

Covid-19 Campus Risk assessment

Version date: 25 November 2021

Covid-19 Campus Risk assessment

<p><u>Location: (area of the College or site)</u></p> <p>Loughborough College – Radmoor Road campus</p>	<p><u>Type of Risk Assessment</u></p> <p>Post Covid-19 lockdown return to campus</p>	<p><u>Date:</u></p> <p>Initial: 22 May 2020</p>	<p><u>Review Date:</u></p> <p>On-going and reviewed weekly. See footer for latest date.</p>
<p><u>Assessor:</u></p> <p>Sue Tyler – Health and Safety Advisor</p>	<p><u>Assessment carried out with assistance from:</u></p> <p>Colin Butler – VP People and Planning, Dale Richardson – Head of Estates, Hari Khurmi – VP Finance and Infrastructure, Senior Leadership Team, UCU, Unison, College Staff Forum</p>	<p><u>Owner</u></p> <p>Jo Maher – CEO and Principal, Colin Butler – VP People and Planning</p>	

General comments:

January 5th 2021 - The College currently is closed to all students except for those who are vulnerable or those of key workers. The Accommodation and Nursery remain open.

February 22nd – It was announced by the Government that the College can resume face to face teaching from 8th March. The risk assessment has been updated to reflect the new guidance.

April 12th – The Government announced a further unlocking as part of the national roadmap. The risk assessment has been updated to reflect the changes.

May 17th – The Government announced that Stage 3 of the national unlocking roadmap commences on 17th May. The risk assessment has been updated to reflect the changes.

July 19th – The Government move to Stage 4 of the national unlocking roadmap is introduced.

September 15th – during inclement weather where there are high volumes of students and staff in communal spaces face coverings will now become mandatory.

September 27th – communication to staff and students to inform face coverings are mandatory in communal spaces

This campus risk assessment is designed to ensure Loughborough College operates a Covid-19 secure campus for all staff, students and visitors who attend the college campus. It is designed to make sure that controls are in place to make the college campus as safe as it possibly can by ensuring that the risk of contracting the Covid—19 is as low as is reasonably practicable based on the advice and guidance from the Government including the DfE, HSE and Public Health England. The College is using the Government guidance as a minimum standard to deliver a Covid-19 secure campus and where additional measures are deemed necessary, they will be implemented.

The college has set up a dedicated Covid Response Team: Covid@loucoll.ac.uk or 07970 190594. This team will respond to any report of confirmed cases or absence through symptoms. The college has a detailed Pandemic Illness Contingency Plan to manage the response. Test and Trace activities are conducted by NHS test and trace. The college will keep details to assist when contacted.

The college follows the Government guidance for Further Education ([here](#)) and specific sector guidance.

The risk assessment is based on known information and will be revised as guidance develops.

The following control measures are to be communicated to all staff and students through a ‘toolbox talk/video’ followed up with individual handbooks/guidance to reinforce the arrangements.

This unmitigated risk score is the maximum of 25 – (Likelihood = 5, Severity = 5) = Red

The post mitigated target score is 8 – (Likelihood = 2, Severity = 4) = Amber

Task/ Hazard Identified	Spread of Covid-19 Coronavirus
Associated Risks	Contracting of Covid-19 virus leading to ill health or death
Persons at risk	Staff, students, visitors

Ref No	Ref	Existing and Further Control Measures to be implemented	Comments and further actions
1.	College campus - general	<p><u>Site checks are completed</u></p> <p>All facilities are checked and are legally compliant.</p>	

Ref No	Ref	Existing and Further Control Measures to be implemented	Comments and further actions
		<p><u>Active promotion of the three golden rules</u></p> <ul style="list-style-type: none"> • Social distancing is encouraged in all areas • Hand Sanitising • Face coverings are mandatory in indoor communal areas <p>Posters placed around campus reminding of the rules. Dedicated Covid noticeboards in each building have been implemented.</p> <p><u>Hand Washing/Sanitising</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap/water in place. • Additional hand sanitiser units placed in college with at least one per floor • Stringent hand washing to be taking place in line with hand washing guidance from Government with reminder notices on all sinks. • Drying of hands with disposable paper towels. • Signage displayed around the campus about importance of hand washing and reminder of how to wash hands ‘correctly’ based on Government advice. • Hand sanitiser available at all entry and exit points throughout the College. • Gel hand sanitiser dispensers available throughout campus and especially where hand washing facilities are limited. • Sanitiser available outside all washrooms <p><u>Social Distancing</u></p> <p>Social Distancing is advised in all communal areas including the smoking shelters and eating facilities.</p> <p>Floor markings in communal areas to indicate what 2m social distancing looks like.</p> <p>Stairs and corridors marked to ‘keep’ left with keep you distance reminders.</p> <p>One-way systems introduced where appropriate.</p> <p>Posters displayed around the College reminding personnel of social distancing.</p>	

