



School/College Visits On Campus

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	Marketing COVID RA 002 v.03
RA conducted by: (List all involved in conducting the risk assessment)	Bethan Ford
Signature of the person approving the assessment (incl. name and position)	 H&S Compliance Manager
Date RA conducted:	28/09/2020
Planned review date:	On-going – As required Last reviewed 29/3/21

Task and/or work activities covered by the assessment

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.
Description: To aid assess management of safe practices for protecting against transmission/spread of COVID-19 virus between UCB staff, student ambassadors and visiting students and staff members from external schools and colleges whilst attending on campus events. **In every workplace, maintain 2meter distancing where possible (1m+ with extra precautions) and increase frequency of hand washing and surface cleaning.**
Reference:
 Gov.uk Guidance - COVID-19: What FE colleges and providers will need to do from the start of the 2020 autumn term - Updated 26th March 2021
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>
 Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 26th March 2021
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

Hazards present which create potential Health & Safety risks: (Tick as applicable)

- Machinery and Equipment
- Lifting operations (incl. FLT)
 - Flammable gases/liquids
 - Electricity
 - Machinery and equipment

- Workplaces
- Slips, trips and falls
 - Fall from heights
 - Transport (incl. loading)
 - Workstations and seating

- Occupational Health
- Noise exposure >80dB(A)
 - Hand-arm vibration
 - Hazardous substances
 - Musculoskeletal Injury/diseases

- Other Hazards
- Lone working
 - Display screen equipment
 - Manual handling of loads

Other Hazards (Specify):

Viral: Infection/cross transmission of COVID-19 virus: Spread through close contact with transmission between persons - respiratory aerosols and/or touching of contaminated surfaces.

Any specific references for COSHH/Products/Manufacturer safety requirements/training etc. should be noted as control measures for further review and noted comments made in section 'observations/comments' as required for further action. Copy of the completed assessment to be retained for review by the assessor/department competent person.

		Likelihood					Consequences		
		Unlikely	Possible	Likely	Very Likely	Certain	People	Assets	Reputation
Severity	5	5	10	15	20	25	Death	Severe Damage	Severe Impact
	4	4	8	12	16	20	Major Injury/Reportable Disease	Major Damage	Major Impact
	3	3	6	9	12	15	Reportable Injury (Over 7 day lost)	Moderate Damage	Moderate Impact
	2	2	4	6	8	10	Lost Time Injury (Under 7 days lost)	Slight Damage	Slight Impact
	1	1	2	3	4	5	Minor Injury (No lost time)	No Damage	No Impact
		1	2	3	4	5			

Risk Score	Priority	Action
1 to 4	Low	Low risk identified - Control measures to be adopted and monitored
5 to 10	Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
12 to 25	High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls or re-address the process requirements

The 'Likelihood' & 'Severity' value is to be scored 1 – 5 taking guidance from the above matrix - the total overall 'Risk' value 'R' is: 'L' * 'S' entered into the 'R' column
 Dependant on the overall score; this will dictate if further actions/control measures should be highlighted or the process reviewed

Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons (The Assessor should be competent in his/her knowledge of the activity or process and be competent in risk assessment techniques)

