

Risk Assessment

Bridgwater & Taunton College

Mitigation to protect staff, students, visitors and contractors from transmission of COVID 19

V4 Amended 03/09/2020



This is the risk assessment for:

Bridgwater & Taunton College

Overall and final responsibility for health and safety in this area:

Senior Management Team

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

All Bridgwater & Taunton College staff

1. COVID-19 INCIDENTS

What are the hazards?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
1.1 Confirmed or suspected case of COVID-19 within a household spreading virus	<ul style="list-style-type: none"> - BTC following government advice and guidance as necessary. - Provision in place to obtain testing through booking an appointment or ordering a test - Do not attend College - Advise Manager if attended College within last 10 days - Clean areas / equipment where presence known 	Staff / students / visitors / Contractors	
1.2 Suspected case of COVID-19 identified whilst in attendance at College spreading the virus	<ul style="list-style-type: none"> - Contact Health & Safety Team immediately - Health & Safety Team to contact relevant agencies, if necessary, for advice and guidance - Health & Safety Team to act as required following contact by Test and Trace - Individual moved to an isolation room until collected by parents / guardians if appropriate - Minimise movements within buildings/areas of individuals with suspected symptoms - PPE available in isolation room (apron, visor, mask, gloves) - Clear guidance displayed in isolation room - Medical attention sought, if required - Provision in place to obtain testing through booking an appointment or ordering a test (Test and Trace login available for staff via HR/student to contact NHS Test and Trace 119) - Social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical. - Potentially infected area cleaned - Information on symptoms on College website, posters & digital screens - Identification of isolation rooms at each campus 	Staff / students / visitors / Contractors	
1.3 Confirmed case of COVID-19 of individual who has attended College spreading the virus	<ul style="list-style-type: none"> - Health & Safety Team informed - Health & Safety Team to contact relevant agencies to advise of potential contacts for tracing (Test and Trace login for staff) - Health & Safety Team to act as required following contact by Test and Trace - Building/areas closed at request of PHE - KGB to deep clean identified areas 	Staff / students / visitors / Contractors	

2. TRANSPORT AND TRAVEL

What are the hazards?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
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2.1 Transmission of virus when travelling to and from College	<ul style="list-style-type: none"> - Student not to attend unless formally requested - Follow latest government advice and guidance as necessary - Avoid public transport, where possible walk, cycle or drive - If sharing transport with other members outside your household, maintain good ventilation, non-face to face contact and limited contact - Social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical. - Wash hands thoroughly and regularly with soap and water for at least 20 seconds or hand sanitise when entering / leaving Campus and/or buildings - Contractors to supply RAMS to identify how they will manage COVID-19 - Contractors RAMS approved and authorised before arrival on campus and commencement of work - Advise regular cleaning of vehicle - College transport cleaned between use 	Staff / students / customers / visitors / Contractors	
2.2 Transmission of virus when travelling to and from College using public transport	<ul style="list-style-type: none"> - Follow latest government advice and guidance as necessary - College information points are updated in line with advice and guidance as and when required - Awareness of reduced service - Social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical at bus stops - Avoid physical contact and face away from others - Wear face coverings at bus stops and whilst on transport - Staggered attendance to avoid peak times, if possible - Maintain good ventilation - Wash hands thoroughly and regularly with soap and water for at least 20 seconds or hand sanitise when entering / leaving Campus and/or buildings 	Staff / students / customers / visitors / Contractors	
2.3 Transmission of virus when using the bicycle racking/shed	<ul style="list-style-type: none"> - Social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical - Riders advised not touch other bikes / cycle racks 	Staff / students / customers / visitors / Contractors	
2.4 Transmission of virus through inter-campus travel	<ul style="list-style-type: none"> - Virtual communication will be encouraged instead of travelling between sites - If travel is necessary then COVID-19 guidance must be followed accordingly - Staff not to travel between campuses on a single day unless unavoidable 	Staff / students / customers / visitors / Contractors	