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		<p><u>Face coverings</u></p> <p>Face coverings are mandatory in internal communal areas.</p> <p><u>Site circulation</u></p> <p>Entrance through the college Hub or turnstiles with exits through the turnstiles.</p> <p>Keep left signage adopted in corridors and transition spaces where social distancing is not possible and to encourage flow of people moving through.</p> <p>Regular cleaning will be carried out on swipe area as high touch point.</p> <p><u>Cleaning</u></p> <p>Additional funds allocated to ensure:</p> <p>Enhanced process to clean and sanitise high intensity touch points - objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. These are clearly identified and have a prescribed regime to ensure regular cleaning during the day.</p> <p>Additional equipment purchased to carry out overnight 'misting' to sanitise all frequently used areas.</p> <p>Cleaning regime followed up with random swabbing and testing of the areas to ensure meets standards and is sufficiently sanitised.</p> <p>Increased resources with additional staff carrying out a rolling cleaning regime during the day.</p> <p>All areas supplied with sanitisation materials and students and staff will be expected to sanitise own work/study areas before and after use.</p> <p><u>Washroom facilities</u></p> <p>Handwashing to be adhered to as per Government guidance and gel dispenser to be available outside washrooms.</p>	

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		<p>Face coverings strongly encouraged for all washrooms. Signage on doors to inform users of process.</p> <p>Standard hand dryers in use and paper towels supplied.</p> <p>Washroom areas thoroughly cleaned every 2 hours.</p> <p><u>Ventilation</u></p> <p>All ventilation will operate following the HSE published guidance https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>Where installed Air conditioning with isolation values operated to ensure no recirculation of air. Where no air conditioning doors and windows to be opened.</p> <p>CO₂ measurements taken in areas and additional air filtration units available should any temporary issues be identified.</p> <p><u>Smoking shelters</u></p> <p>Smoking shelters expanded and social distancing markers in place.</p> <p>Reduced use of smoking shelters to be encouraged.</p> <p>Hands to be washed and sanitised before and after visit to shelter.</p> <p>All cigarette ends to be disposed of safely in appropriate bins.</p> <p>Additional bins installed at the smoking area for disposal of waste safely.</p> <p>Bins emptied frequently due to potential contamination due to saliva droplets.</p>	

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2.	Main reception	<p>Outside main reception and other access points lines have been installed marking out 2m distancing for anyone queuing to access the campus.</p> <p>Perspex screen installed on the main reception desk.</p> <p>Floor markings applied to ensure 2m distancing for those queuing for reception.</p> <p>Information on campus arrangements provided.</p> <p>Separate visitor sign in process with provision of hand sanitiser.</p>	
3.	Staff	<p><u>Staff in general</u></p> <p>All staff who are classed as shielded follow the guidance on shielding which may mean that they are to remain working from home where this is possible. All staff who are living with someone shielded or who are classed as vulnerable due to health, age, pregnancy or ethnicity will discuss their particular circumstances with HR.</p> <p>Staff who are identified as higher risk but are not shielding will have individual discussions with HR. Staff are actively encouraged to contact HR. Line managers will collate previously undisclosed underlying health conditions for their staff and pass to HR ensuring full GDPR compliance</p> <p>Where possible staff can request to continue to work partially from home as per the college hybrid working policy and procedure.</p> <p><u>Staff illness</u></p> <p>Where member of staff is feeling unwell and has any symptoms that may be related to Covid-19 they should inform their line manager immediately and should not come into work and follow Government</p>	