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
L			S	R	L	S	R	Further Actions / Recommendations / Observations		
Marketing COVID RA002.01	Slips, Trips and Falls Risk: Slips and trips whilst moving around the building. Potential for muscle injury, bruises, fractures, burns, cuts & grazes	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> Good housekeeping maintained throughout the premises and any issues reported to Estates/Security. Floors cleaned daily by cleaning company. Coats and bags kept in appropriate hangers/ lockers or designated spaces away from working area to keep work areas and walkways clear. Segregate coats & personal belongings in visiting group containment to prevent potential COVID transmission. Clear up any spillages immediately Be self-aware of any trailing leads, spillages or other potential slipping tripping hazards. 	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA002.02	Reception areas and walk areas Risk: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> No one should congregate/wait in the reception area unless waiting for advice/information from Reception Staff. Continual movement through the reception area should be maintained to maximise social distancing as much as possible. Everyone is to use the hand sanitiser in reception area prior to using the security turnstiles. 2m distancing guide markings will be highlighted on the floor area prior to the turnstiles to denote social distancing waiting areas. Where possible, the floor areas will highlighted showing areas for flow of traffic, and where walk areas have to be divided (corridors/stairs) showing side of flow direction. All visitors, staff and students to wear a mask or face covering indoors. The only times students, staff or visitors do not need to wear a mask are when eating. If a UCB staff member/student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and their event organiser. 	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA002.03	Illness and Injury Risk: Accidents whilst moving around the building, pre-existing illness or injury (i.e. allergies), allergies to food causing various injuries such as anaphylaxes, seizure	a,b,e,f	3	4	12	<ul style="list-style-type: none"> First aid is available on all University sites. First Aiders aware of updated requirements of treatment/procedures for casualties with suspected COVID-19 symptoms. Report accidents/incidents to Reception/Security and complete Accident Form Check with school prior to event for any additional/medical/dietary needs or allergies. Any information regarding additional needs, dietary/medical needs or allergies is passed on to the relevant person/people delivering activities. If this information is not available prior to the visit, - these details should be disclosed on arrival. Isolation Area for visitors with suspect COVID-19 symptoms available at request by attending at reception/security 	2	4	8	Maintain, monitor and regularly review control measures.



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	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
Marketing COVID RA002.04	<p>Transmission of COVID-19 Virus</p> <p>Risk: Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces</p>	a,b,c,d,e,f	4	5	20	<p>Government guidelines for protection are to maintain 2meter social distancing as best possible and to regularly wash your hands for a minimum of 20seconds.</p> <p>All School Liaison team, ambassadors and UCB staff to have read and understood all UCB COVID-19 control risk assessments.</p> <p>All ambassadors and UCB staff working school/ college events to be encouraged/advised to take a covid-19 lateral flow test prior to commencing work. If the test is positive the ambassador/staff member will not work the event and covid19-lateral flow testing reporting guidance and measures will be followed.</p> <p>Educational environments: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe 'Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases if:</p> <ul style="list-style-type: none"> • an individual child, young person or other learner becomes ill with COVID-19 symptoms and only then if a distance of 2 metres cannot be maintained · • a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used' Increased/extra precautions. <p>While touring & speaking to students/staff, maintain 2meter social distancing. In some circumstances only keeping 1m+ distance will be possible; therefore consider,</p> <ul style="list-style-type: none"> • Work slightly behind or side-by-side with a visiting Staff/Student – avoid any close face-to-face interaction where possible. • Limit any close interaction with all visitors to as little time as possible, maximum guidance time is 15minutes. • Never directly touch another person/student • Visitors should be asked to keep 2m social distance, where this is not possible they should keep 1m+ distance with no direct face-to-face interaction. Visitors to receive a short briefing at the beginning of the event/visit to inform of the importance of regular hand washing, keeping good social distancing as best as possible and obeying building signed one-way systems and exit routes. • All visitors, staff and students to wear a mask or face covering indoors. The only times students, staff or visitors do not need to wear a mask are when eating. If a UCB staff member/student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and their event organiser. 	1	5	5	Maintain, monitor and regularly review control measures.

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School/College Visits On Campus

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action Control Measures	Re-Evaluate			Review/Action Further Actions / Recommendations / Observations
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
Marketing COVID RA002.04 (Cont.)	Transmission of COVID-19 Virus	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> Visitors to leave contact details such as name, address and contact telephone number with reception for 'Test and Trace' purposes. School/college groups are not to be mixed and must remain in their own school bubble at all times. The group size of visitors should be managed to enable social distancing to be maintained throughout the visit as best possible. Visitors should not visit the University if they are feeling unwell and/or if they are suffering any symptoms for COVID 19– new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia). Visitors should be asked of their wellbeing at the start of the visit, - if they are suffering any symptoms for COVID 19 – new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia). All visitors should inform their host/teaching staff if they feel unwell during the visit – if developing symptoms of COVID-19 they should be escorted from site: or escorted (keeping 2m distancing) to the building designated isolation area and await someone to escort them home for self-isolation. Security to be informed of the event who will have further instruction for procedures to adopt. The person should organise a COVID test immediately under 'Test & Trace' regulations. Visitors are to contact their Host if they have any concerns of being at high risk (listed disparities) of infection/contracting COVID-19. An IIR (surgical style) mask and gloves may be provided or the visit cancelled. 	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA002.05	Fire safety Risk: burns, smoke inhalation and death.	a,b,c,d,e,f	3	5	15	<ul style="list-style-type: none"> All visitors are briefed in the evacuation procedure on signing in to reception. Prior to visit, school/ college asked whether any staff or students would require any specific assistance. Security staff and fire marshals to assist in evacuation If fire alarm sounds (loud bell) staff, student ambassadors and visitors to leave the building by the nearest fire exit and meet at assembly point. Social distancing to be practiced at assembly points when possible. Inform reception/ security of the school name and number of visitors and ask teachers to sign in on behalf of school/ college. School/ college to have own register of students. 	1	5	5	Maintain, monitor and regularly review control measures.

