

RISK ASSESSMENT FOR COVID-19 PANDEMIC

Completed by: Mark Hammond

Date: V19 28th January 2021

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk	
Spread of Covid-19 through BTL Premises prior Sep 20	Students	1	3	3	
	Students from vulnerable groups.	3		9	
	Staff	2		6	
	Staff from vulnerable groups.	3		9	
	Visitors	3		9	
Existing Precautions		Additional Precautions		Who	When
<ul style="list-style-type: none"> Building to be deep cleaned by agreed external cleaners Staff and students should be encouraged to avoid public transport where possible <p>SOCIAL DISTANCING</p> <ul style="list-style-type: none"> Markings to be placed at 2m intervals outside buildings in order for safe queuing distance A/D access up ramp only, not via steps, queue to go around side of building if necessary and not into car park S/C access to be through side door only and queues managed at 2m distance. Staff member to be posted at entry door to manage access and exit at AD 		<ul style="list-style-type: none"> Building cleared by MD once cleaning completed None Markings must be maintained throughout social distancing A/D steps to be managed by member of staff NOT sealed off in case of emergency S/C front door to be unlocked in case of emergency Trial for 4 weeks of new term Staff member to be clearly briefed on 		SMT Staff & students MLH/MR SMT MR/SK MLH propose rota	August Immediate In place Jun 20 01/09/2020

<ul style="list-style-type: none"> • Two people in reception area at anyone • Markings to be placed 2m apart inside hallways and public spaces • Class sizes to be agreed by NK/MSH ensuring 1.5m guidance + mitigation is adhered to • Student break times • Students should stay in same groups and in the same room where possible Govt strongly recommend keeping cohorts of students apart during the day • Classrooms to be rearranged to ensure social distancing guidelines are adhered to 	<p>role and responsibilities. Must have access to emergency contact with SMT</p> <ul style="list-style-type: none"> • Staff member on entry to manage this at A/D. SC, student to be buzzed in when free. • Markings must be maintained throughout social distancing • Timetables completed to new agreed capacities and registers being put on etutor for names of who should be in • Timetables minimise need for breaks • Staggered break times for students agreed and strictly adhered to. Site management to manage flow of students and within social distancing guidelines • Timetables to be reviewed to reduce movement around site i.e. FS to be delivered within the vocational setting, groups not to entering/leaving building together • Maximum student numbers to be adhered to • Students to be positioned to avoid face 	<p>SMT/MR</p> <p>SMT</p> <p>SMT</p> <p>NTH/SH/NK</p> <p>MSH/MLH</p>	<p>Prior to reopening</p> <p>Ongoing</p> <p>Timetables agreed Jul 20</p> <p>Timetables agreed Jul 20</p> <p>Capacities and layout agreed Jul 20</p>
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<p>*Close contact is defined as:</p> <ul style="list-style-type: none"> • direct close contacts - having face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering or a face mask) • proximity contacts - having been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelling in a small vehicle, like a car, with an infected person • Staff • Offices to be rearranged to ensure social distancing guidelines are adhered to 	<p>to face contact i.e. side by side</p> <ul style="list-style-type: none"> • Teachers to maintain distance from students as far is reasonably practicable • If staff need close contact with students appropriate PPE should be worn (Face covering/face visor) • List of onsite staff to be compiled and staff informed of duties on/off site • Staff that can work from home should under current guidance • Staff designated as WFH require DSE RA only if permanent • Staff to remain socially distanced from colleagues and eliminate unnecessary contact • Clinically vulnerable & pregnant staff should follow Govt guidance. • Change should only be required if critical onsite staff would not be 1.5m apart • Individual recorded discussions to be 	<p>NK/Teachers</p> <p>MSH</p> <p>MSH</p> <p>MLH – not required</p> <p>Prepare offices for all staff to attend</p>	<p>MSH has decided that all staff should work onsite from Sept unless agreed otherwise</p> <p>All areas completed Jul 20</p>
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<ul style="list-style-type: none"> Re-integration of more staff to premises <p>LEGIONELLA</p> <ul style="list-style-type: none"> All taps to be run for 3 minutes prior to use All water dispensing devices to be run for 3 minutes prior to use Kettles/water holding etc need to be emptied and used only after water supply has been run for 3 minutes and signed off Hot water devices to be switched on and temperature checks completed on both sites <p>HYGIENE AWARENESS/MAINTENANCE</p> <ul style="list-style-type: none"> Posters to be displayed around buildings regarding Covid 19 – washing hands, symptoms etc Tissues, hand sanitiser and anti-bacterial cleaner to be available for each room Disposable gloves, aprons, disposable cleaning cloths, anti-bacterial wipes and disinfectant to be 	<p>completed for all staff in priority order i.e. clinically (extremely) vulnerable, BAME staff and those with underlying health issues</p> <ul style="list-style-type: none"> All staff written to by MSH regarding returning to premises – awaiting replies from staff to assess concerns Maintain capacity as per Government guidelines on distancing <p>Must be recorded as completed in site Water Services Book</p> <ul style="list-style-type: none"> None All tests to be recorded in site Water Services Book <ul style="list-style-type: none"> None Adequate supplies to be purchased and given to person responsible for room Adequate supplies to be purchased and be kept securely 	<p>JG</p> <p>Managing Director</p> <p>MLH</p> <p>MLH/MR</p> <p>All staff</p> <p>MLH/MR</p> <p>SMT</p> <p>SMT</p> <p>SMT</p>	<p>completed and recorded</p> <p>Started 8th July 20</p> <p>Completed and monthly checks taking place</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed and maintained</p> <p>NK Completed</p>
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<p>available in case infection cleaning is required</p> <ul style="list-style-type: none"> • VENTILATION 	<ul style="list-style-type: none"> • Face visors to be added to PPE List – confirmed in stock • External windows should be opened to increase the fresh air available in the room space – this has proven benefits for reducing transmission of COVID • During colder periods, even with the heating in operation, windows should still be slightly opened to maintain airflow • Where possible, doors should be opened to increase airflow. Any internal fire doors that are opened need to be shut by the appropriate fire marshal on exit from the building 	<p>SMT</p> <p>In staff guidelines</p>	<p>MLH issued Sept 2020</p>
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Hazard	To Whom	Severity	Likelihood	Risk
Spread of Covid-19 through BTL Premises	Students	2	3	6
	Students from vulnerable groups.	4		12
	Staff	2		6
	Staff from vulnerable groups.	4		12
	Visitors	4		12
Existing Precautions		Additional Precautions	Who	When

