

Risk Assessment

Bridgwater & Taunton College

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

T2/V10 Amended 04/01/2022



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 risks?	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 PCR 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) - Provisions in place for staff and students to undertake Lateral Flow Device testing - Do not attend College if you have been contacted by NHS Test and Trace to self-isolate - Anyone who has been identified as a contact of someone with COVID-19, and who is not legally required to self-isolate, is now strongly advised to take a LFT test every day for 7 days, or until 10 days after their last contact with the person who tested positive for Covid-19, if this is earlier. If any of the tests are positive, then they should self-isolate. - Staff and students who tested positive for Covid-19 within the last 90 days will be strongly encouraged to take LFT testing - Limit close contact with other people outside their household and wear a face covering where social distancing cannot be maintained - Advise Manager if they have been contacted by NHS Test and Trace, tested positive or showing symptoms and attended College within 48 hours - Clean areas / equipment where presence known within 48 hours of being on College campus 	Staff / students / visitors / Contractors	
1.2 Suspected case of COVID-19 identified whilst in attendance at	<ul style="list-style-type: none"> - Provisions in place for staff to undertake home Lateral Flow Device testing twice weekly - Provisions in place for students to undertake two Lateral Flow Device Tests at College followed by home Lateral Flow Device testing - Contact Health & Safety/COVID-19 Team immediately 	Staff / students / visitors / Contractors	

College spreading the virus	<ul style="list-style-type: none"> - Health & Safety/COVID-19 Team to contact relevant agencies, if necessary, for advice and guidance - Deemed close contacts are now identified by Test and Trace not the College - College will still record close contacts itself and act as required - Individual moved to an isolation room until collected by parents / guardians if appropriate - Minimise movements within buildings/areas of individuals with suspected symptoms - Identification of isolation rooms at each campus - 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 PCR 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 adhered to where possible and reasonably practical - Potentially infected area cleaned - Information on symptoms on College website, posters & digital screens 		
1.3 Confirmed case of COVID-19 of individual who has attended College spreading the virus	<ul style="list-style-type: none"> - Health & Safety/COVID-19 Team informed - Deemed close contacts are now identified by Test and Trace not the College. - College will still record close contacts itself and act as required - If an individual at the College receives a positive LFT/PCR test for Covid-19, the individual must isolate up to 10 days. Individuals to LFT test on day 6 and day 7 of their self-isolation period. If both test results are negative, and there is no high temperature, self isolation may end and the individual may return to College on day 8 (anyone unable to take LFT tests will need to isolate for 10 days) - If deemed a close contact the College is recommending that the individual, who is fully vaccinated, or children and young people aged between 5 and 18 years and 6 months take a LFT test every day for seven days and continue to attend College as normal, unless they have a positive test result or develop symptoms at any time. - Staff and students who tested positive for Covid-19 within the last 90 days will be strongly encouraged to take LFT testing - Anyone who develops Covid-19 symptoms should self-isolate and get a PCR test and remain in isolation until the result comes back. - Members of your household are treated the same as deemed close contacts - Building/areas closed at request of PHE - Identified areas to be deep cleaned - The following individuals do not need to self-isolate if deemed a close contact: <ul style="list-style-type: none"> o double-vaccinated adults: those who received their final dose of an MHRA-approved vaccine in the UK vaccination programme at least 14 days prior to contact with a positive case o children and young people: those under the age of 18 years. Those turning 18 will be treated in the same way as children until the age of 18 years and 6 months, to allow them time to get vaccinated o clinical trial participants: those who have taken part in – or are currently taking part in – an MHRA-approved Covid-19 vaccine clinical trial. Those who received their final dose of an MHRA-approved vaccine in the UK vaccination programme, at least 14 days prior to contact with a positive case. o medical exemptions: those who can evidence that they cannot be vaccinated for medical reasons 	Staff / students / visitors / Contractors	

2. TRANSPORT AND TRAVEL

What are the risks?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
2.1 Transmission of virus when travelling to and from College	<ul style="list-style-type: none"> - Follow latest government advice and guidance as necessary - If sharing transport with other members outside your household, maintain good ventilation, non-face to face contact and limited contact - 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/College transport	<ul style="list-style-type: none"> - Follow latest government advice and guidance as necessary - The Government expects and recommends continued wearing of face coverings on public transport - Face coverings must be worn on College transport - College information points are updated in line with advice and guidance as and when required - Avoid physical contact and face away from others - 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 adhered to where possible and reasonably practical - Riders advised not touch other bikes / cycle racks - 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	
2.4 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 - 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	

