

Risk Assessment

Bridgwater & Taunton College

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

V11 Amended 22/02/2022



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 Transmission of Covid-19 when in attendance at College	<ul style="list-style-type: none">- BTC will follow government advice and guidance as necessary - COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk)- BTC will follow industry standards advice and guidance as necessary- Provision in place to obtain PCR testing through booking an appointment or ordering a test- BTC will continue to make available Lateral Flow Test kits to staff and encourage twice weekly testing and reporting to the college online system- Any staff who have a positive Covid 19 lateral flow test to confirm the lateral flow device number and report on the college system and notify hr3@btc.ac.uk- Isolating staff will require 2 consecutive negative tests (days 5/6 or up to maximum of 10 days isolation if LFT is positive post day 6/7/8/9) before returning to on site work- Isolating staff will be encouraged to work from home if they are well and if their role allows, or report their sickness if they are unwell- Close contacts of someone who has Covid-19 are advised to take a LFT daily and if the result is negative to continue to attend work on campus- Individual suspected of Covid-19 attending College will be moved to an isolation room until collected by parents / guardians if appropriate- Individual to advise Manager/Tutor if they have tested positive or showing symptoms and attended College within 48 hours- Areas/equipment will be cleaned where presence known within 48 hours of being on College campus	Staff / students / visitors / Contractors	

	<ul style="list-style-type: none"> - Contact Health & Safety/COVID-19 Team immediately - Health & Safety/COVID-19 Team to contact relevant agencies, if necessary, for advice and guidance - Building/areas closed at request of PHE - College will still record close contacts itself and act as required - Information on symptoms on College website, posters & digital screens 		
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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"> - BTC will follow government advice and guidance as necessary - Wash hands thoroughly and regularly with soap and water or hand sanitise when entering / leaving Campus and/or buildings - BTC recommend the wearing of face covering when travelling on college/public transport - Ensure good ventilation on transport (i.e. open windows) - Advise regular cleaning of vehicle - College transport cleaned between use - College information points are updated in line with advice and guidance as and when required 	Staff / students / customers / visitors / Contractors	
2.2 Transmission of virus when using the bicycle racking/shed	<ul style="list-style-type: none"> - Wash hands thoroughly and regularly with soap and water or hand sanitise when entering / leaving Campus and/or buildings - Respect personal space where possible and reasonably practicable when around the bicycle racking/shed - Riders advised not touch other bikes / cycle racks 	Staff / students / customers / visitors / Contractors	
2.3 Transmission of virus through inter-campus travel	<ul style="list-style-type: none"> - Encourage virtual communication where appropriate - Encourage staff not to travel between campuses on a single day - Wash hands thoroughly and regularly with soap and water 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 campus / buildings	<ul style="list-style-type: none"> - College information points are updated in line with advice and guidance as and when required - Wash hands thoroughly and regularly with soap and water or hand sanitise when entering / leaving campus, buildings and rooms - BTC recommend the wearing of face covering in communal areas or where an appropriate personal space cannot be maintained - Respect personal space where possible and reasonably practical - Touch points cleaned regularly throughout the day - Hygiene clean carried out daily - Encourage continuous movement along corridors, keeping left 	Staff / students / customers / visitors / Contractors	

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 - Hygiene clean carried out daily - Touch points cleaned regularly throughout the day - 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 / Facilities Maintenance Team. - Wash hands thoroughly and regularly with soap and water or hand sanitise 	Staff / Staff / students / customers / visitors / Contractors	
4.3 Failure to undertake all statutory compliance testing resulting in accident/injury	<ul style="list-style-type: none"> - Contractors wash hands thoroughly and regularly with soap and water or hand sanitise when entering / leaving Campus and/or buildings - BTC recommend Contractors wearing of face covering in communal areas or where an appropriate personal space cannot be maintained - Respect personal space where possible and reasonably practical - Ensure good ventilation i.e., open windows and doors (if not fire door and where safe to do so) - Compliance testing undertaken as necessary i.e. water, fire - Contractor maintenance undertaken (LEV, Pressure, LOLER) - Facilities Maintenance Team to ensure compliance testing actions are taken as required - Facilities Maintenance Team to check contractors RAMS (including management of Covid-19) are adhered to by contractors on site. 	Staff / CST / Contractor	
4.4 Revised COVID-19 operating procedures not	<ul style="list-style-type: none"> - BTC will follow government advice and guidance as necessary - All individuals to follow BTC Collegewide Covid-19 Risk Assessment - 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	

understood resulting in transmission of virus and non-compliance with government guideline	<ul style="list-style-type: none"> - Appropriate signage reviewed and amended when required - BTC recommend the wearing of face covering in communal areas or where an appropriate personal space cannot be maintained - Covid expectations shared with staff and students in general communications, social media/website - Low level air conditioning assessed prior to use - Good ventilation in rooms i.e., open windows and doors (if not fire door and where safe to do so) - CO2 monitor used to assess poorly ventilated areas 		
4.5 Transmission of virus due to poor hygiene procedures	<ul style="list-style-type: none"> - Wash hands thoroughly and regularly with soap and water or hand sanitise - Hand washing signage displayed - Avoid touching face / eyes / nose / mouth with unwashed hands - 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	