<ul style="list-style-type: none"> • Soap dispenser and hand towels within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply. • Handwashing techniques poster displayed to all students. • All students to wash their hands/sanitise before coming to college, before going home, during college and when they get home. • Staff available to teach students correct hand washing techniques if required • Students to wash hands before eating • Any external groups who may have use of the college building will need to adhere to COVID processes and procedures • Teachers and teaching assistants monitor the visible health of students, ensure parent emergency contact numbers are kept up to date. • Public Health Advice on Covid-19 handwashing – Catch it, Bin it, Kill it posters around college buildings. • Students with existing medical conditions should already be known to the college • Identify vulnerable students e.g. with underlying health conditions that may be affected by the current threat • Discuss with parents the initial steps and agree key actions re. isolation/seclusion. 	<ul style="list-style-type: none"> • Students may wish to bring their own tissues, sanitiser etc • Communicate to students the importance of the government advice on catch it, bin it kill it. • Any members of staff with underlying health issues or those within vulnerable groups should make their condition known to the SMT. Consult with PHA/Govt guidance for up-to-date information. They should seek and act on the advice of their GP/Consultant or current government advice. • Any staff or students in the new Clinically Extremely Vulnerable categorisation should work from home and NOT come to college/work as of 5th November. Letters should be issued by staff/students' doctors/specialist to evidence this • As of 26/12/20 Gloucestershire are Tier 4 therefore new guidance requires any CEV staff/students to shield • Review any external use of premises. • In the event of a college closure, 	<p>Staff to communicate to students. Staff training to take place Student training taking place on their induction Individual members of staff.</p>	<p>Duty Manager Daily Role</p> <p>NTH coordinated</p> <p>MSH/NTH/ML H</p> <p>MSH/NTH/ML H</p> <p>Completed</p>
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<ul style="list-style-type: none"> Bins (general waste) to be emptied regularly 	<p>external users should be notified.</p> <ul style="list-style-type: none"> Minimise visitors to sites; may wish to postpone or cancel meetings which involve significant numbers of external parties. 	<p>All staff</p>	
<ul style="list-style-type: none"> External contract cleaning completing addition cleaning of communal areas, toilets, taps, surface, door handles etc 	<p>Taking place on Wednesday between sessions 12-1.30 – up to end Aug 2020</p> <p>Further cleaning to be agreed once fully open</p> <p>Cleaning rota sent to MSH for approval</p> <p>Additional external contract cleaning on Friday between 12-2</p>	<p>NTH organised – duty manager to manage</p> <p>NTH</p>	<p>In place for W/C 8/6/20</p> <p>By Sept - completed</p> <p>270820 - Approved Sept 2020</p>
<ul style="list-style-type: none"> Staff visiting students homes for welfare checks etc 	<p>Any staff visits to students must be authorised by MW and risk assessed with appropriate control measures put in place. These visits are to be conducted only in the event that all other options are exhausted.</p>	<p>MW</p>	<p>Immediate</p>
<ul style="list-style-type: none"> Face Coverings 	<p>Face coverings to be worn by staff at all times in communal areas unless they have exemption. Staff responsible for</p>	<p>Face coverings to be supplied by Bridge</p>	<p>In stock Aug 20</p>