3. BUILDING ACCESS

What are the risks?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
3.1 Transmission of virus when entering and leaving the	<ul style="list-style-type: none"> - All staff to be briefed to apply control measures - Signage in place for Covid-19 requirements - Social distancing adhered to where possible and reasonably practical - College information points updated in line with Government advice and guidance - Touch points cleaned regularly throughout the day 	Staff / students / customers / visitors / Contractors	

campus / buildings	<ul style="list-style-type: none"> - Doors to be propped open to prevent unnecessary contact, where possible. (Door will be released in the event of a fire) - Hygiene clean carried out 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 - Following Government guidance face coverings should be worn in communal areas (unless exempt) - Following government guidelines regarding individual exemptions (age, health, disability) - Individuals with exemptions to wear a sunflower lanyard - 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 		
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4. PREMISES

What are the risks?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
4.1 Lack of cleaning and disinfecting of premises increases potential spread of virus	<ul style="list-style-type: none"> - Hygiene clean carried out 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 - Cleaning materials made available - Staff / individuals to report any concerns to BTC staff. Concerns to be passed onto Health and Safety Team / Facilities Maintenance Team - Individuals to ask BTC staff / Facilities Maintenance 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 - Deep cleaning to take place as identified, as appropriate 	Staff / students / customers / visitors / Contractors	
4.2 Transmission of virus through shared or frequently touched items	<ul style="list-style-type: none"> - Minimise sharing of desks / equipment, where possible - If sharing resources such as desks / computers / tools / machines etc they are to be cleaned before and after use - Contactless pay being encouraged - Screen/s used to shield staff from customers to be cleaned off regularly - Touch points cleaned regularly throughout the day - Hygiene clean carried out 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 / Staff / students / customers / visitors / Contractors	

	<ul style="list-style-type: none"> - Staff / individuals to report any concerns to BTC staff. Concerns to be passed onto Health and Safety Team / Facilities Maintenance Team. 		
4.3 Failure to undertake all statutory compliance testing resulting in accident/injury	<ul style="list-style-type: none"> - Contractors to complete self-declaration when arriving at college - Contractors 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 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 adhered to where possible and reasonably practical - Facilities Maintenance Team to ensure compliance testing actions are taken as required - Facilities Maintenance Team to check contractors RAMS are adhered to by contractors on site. 	Staff / CST / Contractor	
4.4 Revised COVID-19 operating procedures not understood resulting in transmission of virus and non-compliance with government guideline	<ul style="list-style-type: none"> - All individuals to obey all signage - Signage reviewed and amended when required - Covid expectations shared in student induction and mitigation steps to be shared in general communications and website - Information released to staff/students through briefings/training - Information shared on social media/website - Following Government guidance face coverings should be worn in communal areas (unless exempt) - Following government guidelines regarding individual exemptions (age, health, disability) - Individuals with exemptions to wear a sunflower lanyard - Low level air conditioning assessed prior to use - Good ventilation in rooms (i.e. open doors/windows) - Covid-19 Risk Assessment regularly reviewed and updated as required - Department Covid-19 Risk Assessments updated with any specific/additional mitigations 	Staff / students / customers / visitors / Contractors	
4.5 Transmission of virus due to poor hygiene procedures	<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 - Hygiene clean carried out daily - College information points updated in line with advice and guidance. - Regularly check hand washing supplies to ensure sufficient supplies available 	Staff / students / customers / visitors / Contractors	
4.6 Large gatherings i.e. outside campus space (Bus Bays; smoking areas etc.) resulting in transmission of virus	<ul style="list-style-type: none"> - Large gatherings to be dispersed - Social distancing adhered to where possible and reasonably practical - Social distancing to be enforced with signage - Remind individuals of measures to keep them safe and others - College information points updated in line with current government advice and guidance 	Staff / students / customers / visitors / Contractors	

5. TOILET FACILITIES

What are the risks?	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"> - Following Government guidance face coverings should be worn in communal areas (unless exempt) - Following government guidelines regarding individual exemptions (age, health, disability) - Individuals with exemptions to wear a sunflower lanyard - Touch points cleaned regularly throughout the day - Hygiene clean carried out 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 - Where appropriate door will be propped open to minimise touch point (door released in the event of a fire) 	Staff / students / customers / visitors / Contractors	