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		<p>guidance – use NHS 111 online service. If staff feel unwell at work due to related symptoms, they must immediately inform their line manager and seek first aid assistance via reception informing them of their symptoms. The Isolation protocol within the College Pandemic Illness Contingency Policy must be followed. Contact details of the Covid response team are: Covid@loucoll.ac.uk or 07970 190594.</p> <p><u>Mental Health</u></p> <p>The college promotes mental health and wellbeing awareness and offers support as required through College EAP or signposted to additional help: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p> <p>Support for working at home and links to bespoke physiotherapy sessions to promote good posture, desk working and support have been provided to all staff through the staff dashboard.</p>	
4.	Students, inc support, first aid, wellbeing, safeguarding	<p>All students who are living with someone shielded or who are classed as vulnerable due to health, age, pregnancy or ethnicity should be given the option to remain studying from home where shielding arrangements are in place.</p> <p>For students who are identified as higher risk but are not shielding, individual discussions will take place with Learner Services.</p> <p><u>Staff offering personal support/first aid</u></p> <p>All staff who offer 1:1 personal support, personal care or first aid assistance will be required to wear PPE based on their roles. This is to be determined by task specific risk assessment that will need review based on Covid-19 but any tasks where close/personal contact is necessary will require full PPE.</p> <p><u>Student Illness</u></p> <p>Where a student is feeling unwell and has any symptoms that may be related to Covid-19 they should inform their teacher immediately and should not come into college and follow Govt guidance – use NHS 111 service. If students become unwell at college due to related symptoms, they must immediately inform</p>	

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		<p>their teacher and call reception to request first aid assistance. The Isolation protocol within the College Pandemic Illness Contingency Policy must be followed.</p> <p><u>SEND learners</u></p> <p>All EHCP learners that are returning will have their own individual risk assessment completed with the learner/their parents and the student support team. These will be shared with the teaching and support staff working with these learners.</p> <p><u>Mental health</u></p> <p>The college promotes mental health and wellbeing awareness and offers support as required through the mental health team and student assistance package (for HE learners).</p> <p>Students have been receiving regular updates on how to access support and reminders about the support that is available.</p> <p>Regular programme of social activities for students in accommodation each week.</p>	
5.	Catering incl Box Office, View, Café Chino.	<p><u>Catering staff</u></p> <p>Catering staff will be shielded by appropriate Perspex screens and abide by guidance on social distancing and personal hygiene from Government.</p> <p><u>Food Availability</u></p> <p>All catering outlets will provide a normal food offer with reduced seating where possible. Payment will be contactless only with cash accepted as a last option.</p> <p>All communal catering facilities such as shared fridges, microwaves, kettles and water dispensers will be available for use and users will be prompted to sanitise high intensity touch points between uses.</p>	

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6.	Radmoor Restaurant	<p>Perspex screen in place for serving area.</p> <p>Table service only. Tables socially distanced with numbers following Government guidance.</p> <p>Additional hand sanitiser in place</p> <p>Refer to specific re-opening plan for detailed measures.</p>	
7.	Radmoor Reception	<p>Outside Radmoor reception markers installed marking out the 2m distancing for anyone queuing to access.</p> <p>Perspex screen installed on the reception desk.</p> <p>Floor markings applied to ensure 2m distancing for those queuing for reception and keep left signage in corridors.</p> <p>All payments taken (where possible) electronically to lessen contact</p>	
8.	Communal areas	<p>Furniture in place is separated into small grouping where possible.</p> <p>Face coverings are mandatory in all communal areas for staff, students and visitors including outdoor areas.</p> <p>Deep cleaning of communal areas by way of misting carried out every evening.</p>	Use of communal areas is to be monitored to ensure controls are maintained and areas are not overcrowded
9.	Corridors	<p>Markings applied to floor area to indicate and advise of 2m distancing.</p> <p>One-way/stay left systems applied in corridors and stairs for accessing higher levels of buildings.</p> <p>Stay left signage and markings applied in all corridors and face coverings are mandatory.</p>	
10.	Offices	<p>People will work back to back or side to side where possible. In cases of face to face working desks where practicable will be located 2m apart. Where this is not possible and where practicable desk dividers will be installed to segregate areas or reduction in numbers using the office.</p> <p>Clear desk policy will be applied to all office spaces to allow for use of available desks and enable better cleaning and sanitisation.</p>	