<ul style="list-style-type: none"> Local Restrictions and NEW Tier Levels Latest Government Guidance 	<p>ensuring face covering hygiene is maintained</p> <p>Face coverings to be highly recommended to be worn by students in communal areas. Bridge to supply washable face coverings and process drawn up for safe use and washing. Disposable face coverings available if student forget Bridge ones</p> <p>New tier system (2, 3, 4) and guidance states that face coverings to be worn by all staff & students in communal areas, corridors and where social distancing cannot be maintained, except if they are exempt. Students cannot be expelled for not wearing a face covering</p> <p>To maintain awareness of any local restrictions or increased tier level and ensure contact is made, when appropriate, with PHE and local Council to follow required guidance</p> <p>To check, review and identify any changes to Education guidance and update guidelines/risk assessment as necessary</p>	<p>SMT</p> <p>SMT</p> <p>MLH</p> <p>MLH/MSH</p>	<p>From Sept 20</p> <p>Ongoing</p> <p>Ongoing</p>
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<ul style="list-style-type: none"> NHS Test & Trace App 	<p>The NHS COVID-19 app is an important part of NHS Test and Trace and enhances the contact tracing process by enabling users with a compatible smartphone to check symptoms, order tests and receive results and advice. The app will also provide alerts to self-isolate if a user has been in close contact of a confirmed case. Bridge Training are committed to informing staff and students of the COVID-19 App and Track & Trace process</p>	MSH/MJH	Oct 20
<ul style="list-style-type: none"> Door Marshal 	<p>Appointment of LSC as part time door marshal to ensure COVID Secure protocols are maintained on entry, exit and cleaning is completed throughout day on high touch points. This role works in conjunction with the Reception Team</p>	MLH/NTH	Nov 20
<ul style="list-style-type: none"> National Lockdown 	<p>Government announced National Lockdown starting 5th November. Guidance reviewed, education to continue with COVID Secure protocols. COVID risk assessment reviewed, updated and placed on Company shared drive. Lockdown ends 2nd December, new tier level system introduced from then. See detail here: https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-</p>	MLH/MSH	Nov 2020 Dec 2020