6. COMMON USE AREA – FOOD OUTLETS

What are the risks?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
6.1 Transmission of virus whilst using food outlets and seating areas at outlets	<ul style="list-style-type: none"> - Following Government guidance face coverings should be worn whilst collecting food from outlets in the College (unless exempt). - Following government guidelines regarding individual exemptions (age, health, disability) - Individuals with exemptions to wear a sunflower lanyard - Face coverings may be removed once seated - 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 eating and / or drinking - Social distancing to be enforced when queuing to be served with signage - Paying for purchase: Recommend Pre-paid on College ID card / Contactless payments - Tables / chairs to be cleaned down between use - Hygiene clean carried out 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. Individually wrapped non-disposable cutlery available on request - Individually wrapped condiments available - Food handlers using appropriate level of PPE - Face to Face screening shields placed where identified - Maintain good ventilation (i.e. open windows/doors) 	Staff / students / customers / visitors / Contractors	

	<ul style="list-style-type: none"> - Reduced number of “help yourself” fridges sanitised periodically throughout the day - Salad bar attended by staff only 		
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7. COMMON USE AREA– LEARNING RESOURCE CENTRE (LRC)

What are the risks?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
7.1 Transmission of virus whilst using the facilities at LRC (Desks; Computer: Hard drive, Keyboards; Mouse books; magazines;)	<ul style="list-style-type: none"> - Following Government guidance face coverings should be worn whilst in the LRC (unless exempt), including where <ul style="list-style-type: none"> o close one to one support is being given o close practical demonstrations or supervision is required - Following government guidelines regarding individual exemptions (age, health, disability) - Individuals with exemptions to wear a sunflower lanyard - Social distancing to be enforced with signage - Individuals to ensure washed their hands or hand sanitised before entering and leaving the LRC - Staff to arrange LRC so social distancing 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 - Hygiene clean carried out daily - Following national guidelines regarding library materials - Maintain good ventilation (i.e. open windows/doors) 	Staff / students / customers / visitors / Contractors	

8. COMMON USE AREA – STUDENT HUB / CORE / COMMON AREAS

What are the risks?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
8.1 Transmission of virus whilst using facilities within the student common use areas (Tables; Desks; chairs; Computer: Hard drive, Keyboards; Mouse books; magazines)	<ul style="list-style-type: none"> - Tables and seating to be arranged / removed to maintain social distancing adhered to where possible and reasonably practical. - Social distancing to be enforced with signage - Individuals to ensure they have washed their hands or hand sanitised before entering the area and after leaving - Tables and workspaces to be cleaned after use - Cleaning materials available for individuals to use with instructions of how to use safely - Touch points cleaned regularly throughout the day - Hygiene clean carried out daily - Individuals to ask BTC staff / Facilities Maintenance Team for approved cleaning materials, if none already available - Following Government guidance face coverings should be worn in communal areas (unless exempt) - Following government guidelines regarding individual exemptions (age, health, disability) 	Staff / students / customers / visitors / Contractors	

	<ul style="list-style-type: none"> - Individuals with exemptions to wear a sunflower lanyard - Shared resources to be cleaned between use 		
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9. STAFF WORKROOMS / OFFICES

What are the risks?	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"> - Provisions in place for staff to undertake home Lateral Flow Device testing - Provisions in place for students to undertake two Lateral Flow Device Tests at College followed by home Lateral Flow Device testing - The College request that everyone wear a face covering in offices, staffrooms and workrooms where social distancing cannot be maintained, where reasonably possible - Redesigned / remove items to achieve social distancing measures in staff workrooms / offices - If no option than to share resources such as desks / computers / tools / machines etc they are to be cleaned before and after use - Additional rooms may need to be allocated for staff workrooms / offices - Social distancing adhered to where possible and reasonably practical - 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 (ie. open doors/windows) - CO2 monitor used to assess poorly ventilated areas - Cleaning materials available for individuals to use with instructions of how to use safely - Touch points cleaned regularly throughout the day - Hygiene clean carried out daily - Hand sanitiser stations are positioned at key locations throughout the building - Hand sanitiser available for use in staff workroom / office - Individuals to ask BTC staff / Facilities Maintenance 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 risks?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
10.1 Transmission of virus whilst teaching and learning undertaken within a classroom setting	<ul style="list-style-type: none"> - Provisions in place for staff to undertake home Lateral Flow Device testing - Provisions in place for students to undertake two Lateral Flow Device Tests at College followed by home Lateral Flow Device testing - Following Government guidance face coverings should be worn in classrooms (unless exempt), including where <ul style="list-style-type: none"> o close one to one support is being given o close practical demonstrations or supervision is required o there are specific industry requirements e.g. those that operate within our commercial training environments, must continue to comply with relevant sector guidance - Following government guidelines regarding individual exemptions (age, health, disability) - Individuals with exemptions to wear a sunflower lanyard 	Staff / students / customers / visitors / Contractors	