3. BUILDING ACCESS

What are the hazards?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/ location/activity?
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<p>3.1 Transmission of virus when entering and leaving the campus / buildings</p>	<ul style="list-style-type: none"> - All staff to be briefed to apply control measures - Minimise non-essential visitors - Visitors to complete self-declaration when arriving at college - Individuals asked to only stay to facilitate their studies / work and then to leave the campus promptly - Students to follow directional signs to coloured coded area/building and move there directly - Stay within coloured coded area/building, wherever possible - Signage in place for COVID-19 requirements - Social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical - Large gatherings to be dispersed - Staggered attendance breaks - College information points updated in line with Government advice and guidance - Touch points cleaned regularly throughout the day - Doors to be propped open to prevent unnecessary contact, where possible. (Door will be released in the event of a fire) - Contract cleaner KGB carries out hygiene clean daily - Wash hands thoroughly and regularly with soap and water for at least 20 seconds or hand sanitise when entering / leaving campus, buildings and rooms - Hand sanitiser stations are positioned at key locations throughout the building - Face coverings are mandatory in communal areas except where individual exemptions apply - Following government guidelines regarding individual exemptions (age, health, disability) - Corridors to be used only as access / egress in and out of buildings and to gain access to rooms - Encourage continuous movement along corridors, keeping left - Whilst using the corridor follow all signage indicating what you are expected to do - Lifts only to be used by individuals with accessibility needs or for the movement of goods without passengers - Look at whether person with accessibility needs has to use the lift and if possible, relocate session to ground floor 	<p>Staff / students / customers / visitors / Contractors</p>	
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4. PREMISES

What are the hazards?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
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<p>4.1 Lack of cleaning and disinfecting of premises increases potential spread of virus</p>	<ul style="list-style-type: none"> - Contract cleaner KGB carry out hygiene clean daily - Touch points regularly cleaned throughout the day - Individuals can carry out their own cleaning of items regularly throughout the day, using only materials supplied by the College following guidance supplied - Screen/s used to shield staff from customers to be cleaned off regularly inside and out by KGB Cleaners - Cleaning materials made available - Staff / individuals to report any concerns to BTC staff. Concerns to be passed onto Health and Safety Team / College Support Team - Individuals to ask BTC staff / College Support Team for approved cleaning materials, if none are already available - COSHH details available on SharePoint - Ensure bags are available for waste and that it is disposed of in line with current government guidelines 	<p>Staff / students / customers / visitors / Contractors</p>	
<p>4.2 Transmission of virus through shared or frequently touched items</p>	<ul style="list-style-type: none"> - Minimise sharing of desks / equipment, where possible - If no option than to share resources such as desks / computers / tools / machines etc they are to be cleaned before use - Contactless pay being encouraged - Screen/s used to shield staff from customers to be cleaned off regularly by KGB Cleaners - Touch points cleaned regularly throughout the day by KGB - Contract cleaner KGB carries out hygiene clean daily - Doors to be propped open to prevent unnecessary contact, where possible (Door will be released in the event of a fire) - Individuals encouraged to wash hands thoroughly and regularly with soap and water (if not available use alcohol hand gel) - Cleaning materials available for individuals to use with instructions of how to use safely - Ensure bags available for waste and that it is dispose of in line with current government guidelines - Staff / individuals to report any concerns to BTC staff. Concerns to be passed onto Health and Safety Team / College Support Team. 	<p>Staff / Staff / students / customers / visitors / Contractors</p>	
<p>4.3 Failure to undertake all statutory compliance testing resulting in accident/injury</p>	<ul style="list-style-type: none"> - Contractors to complete self-declaration when arriving at college - Contractors RAMS, including how they will manage COVID-19, approved and authorised before arrival on campus and commencement of work / testing, - Compliance testing undertaken as necessary i.e. water, fire - Contractor maintenance undertaken (LEV, Pressure, LOLER) - Social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical - College Support Team to ensure compliance testing actions are taken as required - College Support Team to check contractors RAMS are adhered to by contractors on site. 	<p>Staff / CST / Contractor</p>	

<p>4.4 Failure to maintain water management (mains and bottled) resulting in infection / transmission of virus</p>	<ul style="list-style-type: none"> - Reduced water stations due to hygiene requirements - Notice displayed to identify out of use water stations - Dated notice / sticker to be displayed to confirm action / maintenance undertaken - Contractor to disinfect and flush through water machine station (bottles and main) prior to use - College Support Team to be contacted for any issues with water stations 	<p>Staff / CST / Contractor</p>	
<p>4.5 Revised COVID-19 operating procedures not understood resulting in transmission of virus and non-compliance with government guideline</p>	<ul style="list-style-type: none"> - Signage displayed to indicate changes to restricted areas - All individuals to obey all signage - Signage reviewed and amended when required - Information released to staff/students through briefings/training - Information shared on social media/website - Face coverings are mandatory in communal areas except where individual exemptions apply - Following government guidelines regarding individual exemptions (age, health, disability) - Low level air conditioning assessed prior to use 	<p>Staff / students / customers / visitors / Contractors</p>	
<p>4.6 Transmission of virus due to poor hygiene procedures</p>	<ul style="list-style-type: none"> - Hand wash notices displayed to encourage regular and thorough hand washing with soap and water for at least 20 seconds - Avoid touching face / eyes / nose / mouth with unwashed hands - Hand sanitiser stations are positioned at identified locations throughout buildings - Individuals to ensure hands washed thoroughly or sanitised before and after eating and/or drinking - Individuals to ensure hands washed thoroughly or sanitised after using touch points - Touch points cleaned regularly throughout the day by KGB - Contract cleaner KGB carries out hygiene clean daily - College information points updated in line with advice and guidance. - Regularly check hand washing supplies to ensure sufficient supplies available 	<p>Staff / students / customers / visitors / Contractors</p>	
<p>4.7 Large gatherings in outside campus space (Bus Bays; smoking areas etc.) resulting in transmission of virus</p>	<ul style="list-style-type: none"> - Large gatherings to be dispersed - Social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical - Social distancing to be enforced with signage / barriers - Staggered breaks in place - Students to follow directional signs to coloured coded area/building and move there directly - Remind individuals of measures to keep them safe and others - College information points updated in line with current government advice and guidance 	<p>Staff / students / customers / visitors / Contractors</p>	