<ul style="list-style-type: none"> Pregnant Staff <ul style="list-style-type: none"> Additional Protocols identified by SMT 18/11/2020 To reduce the risk to business continuity SMT have decided the following actions: 	<p>know</p> <p>As of 26/12/2020 Gloucestershire is in Tier 4 and the following guidance must be adhered to Tier 4: Stay at Home - GOV.UK (www.gov.uk)</p> <p>National Lockdown announced effective 00.01, 06/01/2021 (see below for actions)</p> <ul style="list-style-type: none"> New guidance issued on 23/12/20 reviewed and staff RA to be reviewed Reviewed and NTH communicating with relevant staff SMT, Welfare, (D)DSL and First Aiders to be split into different rooms ensuring enough are available to continue to open if there is a case Teacher planning to be timetabled into spare rooms but ensuring cleaning protocols are in place before and after each use Staff to be reminded of the importance of being vigilant and 	<p>SMT</p> <p>SMT</p> <p>MLH</p> <p>NTH</p>	<p>04/01/2021</p> <p>05/01/2021</p> <p>05/01/2021</p> <p>05/01/2021</p>
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<ul style="list-style-type: none"> Review of current protocols <ul style="list-style-type: none"> 04/01/2021 SMT review of current protocols and new guidance If we remain open and onsite: With the rising infection rates and new guidance, SMT decided to take the following action to minimise risk of transmission across both sites 	<p>maintaining current COVID Secure premises at all times. Staff breaks to be taken in pairs.</p> <ul style="list-style-type: none"> Meeting took place to review current protocols and potential for further control measures to be added. Decision to maintain current protocols and review in new term. Summary available on request. Minimise cross site transmission by ensuring both sites can work independently but with telephone/internet communication. Each site to have SMT, First aider, M&E teacher, TA's and member of welfare onsite Send out new guidelines to staff to ensure minimal and only strictly necessary contact with colleagues is made and to maintain 2m distancing wherever possible in classrooms, if this is not possible to ensure mitigation is in place (i.e. Wear face covering). Staff breaks should ensure that group numbers are minimised to reduce risk of 	<p>Onsite SMT</p> <p>SMT</p> <p>SMT</p>	<p>1st Dec 2020</p> <p>04/01/2021</p> <p>04/01/2021</p>
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	<p>transmission. Strictly NO gatherings in or outside of the premises</p> <ul style="list-style-type: none">• Any student counselling to be conducted via telephone or internet as current counsellors are working in the community and this may increase risk of transmission• Room capacities across both sites are still fit for purpose and remain unchanged as they continue to follow the guidance for 2m or 1m with mitigation. The exception to this is the new Construction Marquee where the capacity was agreed for 10 students and this has been reduced to 8 to meet the capacity of the classroom• New student inductions will continue but will take place at quiet periods i.e. Tuesday evening or Friday where onsite attendance is low. Students should be inducted in their vocational groups and in their primary centre they will be attending. Usual protocols on cleaning, handwashing, face coverings are to be followed at all times		
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<ul style="list-style-type: none"> In view of a potential National Lockdown <p>New National Lockdown 00:01, 06/01/2021</p>	<ul style="list-style-type: none"> SMT are also updating the Lockdown plan to ensure, in the event of a National Lockdown, Bridge will be able to remain open for the eligible students with the appropriate staff in on a rota basis. High quality remote learning will be available for students that do not fall into the eligibility category Contingency plans are being reviewed for potential staff absence Plans for staff working from home to be reviewed and agreed Bridge open for enrolled vulnerable students and enrolled students of critical workers from 11/01/2021. Students and parents have been informed Timetables for students completed. Archdeacon site to be open Tuesday & Wednesday. Skills Centre open on Tuesday only initially. High quality remote education set up, timetabled and ready for all 	<p>SMT</p>	<p>05/01/2021</p>
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<ul style="list-style-type: none"> Provision for onsite examinations 	<p>students. To commence from 11/01/2021</p> <ul style="list-style-type: none"> Staff on rotation basis ensuring that there are SMT, DSL, first aiders, welfare and critical support staff onsite for effective operation. Staff will be site specific to reduce cross transmission (except in emergency circumstances) Critically Extremely Vulnerable staff identified and are immediately shielding and working from home All staff working from home when not onsite, managed by their relevant line manager. Outcomes to be achieved and reported to MSH Essential maintenance to be agreed with MLH/MSH and completed during lockdown (COVID secure) Maintain ALL current protocols (listed through this RA) to ensure building remains COVID Secure <p>It has been highlighted that students in Functional Skills, Hair & Beauty are reaching the stage of requiring onsite</p>	<p>MLH/NTH</p>	<p>28/01/2021</p>
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	<p>exams to proceed with their qualification. Therefore the following protocols will be in place to facilitate this:</p> <ul style="list-style-type: none"> • All current COVID protocols will be followed as per Risk Assessment • Onsite Examination Officer(s) will be present to conduct the examinations as per awarding body and JCQ guidance • Onsite and room capacities shall not be exceeded to ensure social distancing is maintained • All rooms and equipment used will be wiped down using antibacterial products supplied • Examinations times will ensure that entry/exit is planned outside of other class entry/exit times • Clear guidelines will be drawn up by Head of Centre for the examination process 		
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Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case	Students	2		

<p>in college (staff or pupil develop Covid-19 symptoms whilst in college building, or later on that day). Symptoms of Covid-19 are:</p> <ul style="list-style-type: none"> • New persistent cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24hrs) • A high temperature or fever • Loss or change in smell or taste • Shortness of breath • Fatigue • Nausea or experienced vomiting • Diarrhoea • Sore or painful throat • Raised, red, itchy, welts on the skin or sudden swelling of the face/lips (common in the under 25's) • Red/purples sores or blisters on your feet, including your toes 	Students from vulnerable groups.		3	6
	Staff	4		12
		2		6
	Staff from vulnerable groups.			
	Visitors	4		12
		4		12
Existing Precautions	Additional Precautions	Who	When	
	<ul style="list-style-type: none"> • Bridge must not publicly 	SMT	Ongoing	