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		<p>Staff attendance rota'd to minimise numbers in offices.</p> <p>Staff supplied with sanitisation box and are responsible for sanitising own work area prior to use.</p> <p>Capacities are placed on all rooms.</p> <p>Government workplace guidance for offices adhered to as a minimum standard.</p>	
11.	Staff Rooms	<p>Social distancing is strongly encouraged and rooms layout adjusted accordingly.</p> <p>Staff supplied with sanitisation box and are responsible for sanitising own work area prior to use.</p> <p>Capacities are placed on all rooms.</p>	
12.	Staff breakout areas	<p>Social distancing to be advised in all staff break out areas limiting use.</p> <p>Face coverings are strongly encouraged in all staff break out areas (unless eating/drinking).</p> <p>All equipment used in breakout area to be fully sanitised by user prior to use.</p>	
13.	Meetings	<p>Meeting rooms should be socially distanced and where not possible should be scheduled on MS Teams where possible to reduce contact.</p>	
14.	Contractors	<p>All contractors must adhere to College Covid-19 controls and must not come onto campus if experiencing any related symptoms.</p> <p>All contractor RAMS to be reviewed to ensure they include controls for Covid-19.</p> <p>Contractor compliance monitoring in place.</p>	
15.	Estates	<p>The estates reception desk has Perspex screen installed.</p> <p>All maintenance staff advised to follow social distancing rule where possible.</p> <p>All tools to be cleaned down using disinfectant wipes and cleaning material prior to use.</p> <p>Security to follow guidance for social distancing where possible and wear appropriate PPE where this is not possible or where dealing with incidents.</p>	

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		Current estates risk assessments have been reviewed to include controls for Covid-19 for all tasks.	
16.	LSU shop	Markings to be applied to indicate 2m distancing for queuing to purchase items. All items to be paid contactless. Reduced capacity	Consider installing 2m distancing markers outside of shop for safe queuing.
17.	Cleaning services	Cleaning services advised to socially distance and wear face coverings in all crowded areas. Additional cleaning to be carried out in high intensity touch spot areas such as doors, handles etc. In areas of potential contamination or high risk, cleaning staff may be required to wear full PPE	
18.	Accommodation	Accommodation to follow latest guidance on practical advice to minimise the transmission of coronavirus within households Flats to follow guidance on general hygiene and cleanliness and visitors. Plan in place to manage students with suspected symptoms or positive tests. Specific briefing provided to all accommodation students.	See USHA practical advice
19.	Library	Perspex screens installed around library reception desks. Social distancing markers installed in front of reception desk. <ul style="list-style-type: none"> • Provision of hand sanitiser on entry and exit. • Moving computers to be side by side or back to back. If not possible to install screens • Providing appointments for access, with space between appointments to allow for cleaning and queue management • Users to wipe down keyboards and mice before and after use • Order & Collect and Ready Reads (where books are pre-selected for users) services can be offered as an alternative to browsing and self-selection • Face coverings are mandatory • Disinfectant wipes and cleaning material to be used to sanitise books before individual use. 	Where electronic copies of resources are available use of these is to be encouraged.

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20.	First Aid	<p>First aid to follow guidance from St John's: https://www.sja.org.uk/get-advice/first-aid-advice/Covid-19-advice-for-first-aiders/</p> <p>PPE available based on St John's advice and individual PPE requirements I.e. FFP2 standard mask, gloves, visors and full protective clothing.</p> <p>Training given to staff to be able to remove potentially contaminated clothing correctly.</p> <p>Isolation room is in place for anyone who has related symptoms to use until they are able to leave campus</p> <p>Decontamination room in place for removal of potentially contaminated PPE</p> <p>PPE Requirements as follows:</p> <p>Standard first aid PPE requirements:</p> <p>Mask, gloves and disposable apron</p> <p>Suspected Covid-19:</p> <p>Mask, visor, gloves and disposable protective clothing</p> <p>Personal care (including nappy changing):</p> <p>Mask or visor, gloves and disposable apron</p>	
21.	Fire Safety	<p>Standard College evacuation procedures apply.</p> <p>No planned evacuations (fire drills) will be carried out until the start of the Autumn term with refresher training mandatory to remind staff how to exit safely.</p> <p>LSAs remaining in refuges with student due to PEEP will be required to use appropriate PPE where applicable.</p> <p>Evacuees will be encouraged where possible to socially distance and wear a face coverings.</p>	