5. TOILET FACILITIES

What are the hazards?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
5.1 Transmission of virus whilst using toilet facilities	<ul style="list-style-type: none"> - Touch points cleaned regularly throughout the day by KGB - Contract cleaner KGB carries out hygiene clean daily - Wash hands thoroughly and regularly with soap and water for at least 20 seconds, as normal - Hand sanitiser available in dispensers outside of identified toilet facilities for post touch point use - Hand washing signage displayed - Avoid touching face/eyes/nose/ mouth with unwashed hands - If appropriate, reduce number of urinals/cubicles - Where appropriate door will be propped open to minimise touch point (door released in the event of a fire) - Face covering to be worn whilst using toilet facilities 	Staff / students / customers / visitors / Contractors	

6. COMMON USE AREA – FOOD OUTLETS

What are the hazards?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?

<p>6.1 Transmission of virus whilst using food outlets and seating areas at outlets</p>	<ul style="list-style-type: none"> - Face covering to be worn whilst in food outlet – face covering can be removed when seated - Staggered breaks - Individuals encouraged to use allocated food zone from their colour coded building/area where possible - Restaurant and food outlet tables and seating to be arranged / removed to maintain social distancing - Individuals to ensure washed their hands or hand sanitised before and after eating and / or drinking - Groups to be kept apart as much as possible if space allows more than one group at a time - Social distancing to be enforced when queuing to be served with signage / barriers - Paying for purchase: Recommend Pre-paid on College ID card / Contactless payments - Tables / chairs to be cleaned down between groups - Touch points cleaned regularly throughout the day by KGB - Contract cleaner KGB carries out hygiene clean daily - Information on food outlet requirements to be sent to all customers and how to credit College ID card - Catering staff monitoring queue - Staff to monitor customers whilst in food outlet and seating area - Hand sanitiser stations available at close proximity to food outlets - Payment devices such as card reader regularly sanitised - Vending machines to be sanitised periodically throughout the day - Disposable cutlery used - Condiments taken away and given out on request (unused condiments are disposed off) - Food handlers using appropriate level of PPE - Face to Face screening shields placed where identified - 'Help yourself' fridges and product shelving moved to stop cross contamination. 	<p>Staff / students / customers / visitors / Contractors</p>	
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7. COMMON USE AREA– LEARNING RESOURCE CENTRE (LRC)

What are the hazards?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/ location/activity?
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<p>7.1 Transmission of virus whilst using the facilities at LRC (Desks; Computer: Hard drive, Keyboards; Mouse books; magazines;)</p>	<ul style="list-style-type: none"> - Face covering to be worn whilst in LRC – face covering can be removed when seated - Social distancing to be enforced with signage / barriers - Individuals to ensure washed their hands or hand sanitised before entering and leaving the LRC - LRC staff to allocate seating location for individual - Staff to arrange LRC so social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical - Screen to be place at LRC counter to allow staff and customers to be able to talk and exchange resources when unable to social distance - Individual to only use the workspace allocated - Tables & workspaces cleaned after use - Cleaning materials available for individuals to use with instructions of how to use safely - Touch points cleaned regularly throughout the day by KGB - Contract cleaner KGB carries out hygiene clean daily - Following national guidelines regarding library materials 	<p>Staff / students / customers / visitors / Contractors</p>	
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8. COMMON USE AREA – STUDENT HUB / CORE / COMMON AREAS