<ul style="list-style-type: none"> • Isolate individual in separate room • Close classroom/room where the member of staff/student has had restricted access to that area. If person displaying the symptoms had access to a number of rooms other than for transitional purposes then all areas accessed should be isolated for cleaning. Cleaning to be completed using appropriate PPE and cleaning agents before reoccupation of the classroom (see Govt Guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). • Contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team. The health protection team will also contact providers directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the education setting - as identified by NHS Test and Trace. • In the case where the pupil may have spent their college day in a number of classrooms, all rooms should be closed and cleaned as per guidance. • Inform staff (using appropriate caution) • Contact parents or a member of the same household and request immediate pick up • Only in exceptional circumstances, and when agreed with SMT, should a student be transported by a member of 	<p>name individuals.</p> <ul style="list-style-type: none"> • Contact any external groups who have access to the building to notify them of any college closure. • Any members of staff who have helped someone with symptoms and any learners who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive or they are requested by NHS Test & Trace. Members of the same household should then self-isolate for 10 days from the first symptoms • Face masks to be worn by passenger and driver. 2m distancing to be adhered to. If possible ventilate area by opening windows • If tested positive, Student/staff member cannot return to Bridge unless a negative test has been confirmed or they 	<p>SMT</p>	
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<p>staff. If this is necessary, a risk assessment and control measures must be implemented</p> <ul style="list-style-type: none"> • If a student or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for at least 10 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Test & Trace process must be followed • Any waste generated during contact with a suspected case of Covid 19, including PPE, tissues & cloths, should be placed in a plastic bin bag, tied, placed in a second bin bag then stored in a secure place marked for storage for 72 hours • Complete an HSE RIDDOR on line (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) as a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease. • Refer to latest Government guidance on what to do if someone develops symptoms of Covid-19 in a college or other educational setting. 	<p>have followed the correct self-isolation procedure and show no further symptoms. Govt guidance states that we should not request to see evidence of negative test but request the result immediately</p> <ul style="list-style-type: none"> • If student/staff is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10 day isolation period - this is because they could still develop coronavirus (COVID-19) within the remaining days • If student/staff begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a negative result, they feel well and no longer have symptoms 		
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	similar to coronavirus (COVID-19), they can stop self-isolating.		
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Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in staff member or pupil or staff with a family connected to the college. No symptoms of Covid-19 displayed within the college or later that day.	Students	2	3	6
	Students from vulnerable groups.	4		12
	Staff	2		6
	Staff from vulnerable groups.	4		12
	Visitors	4		12
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Staff member or student not to attend college and to self-isolate as per Government Guidance If staff member/student has accessed building, they are to be sent home to self-isolate as per Government Guidelines. Parents or a member of the same household to be contacted in the case of students and students isolated Contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will 		<ul style="list-style-type: none"> It is recommended that regular contact is made to SMT. 	Staff families and	Ongoing

<p>escalate your call to the local health protection team. The health protection team will also contact providers directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the education setting - as identified by NHS Test and Trace.</p> <ul style="list-style-type: none"> • Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails. • If a student or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. • Any waste generated during contact with a suspected case of Covid 19, including PPE, tissues & cloths, should be placed in a plastic bin bag, tied, placed in a second bin bag then stored in a secure place marked for storage for 72 hours • Follow process for 'showing symptoms' 			
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Hazard	To Whom	Severity	Likelihood	Risk
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<ul style="list-style-type: none"> • Shortage of staff • Teacher • Teaching assistants • Absence of SMT 	Students	3	3	9
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Required operational staff to be onsite • Other staff to be WFH or onsite on a rotation basis (Govt guidance currently states WFH where possible) • Consider combining classes and amending timetables • Notify parents of any exceptional closures due to insufficient staff cover. • Notify authorities in the event of an exceptional closure. 		<ul style="list-style-type: none"> • Availability of online learning for ALL students in the event of closure • Students to be contacted regularly by welfare 	Managing Director	Ongoing

APPENDIX

DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. (to be contacted in the first instance in event of a suspected COVID Case)

Local Health Protection Team details

Contact

Avon, Gloucestershire and Wiltshire HPT
 Public Health England South West
 2 Rivergate
 Temple Quay



Bristol

BS1 6EH

Telephone 0300 303 8162 (option 1, then option 2)

Out of hours advice 0300 303 8162 (option 2)

NHS Test & Trace

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>