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"> - Wash hands thoroughly and regularly with soap and water or hand sanitise - Hand washing signage displayed - BTC recommend the wearing of face covering in communal areas or where an appropriate personal space cannot be maintained - Avoid touching face/eyes/nose/ mouth with unwashed hands - Touch points cleaned regularly throughout the day - Hygiene clean carried out daily 	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"> - Individuals to ensure washed their hands or hand sanitised before eating and / or drinking - BTC recommend the wearing of face covering in communal areas or where an appropriate personal space cannot be maintained - Hygiene clean carried out daily - Maintain good ventilation i.e., open windows and doors (if not fire door and where safe to do so) - Recommend Pre-paid on College ID card or contactless payments - Information on food outlet requirements to be sent to all customers and how to credit College ID card - Tables / chairs to be cleaned down between use - Staff to monitor customers whilst in food outlet and seating area - Hand sanitiser stations available at close proximity to food outlets 	Staff / students / customers / visitors / Contractors	

	<ul style="list-style-type: none"> - 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 - 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"> - Wash hands thoroughly and regularly with soap and water or hand sanitise - BTC recommend the wearing of face covering in communal areas or where an appropriate personal space cannot be maintained i.e. <ul style="list-style-type: none"> o close one to one support is being given o close practical demonstrations or supervision is required - Screen placed at LRC counter - 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 and doors (if not fire door and where safe to do so) 	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"> - Wash hands thoroughly and regularly with soap and water or hand sanitise - BTC recommend the wearing of face covering in communal areas or where an appropriate personal space cannot be maintained - 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 - Shared resources to be cleaned between use 	Staff / students / customers / visitors / Contractors	

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"> - BTC will continue to make available Lateral Flow Test kits to staff and encourage twice weekly testing and reporting to the college online system - Wash hands thoroughly and regularly with soap and water - BTC recommend the wearing of face covering in offices, staffrooms and workrooms or where an appropriate personal space cannot be maintained - Respect personal space where possible and reasonably practical - Ensure good ventilation within staff workroom / office (ie. open windows) - CO2 monitor used to assess poorly ventilated areas - If no option than to share resources such as desks / computers / tools / machines etc they are to be cleaned before and after use - Individuals can carry out their own cleaning of items regularly throughout the day, using only materials supplied by the College - 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 - Where central welfare facilities exist, individuals to use own crockery/cups, etc 	Staff / students / customers / visitors / Contractors	

10. TEACHING AND LEARNING


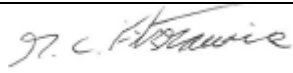
What are the risks?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
10.1 Transmission of virus whilst teaching and learning undertaken within a classroom setting	<ul style="list-style-type: none"> - BTC will continue to make available Lateral Flow Test kits to staff and encourage twice weekly testing and reporting to the college online system - Wash hands thoroughly and regularly with soap and water or hand sanitise - BTC recommend the wearing of face covering in communal areas or where an appropriate personal space cannot be maintained i.e. <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 - Respect personal space where possible and reasonably practical. - Ensure good ventilation within classroom i.e. open windows and doors (if not fire door and where safe to do so) - CO2 monitor used to assess poorly ventilated areas - Classrooms cleaned daily - Activity risk assessment reviewed 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 	Staff / students / customers / visitors / Contractors	

<p>10.2 Transmission of virus whilst practical teaching and learning undertaken within a classroom/workshop setting</p>	<ul style="list-style-type: none"> - Close contact teaching, risk mitigating actions to be put in place - BTC will continue to make available Lateral Flow Test kits to staff and encourage twice weekly testing and reporting to the college online system - Wash hands thoroughly and regularly with soap and water or hand sanitise BTC recommend the wearing of face covering in communal areas or where an appropriate personal space cannot be maintained i.e. <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 - Respect personal space where possible and reasonably practical. - Ensure good ventilation within practical area / workshop i.e. open windows and doors (if not fire door and where safe to do so) - CO2 monitor used to assess poorly ventilated areas - Classrooms cleaned daily - Activity risk assessment reviewed 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 - Use of PPE where applicable - Do not share PPE - 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 - Practical area / workshop cleaned daily and between use if applicable 	<p>Staff / students / customers / visitors / Contractors</p>	
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11. OTHER			
What are the risks?	What are the mitigating actions?	Action by whom?	Additional mitigating actions relevant to a Department/location/activity?
<p>11.1 Transmission of virus during fire drills/evacuation</p>	<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 respect personal space where possible - Bitesize to staff and students on fire evacuation actions with posters and digital displays 	<p>Staff / students / customers / visitors / Contractors</p>	
<p>11.2 Lack of communication resulting in the spread of COVID-19</p>	<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 	<p>SMT</p>	

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"> - Wash hands thoroughly and regularly with soap and water or hand sanitise - BTC recommend the wearing of face covering where an appropriate personal space cannot be maintained - Respect personal space where possible and reasonably practical when attending face to face meetings - Virtual meetings are the preferred method of communication (including inter- campus) - Ensure good ventilation ie. open windows - CO2 monitor used to assess poorly ventilated areas 	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 - 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 of visit - 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 - Wash hands thoroughly and regularly with soap and water or hand sanitise - Respect personal space where possible and reasonably practical - 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 - Respect personal space where possible and reasonably practical - PPE to be worn, where required - Wash hands thoroughly and regularly with soap and water or hand sanitise - 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	02/03/2022
HEALTH & SAFETY REPRESENTATIVE		Mark Fitzmaurice	01/03/2022

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