What are the hazards?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/ location/activity?
<p>8.1 Transmission of virus whilst using facilities within the student common use areas (Tables; Desks; chairs; Computer: Hard drive, Keyboards; Mouse books; magazines)</p> <p><u>Please note the Hub will not be open at the beginning of the Autumn Term (this will be reviewed)</u></p>	<ul style="list-style-type: none"> - Tables and seating to be arranged / removed to maintain social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical. - Social distancing to be enforced with signage / barriers - Individuals to ensure they have washed their hands or hand sanitised before entering the area and after leaving - Staggered timetable to minimise numbers - Wherever possible keep members of the same group together maintaining social distancing - Tables and workspaces to be clean after use - Cleaning materials available for individuals to use with instructions of how to use safely - Touch points cleaned regularly throughout the day by KGB - Contract cleaner KGB carries out hygiene clean daily - Individuals to ask BTC staff / College Support Team for approved cleaning materials, if none already available - Face coverings are mandatory in communal areas except where individual exemptions apply - Following government guidelines regarding individual exemptions (age, health, disability) 	<p>Staff / students / customers / visitors / Contractors</p>	

9. STAFF WORKROOMS / OFFICES

What are the hazards?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/ location/activity?
9.1 Transmission of virus from individuals or surfaces	<ul style="list-style-type: none"> - Reduced number of staff attending College - Staggered breaks (Teaching staff and teaching support staff will need to have the same breaks as their student group) - Redesignated / remove items to achieve social distancing measures in staff workrooms / offices - Social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical - Keep the same teams together wherever possible when they have to come into College - Ensure wherever possible that staff use the same area / building throughout the day - Wherever possible no hot desk working - Individuals can carry out their own cleaning of items regularly throughout the day, using only materials supplied by the College - Wash hands thoroughly and regularly with soap and water for at least 20 seconds - Ensure good ventilation within staff workroom / office - Cleaning materials available for individuals to use with instructions of how to use safely - Touch points cleaned regularly throughout the day by KGB - Contract cleaner KGB carries out hygiene clean daily - Hand sanitiser available in staff workroom / office - Additional rooms may need to be allocated for staff workrooms / offices - Individuals to ask BTC staff / College Support Team for approved cleaning materials, if none already available - Where central welfare facilities exist, individuals to use own crockery/cups, etc 	Staff / students / customers / visitors / Contractors	

10. TEACHING AND LEARNING

What are the hazards?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/ location/activity?

<p>10.1 Transmission of virus whilst teaching and learning undertaken within a classroom setting</p>	<ul style="list-style-type: none"> - Reduced number of attendees, if required - Staggered breaks - Redesigned / remove items to achieve social distancing measures in classrooms - Social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical. - Ensure wherever possible that students and staff use the same area / building / classroom throughout the day / week - Seat students at the same desk when in the base classroom, where possible - Rotate subject specialist staff to student's base classroom - Wash hands thoroughly and regularly with soap and water for at least 20 seconds (or use alcohol hand gel) - Ensure good ventilation within classroom - Classrooms cleaned daily by KGB cleaners - Activity risk assessment reviewed if unable to socially distance by 2m or 1m with risk mitigation (where 2m is not viable) with guidance from the Health & Safety Team. Activity not undertaken until revised final sign off - Staff to brief students on control measures within classrooms - 14-19 years students classroom arranged side by side, facing forward, rows 2m apart, member of staff to be 2m from front of group - 19+ students within 14-19 class to follow young person rules - 19+ students classroom arranged 2m distance, side by side, facing forward, rows 2m apart, member of staff to be 2m from front of group - Health & Safety Team to authorised maximum numbers in conference room and theatres - Close contact teaching, risk mitigating actions to be put in place 	<p>Staff / students / customers / visitors / Contractors</p>	
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<p>10.2 Transmission of virus whilst practical teaching and learning undertaken within a classroom/ workshop setting</p>	<ul style="list-style-type: none"> - Reduced number of attendees, if required - Staggered breaks - Redesigned or review social distancing measures to achieve social distancing within practical area / workshop - Social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical - Ensure wherever possible that students and staff use the same area / building / classroom/workshop throughout the day / week - Use the same area / workshop for the same students if coming in on more than one day - Rotate subject specialist staff to student's practical area / workshop - Use of PPE where applicable - Do not share PPE - Clean re-usable PPE following government guidelines on cleaning - Dispose safely disposable PPE in bins provided - Wherever possible allocate students / staff with their own equipment / tools - Allocated equipment / tools to be cleaned after use - Ensure good ventilation within practical area / workshop - Wash hands thoroughly and regularly with soap and water for at least 20 seconds. - Practical area / workshop cleaned daily by KGB cleaners and between use if applicable - If unable to socially distance by 2m or 1m with risk mitigation (where 2m is not viable) and have to carry out the activity, please contact Health and Safety Team for advice and under no circumstances is the activity be undertaken until this has been authorised by the Health & Safety Team. - Curriculum to look at timetabling of student groups to ensure there is minimal movement of student and staff within an area / building and minimal movement between other buildings on Campus - Staff to brief students on control measures within practical areas / workshops - 14-19 years students classroom arranged side by side, facing forward, rows 2m apart, member of staff to be 2m from front of group - 19+ students within 14-19 class to follow young person rules - 19+ students classroom arranged 2m distance, side by side, facing forward, rows 2m apart, member of staff to be 2m from front of group - Close contact teaching, risk mitigating actions to be put in place 	<p>Staff / students / customers / visitors / Contractors</p>	
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11. OTHER			
What are the hazards?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/ location/activity?