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	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
Marketing COVID RA002.06	Safeguarding Risk: loss of persons whilst moving around the campus, risk of stress	b,f	3	4	12	<ul style="list-style-type: none"> UCB Staff trained on safeguarding Avoid unsupervised access with students on a one-to-one basis Inform students during briefing to stay with staff/student ambassadors or teacher throughout the visit and report to reception if lost (reception to be informed of visitors and contact appropriate person in marketing if lost person reports to reception) Event leaders to follow UCB's protocol for reporting incidents/ concerns School informed that all UCB toilets are open for use by all college & university students, staff and visitors. Therefore, in relation to safeguarding, the school should ensure that their staff manage the use of these facilities by their pupils. 	1	4	4	Maintain, monitor and regularly review control measures.
Marketing COVID RA002.07	Behaviour Risk: Possible injury due to bad behaviour or not following instructions. Risk of cuts, bruises, shock and stress.	a,b,e,f	3	4	12	<ul style="list-style-type: none"> School staff to sign code of conduct for acceptable behaviour Students to be supervised by school staff as well as student ambassadors and UCB staff; security to be informed and intervene if necessary Acceptable behaviour to be covered in briefing 	1	4	4	Maintain, monitor and regularly review control measures.
Marketing COVID RA002.08	Travelling around the campuses/ campus tour Risk: Lost persons, accidents. Risk of cuts, bruises and stress	a,b,e,f	3	4	12	<ul style="list-style-type: none"> The safest route is taken when walking between campuses Adequate supervision by staff and student ambassadors Check for mobility difficulties within the group and adapt route if necessary 	1	4	4	Maintain, monitor and regularly review control measures.
Marketing COVID RA002.09	Practical activities Risk: Group tasks or interactive activities requiring movement around the room or equipment. Risk of cuts and bruises.	a,b,f	3	4	12	<ul style="list-style-type: none"> Social distancing to be exercised where possible School informed that no ripped jeans or open toed shoes to be worn Participants given instructions about the safe use of equipment at the beginning of the session by the activity leader Students demonstrating inappropriate/ unsafe behaviour will be asked to leave the activity as per code of conduct signed by school Adequate supervision by staff Schools/ colleges to be notified if students will be required to bring certain clothing or shoes Teaching staff to identify any specific risks for activities they run and have appropriate risk assessments in place. 	1	4	4	Maintain, monitor and regularly review control measures.

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			L	S	R		L	S	R	
Marketing COVID RA002.10	Ingress, Egress, Risk: Spread of virus through close contact with transmission by respiratory aerosols and / or touching of surfaces	a,b,c,e,f	4	5	20	<ul style="list-style-type: none"> Doorways to be limited to one person in and one person out of doorways at any one time where possible, - Users should adopt a 'give-way' to persons exiting a room/building whilst adhering to 2meter distancing. Security to monitor and control entrance to the building ensuring 2m distancing at turnstiles and waiting areas in Reception. Floor markings will also highlight a waiting area at 2m spacing distance for queuing for the Reception Desk Waiting areas external to rooms while waiting for entry will be denoted by areas measured out to be 2meters apart. Hand sanitising points will be located in reception lobby area and on landing areas to be used prior to entering class rooms. Regular cleaning and sanitising of door handles/stair rails, turnstiles/card readers will be conducted as directed by Estates and the Cleaning Company risk assessment. All visitors, staff and students to wear a mask or face covering indoors. The only times students, staff or visitors do not need to wear is when eating. If a UCB staff member/student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and their event organiser. 	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA002.11	Stairways Risk: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> Summer Row - the 'UP' stairway will be the main stairs from Reception/Lift areas – please follow all signs for 'DOWN' stairs leading from the fourth floor to Reception to exit the building. Richmond House - Stairways will be split centrally between top and bottom and travel direction 'UP', 'DOWN' marked on the stairs. All persons are to travel up and down the stairs on the appropriate designated side maintaining social distancing from oncoming persons as much as possible. Signage to be provided for stairs – defined as an 'Up route' travel stair or 'down route' travel stair. Increased regular cleaning and sanitising of stairways, banisters/handrails are to be included in cleaning routines and reformed cleaning risk assessments. Obey all other building signed one-way systems and exit routes as designed and buildings open after COVID closure. All visitors, staff and students to wear a mask or face covering indoors. The only times students, staff or visitors do not need to wear a mask is when eating. If a UCB staff member/student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and their event organiser. 	1	5	5	Maintain, monitor and regularly review control measures.