	<ul style="list-style-type: none"> - Redesigned / remove items to achieve social distancing measures in classrooms - Social distancing 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 ie. Open doors/windows - CO2 monitor used to assess poorly ventilated areas - Classrooms cleaned daily - Activity risk assessment reviewed if unable to socially distance with guidance from the Health & Safety Team. Activity not undertaken until revised final sign off - Staff to brief students on control measures within classrooms - Classrooms arranged following Department of Education guidance, where practicable - Department Covid-19 Risk Assessments updated with any specific/additional mitigations - Close contact teaching, risk mitigating actions to be put in place 		
<p>10.2 Transmission of virus whilst practical teaching and learning undertaken within a classroom/workshop setting</p>	<ul style="list-style-type: none"> - Provisions in place for staff to undertake home Lateral Flow Device testing - Provisions in place for students to undertake two Lateral Flow Device Tests at College followed by home Lateral Flow Device testing - Following Government guidance face coverings should be worn in workshops (unless exempt), including where <ul style="list-style-type: none"> o close one to one support is being given o close practical demonstrations or supervision is required o there are specific industry requirements e.g. those that operate within our commercial training environments, must continue to comply with relevant sector guidance - Tables and seating to be arranged / removed to maintain social distancing adhered to where possible and reasonably practical. - Social distancing 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, where possible - Rotate subject specialist staff to student's practical area / workshop, where possible - 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 before and after use - Ensure good ventilation within practical area / workshop - CO2 monitor used to assess poorly ventilated areas - Wash hands thoroughly and regularly with soap and water for at least 20 seconds. - Practical area / workshop cleaned daily and between use if applicable - If unable to socially distance 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. - Staff to brief students on control measures within practical areas / workshops - Classrooms arranged following Department of Education guidance, where practicable - Close contact teaching, risk mitigating actions to be put in place 	<p>Staff / students / customers / visitors / Contractors</p>	

11. OTHER

What are the risks?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
11.1 Transmission of virus during fire drills/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 endeavour to social distance where possible - Bitesize to staff and students on fire evacuation actions with 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, on request - Information shared on social media/website - Information shared via induction process 	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 Covid-19 guidance must be followed accordingly - Social distancing adhered to where possible and reasonably practical when attending face to face meetings - Maintain good ventilation (i.e. open windows/doors) - CO2 monitor used to assess poorly ventilated areas - Individuals encouraged to wash hands thoroughly and regularly with soap and water (if not available use alcohol hand gel) 	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 (Student Charter - Bridgwater & Taunton College (btc.ac.uk)) - 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"> - Department Covid-19 Risk Assessments updated with any specific/additional mitigations - Virtual meetings are the preferred method of communication. - If travel is necessary, then Government and BTC Covid-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 - Diary entries maintained to record details for test and trace 	Staff, students, employers	

	<ul style="list-style-type: none"> - If sharing transport with other members outside your household, maintain good ventilation, non-face to face contact and limited contact - 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 adhered to where possible and reasonably practical. - Personal PPE to be worn, where required at visit 		
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 adhered to where possible and reasonably practical. - PPE to be worn, where required - Regular hand washing/hand sanitising - Duty Manager high vis jacket quarantined between use 	Staff	
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 	Staff, Students	

APPROVAL

POSITION	SIGNATURE	NAME	DATE
PRINCIPAL & CHIEF EXECUTIVE		Andy Berry	22/01/2022
HEALTH & SAFETY REPRESENTATIVE		Mark Fitzmaurice	22/01/2022

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