11.1 Transmission of virus during fire evacuation	<ul style="list-style-type: none"> - Ensure full compliance with statutory fire risk assessment - Briefing given to all persons on site on hearing fire alarm to leave the building by nearest safe exit - On arrival at fire assembly point maintain endeavouring to social distance by 2m or 1m with risk mitigation (where 2m is not viable) where possible - Bitesize to staff and students on fire evacuation actions and posters and digital displays 	Staff / students / customers / visitors / Contractors	
11.2 Lack of communication resulting in the spread of COVID-19	<ul style="list-style-type: none"> - Reviewing regular government advice and guidance and taking appropriate action as necessary - Reviewing awarding bodies advice and guidance and taking action as necessary - College information points are updated in line with advice and guidance as and when required - Briefings to be used for communication - Amending Risk Assessment and Operating Procedure in line with latest government advice - College CV-19 Risk Assessment shared with staff, students and external visitors/contractors 	SMT	
11.3 First aid incident results in transmission of virus	<ul style="list-style-type: none"> - First aider guidelines and precautions for COVID-19 shared with first aiders - First aid kits available in isolation room - First Aid kits available on campus and supplies checked regularly - Defib on campus and checked for operation ready. - Contractor to identify their own first aid arrangements - Contractor to consult with BTC if no first aid arrangements identified in their risk assessment 	SMT	
11.4 Transmission of virus following staff meetings	<ul style="list-style-type: none"> - Virtual meetings are the preferred method of communication (including inter-campus) - If travel is necessary then COV-19 guidance must be followed accordingly - Social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical when attending face to face meetings 	Staff	
11.5 Staff and Students breach code of conduct resulting in transmission of virus	<ul style="list-style-type: none"> - Code of conduct to be shared with all and included in induction - Clear actions for breaching code of conduct and are consistently applied 	Staff/Students	

11.6 Transmission of virus following employer visit eg, apprentice, work experience, work placement	<ul style="list-style-type: none"> - Virtual meetings are the preferred method of communication. - Discourage non-essential trips, encouraging use of telephone/electronic device/film recording/Teams - Where virtual meeting is not practicable, purpose for visit must be clarified and approved by Head/Manager before being undertaken - If travel is necessary then Government and BTC COV-19 guidance must be followed accordingly - Employers risk assessment undertaken on Covid-19 to be reviewed prior to the visit - Contact made prior to visit to ensure no coronavirus cases have been identified within the setting - Employer Covid-19 risk assessment adhered to during visit - Timing of meetings arranged to reduce interaction and overlap between people - Diary entries maintained to record details for test and trace - If sharing transport with other members outside your household, maintain good ventilation, non-face to face contact and limited contact - Minimise number of employer visits per day, where possible travel from home to venue/venue to home - Regular cleanliness and hygiene when entering/leaving premises, including used equipment - Regular hand washing/hand sanitising - Social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical. - Avoid large gatherings - Personal PPE to be worn, where required at visit 	Staff, students, employers	
11.7 Transmission of virus whilst on Duty Manager duties	<ul style="list-style-type: none"> - Duty Manager guidelines and Risk Assessment to be shared - Social distancing of 2m or 1m with risk mitigation adhered to where possible and reasonably practical. - PPE to be worn, where required - Regular hand washing/hand sanitising 		
11.8 Transmission of virus following an off-site education visit	<ul style="list-style-type: none"> - Revised Off-Site Risk Assessment completed and authorised before activity/ visit takes place 		

APPROVAL

POSITION	SIGNATURE	NAME	DATE
PRINCIPAL & CHIEF EXECUTIVE		Andy Berry	04/09/2020
HEALTH & SAFETY REPRESENTATIVE		Mark Fitzmaurice	04/09/2020

Subject to review, monitoring and revision as guidelines change and/or further opening of facilities

