 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 As required Ongoing	
Direct contact with the virus, via coughing, sneezing, airborne particles.	Students: <ul style="list-style-type: none"> due to close contact whilst commuting to College via buses. 	Key controls 1-5 adopted across the college. Additional control measures identified in any specific risk assessments. Bus company risk assessments in-place with any specific additional controls identified.	Low	Monitor any changes in government guidance and amend controls accordingly. Review feedback from the college community and any other interested parties.	SMT All All	Ongoing As required Ongoing	

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				Ensure students are familiar with any specific risk assessments relevant to travelling into college by bus.			
Direct contact with the virus, via coughing, sneezing, airborne particles.	Staff, students, visitors, contractors, third parties: <ul style="list-style-type: none"> due to poor provision of natural ventilation (i.e. openable windows) or recirculating mechanical ventilation. 	Key controls 1-5 adopted across the college. Additional control measures identified in any specific risk assessments. Previous review of ventilation across college in 2020 identified rooms/areas of concern. New mechanical ventilation installed in room M306, windows repaired in various other areas. Review of room ventilation complete in 2021 and adjustments made where reasonably practicable. Open windows where available (15/20mm gap adequate).	Medium	Monitor any changes in government guidance and amend controls accordingly. Review feedback from the college community and any other interested parties. Further, more detailed review and risk assessment of ventilation across the Leyland and Chorley campuses required to identify rooms with poor ventilation and action plan of remedial	SMT All Estates	Ongoing As required Ongoing	

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		CO2 monitoring regime in operation to identify poorly ventilated areas/rooms by Estates for action or to notify room users of the need to increase natural ventilation by opening windows and doors. Air purifiers located in areas of concern.		measures to be developed. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	All	Ongoing	
Physical contact with contaminated surfaces via touch.	Staff, students, visitors, contractors, third parties: <ul style="list-style-type: none"> due to physical contact/poor hygiene of frequent touch points across college (including water dispensers and vending machines) 	Key controls 1-5 adopted across the college. Additional control measures identified in any specific risk assessments.	Low	Monitor any changes in government guidance and amend controls accordingly. Review feedback from the college community and any other interested parties. Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities. Regular review of cleaning regimes to	SMT All All Estates Team	Ongoing As required Ongoing Ongoing	

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				support college teaching and learning activities.			
Physical contact with contaminated surfaces via touch.	Staff and students: <ul style="list-style-type: none"> due to physical contact with cash. 	Key controls 1-5 adopted across the college. Additional control measures identified in any specific risk assessments. Use of cash has been limited across campus.	L	Monitor any changes in government guidance and amend controls accordingly. Review feedback from the 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 As required Ongoing	
Physical contact with contaminated surfaces via touch.	Staff, students, visitors, contractors, third parties: <ul style="list-style-type: none"> due to physical contact with external deliveries and packages. 	Key controls 1-5 adopted across the college. Additional control measures identified in any specific risk assessments. Disposable gloves available to handle deliveries/packages along with hand sanitiser and hand washing facilities.	Low	Monitor any changes in government guidance and amend controls accordingly. Review feedback from the college community and any other interested parties.	SMT All	Ongoing As required	

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				Ensure staff are familiar with any specific risk assessments relevant to their areas of work or responsibilities.	All	Ongoing	
Direct contact with the virus, via coughing, sneezing, airborne particles; <i>and/or</i> Physical contact with contaminated surfaces via touch.	Staff and students: <ul style="list-style-type: none"> due to being clinically extremely vulnerable. due to being pregnant. due to having mental ill-health 	Key controls 1-5 adopted across the college. Additional control measures if required and appropriate will be identified within relevant DDA/equality /health risk assessments.	Medium	Monitor any changes in government guidance and amend controls accordingly. Review feedback from the college community and any other interested parties. Ensure staff and students are familiar with any specific risk assessments relevant to their areas of work or responsibilities. Individual DDA/equality/health risk	SMT All All All	Ongoing As required Ongoing	

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				assessments to be completed as and when identified as being required for individuals.		As required	