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	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
Marketing COVID RA002.12	Corridors/ Passageways Risk: Spread of virus through close contact and/or touching of surfaces	a,b,c,e,f	4	5	20	<ul style="list-style-type: none"> No one should congregate/wait in the corridors unless waiting to enter class rooms when social distancing must be observed. Social distancing and continual movement through passageway areas should be encouraged/maintained. Where possible, the floor areas will be highlighted showing areas for flow of traffic, and where walk areas have to be divided showing side of flow direction. Social distancing is to be maintained at 2m where possible. Increased regular cleaning and sanitising of key 'touch' areas is to be included in cleaning routines and reformed cleaning risk assessments. All visitors, staff and students to wear a mask or face covering indoors. If a UCB staff member/student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and their event organiser. 	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA002.13	Seating Areas Risk: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> Seating areas will be removed or identified as 'Out of Use'. Any seating provided/identified will be positioned 2m apart or partitioned/segregated. Increased regular cleaning and sanitising of these areas is to be included in cleaning routines and reformed cleaning risk assessments. All visitors, staff and students to wear a mask or face covering indoors. The only times students, staff or visitors do not need to wear is when eating. If a UCB staff member/student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and their event organiser. 	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA002.14	Toilets, Locker Areas & Changing Rooms Risk: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> Access to all toilets and changing rooms/locker areas should be on a 'one only' basis – one in and one out. Access is to be on a 'Knock and Call' process – signage to be displayed. Outline of all procedures for toilets, changing rooms and locker areas are to be detailed within building booklet / induction. 	1	5	5	Maintain, monitor and regularly review control measures.



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			L	S	R		L	S	R	
Marketing COVID RA002.15	Building safety Risk: Injury from inadequate housekeeping/ lighting/ reasonable temperatures, electric shock from equipment. Risk of various injuries.	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> Marketing staff and teaching staff to visually check equipment/ facilities before use and report any faults Estates ensure general building safety; electrical and equipment testing/ PAT inspection/ fire precautions regulations are maintained Cleaning regularly conducted, all rubbish regularly removed. 	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA002.16	Signage & Safety Information Risk: Spread of virus through close contact and respiratory aerosols /or touching of surfaces	a,b,c,d,e,f	3	5	15	<ul style="list-style-type: none"> Catch-It, Bin-It, Kill It' signage Reminder to increase regular washing of hands for minimum of 20secs, sneeze into crook of arm Information to follow directional signage and abide by corridor & stair segregation/division 'Loop' video presentation (if possible) on TVs to highlighting safety procedures for COVID-19 	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA002.17	Lifts Risk: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	5	<ul style="list-style-type: none"> Restricted use of lifts is to be observed to those with a disability/medical requirement, and movement of heavy goods only. Only one person per time are allowed in each lift Information signage displayed. Increased regular cleaning and sanitising of regular 'touch' surfaces is to be included in cleaning routines and reformed cleaning risk assessments. All visitors, staff and students to wear a mask or face covering in lifts. If a UCB staff member/student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and their event organiser. 	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA002.18	Ventilation Risk: Spread of virus through close contact and respiratory aerosols	a,b,c,d,f	4	5	5	<ul style="list-style-type: none"> Natural ventilation should be increased in areas where windows and doors can be opened to increase natural airflow of the area. 	1	5	5	Maintain, monitor and regularly review control measures.



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			L	S	R		L	S	R	
Marketing COVID RA002.19	Cleaning Risk: Spread of virus through respiratory aerosols /or touching of surfaces	a,b,c,d,e,f	4	5	5	<ul style="list-style-type: none"> A full increased cleaning schedule is to be agreed between Estates and the cleaning company highlighting increased cleaning regime and sanitising of key 'touching areas' that could be infected, - seating areas, door knobs/handles, toilet/washroom areas, stairways and stair rails, lifts etc. 	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA002.20	Staff Risk: Spread of virus through close contact and transmission by respiratory aerosols and touching of surfaces	a,b,c,d,e,f				<ul style="list-style-type: none"> All ambassadors and UCB staff working school/ college events to be encouraged/advised to take a covid-19 lateral flow test prior to commencing work. If the test is positive the ambassador/staff member will not work the event and covid19- lateral flow testing reporting guidance and measures will be followed. No Staff Member should attend Campus if suffering symptoms of COVID-19. All Staff should inform their Line Manager/Supervisor if they are unwell (immune system could be low), or have concerns of being at work and at high risk of infection/contracting COVID-19 being vulnerable as listed as either: BAME (Black and minority ethnic), pregnant, having underlying health conditions etc. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf Consultation is to be given on an individual case by case basis to assess the best control methods to adopt for the persons safer working conditions. Guidance for Line Managers/ Supervisors can be sought from Senior Management, H&S Manager or Human Resources. During the day – All Staff should highlight if they are suffering any symptoms for COVID 19 – new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia) to their Line Manager. If Staff develop symptoms of COVID-19 they should be sent home or escorted (keeping 2m distancing) to the buildings 'Isolating Area' – the buildings safe area which is designated as an isolation area and await arrangements to get them home safely for self-isolation. They should organise a COVID test immediately under 'Test & Trace' regulations. (See government advice details below) 				Maintain, monitor and regularly review control measures.

Summary of any high risk (Red, 12 – 25) findings from the assessment after introduction of control measures and re-evaluation (if any?)

Proposed action plan to eliminate, or reduce identified risks where current controls require further improvement?

Gov.uk – Department of Education Guidance - Coronavirus (COVID-19): Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) - Updated 1st March 2021

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Further education coronavirus (COVID19) operational guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-coronavirus-covid-19-operational-guidance>

What happens if someone becomes unwell at an educational or childcare setting?

When an individual develops coronavirus (COVID-19) symptoms or has a positive test

Students, staff and other adults must not come into the setting if:

- they have one or more [coronavirus \(COVID-19\) symptoms](#)
- a member of their household (including someone in their [support bubble](#) or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are legally required to [isolate having recently visited countries outside the Common Travel Area](#)
- they have had a positive test

They must immediately cease to attend and not attend for at least 10 full days from the day after:

- the start of their symptoms
- the test date if they didn’t have any symptoms but have had a positive test (whether this was a [Lateral Flow Device \(LFD\) or Polymerase Chain Reaction \(PCR\) test](#))

You must follow this process and ensure everyone on-site or visiting is aware of it.

Anyone told to isolate by NHS Test and Trace or by their public health protection team, has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape the risk of harm. More information can be found on [NHS Test and Trace: how it works](#).

If anyone in your setting develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you must:

- send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

Copy of the completed assessment must be retained for review by the assessor or the department competent person.



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Review Record	This risk assessment must be reviewed at periods not exceeding 2 years or when circumstances surrounding the risk have changed		
Review Date / Reference	Review Assessed By	Findings / Changes	Signed
28-09-2020 RA 002 v.01	N/A	Initial assessment date	<i>G. Howard</i>
RA 002 v.02			
29-03-2021 RA 003 v.03	Gary Howard	<p>Addition:</p> <ul style="list-style-type: none"> - face coverings/masks to be worn in all indoor areas - exceptions only for those with medical exemption and carrying an exemption card, and; - where efficient and understanding of teaching/speaking may be inhibited due to the face covering but adhering to safe social distancing guidelines. - All Staff & Students encouraged to have lateral flow testing twice a week when possible. <p>Update: (26th March 2021) https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-coronavirus-covid-19-operational-guidance</p>	<i>G. Howard</i>