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22.	Radmoor Gym & Sports hall	<ul style="list-style-type: none"> • Changing rooms are open with limited capacity. • All efforts must be made to ensure people refrain from raising their voices. Therefore, any music must be turned off or kept to a minimum. Music in the gym to be kept to a minimum • Inform users about visiting the gym and changes to procedures prior to arrival through websites and at time of booking. As part of new booking system, reception will cover list of information users need to be aware of at time of booking. Signage will also be installed in the gym detailing revised code of conduct due to Covid-19 and individual machines will have signage reminding users to sanitise after use. – cleaning equipment issued to users on entry to gym to enable users to sanitise equipment easily. • All users to clean equipment between uses as per new procedures and 15 minute time slot will be allowed between hourly booking sessions to allow gym staff to ensure whole gym is clean and sanitised between bookings. • Gym occupancy levels increased from 19th July to 25 but booking systems still in place to ensure details of test and trace can be supplied if required by PHE. • Flooring in dance studio to be marked out to indicate social distancing for participants – exercise classes to be capped at 8 – no exercise classes currently running. • Providing of handwashing and sanitising gels • Contactless payments to be made either on booking over the phone or on arrival • Doors to gym and exercise rooms to be left open to provide additional ventilation • Where possible reduce the need to open other objects for instance lockers and trunks • Users to arrive and leave in kit – will be advised of this on booking. • Social distancing to be used and adhered to for use of sports hall and any booking to provide risk assessment based on governing board guidance for their sport. • Outdoor pitches and rubber crumb to be made available for booking based on users risk assessment being received • Gym equipment moved apart to allow for social distancing/screens and tape applied around equipment that is currently out of use. • Floor markings applied to allow for social distancing in exercise/dance classes 	<p>To include designated area for coach/instructor</p> <p>All instructors will be 2m distance from participants</p> <p>Currently no classes running</p>

Ref No	Ref	Existing and Further Control Measures to be implemented	Comments and further actions
		<ul style="list-style-type: none"> • Shared items such as weights, exercise balls etc - users will be instructed to sanitise between uses. • Sauna, steam room and spa to remain closed for the foreseeable future • Controlling of spectator numbers through booking system to ensure capacity remains within agreed safe limits and advising parents accompanying child only 1 parent to attend/spectate. • Providing written or spoken communication of the latest guidelines to both workers and customers inside and outside the gym/leisure facility particularly in free weights areas and around stationary equipment – staff receive a briefing/guidance about procedures and expectations and users to receive information at time of booking. • Consider limiting the number of classes that rotating instructors teach in order to minimise exposure – class numbers restricted and instructor to remain distanced from participants. 	
23.	2012 Gym and Sports Hall	<ul style="list-style-type: none"> • Changing rooms are open with limited capacity. • All efforts must be made to ensure people refrain from raising their voices. Therefore, any music must be turned off or kept to a minimum. Music in the gym to be kept to a minimum • Inform users about visiting the gym and changes to procedures prior to arrival through websites and at time of booking. Signage will also be installed in the gym detailing revised code of conduct due to Covid-19 and individual machines will have signage reminding users to sanitise after use. – cleaning equipment and appropriate bins will be located around the gym to enable users to sanitise equipment easily. • Occupancy levels in the gym will be used kept at a reduced level to enable PHE to track and trace if required. • Providing of handwashing and sanitising gels • Doors to gym and exercise rooms to be left open to provide additional ventilation • Users to arrive and leave in kit • Social distancing to be used and adhered to for use of sports hall and any timetable where applicable to provide risk assessment based on governing board guidance for their sport. • Shared items such as weights, exercise balls etc - users will be instructed to sanitise between uses. 	
24.	Hair and Beauty Salons	All areas deep cleaned and sanitised by the housekeeping team and this will be repeated each evening as part of the enhanced cleaning programme	

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		<p>Sanitiser available for cleaning down of equipment (in room sanitisation boxes). Continued use of Barbicide.</p> <p>Disposable towels, aprons and capes available and laundry facilities are available where required.</p> <p>All commercial clients will pre-book treatment and all equipment/products for the client will be stored in plastic container with lid. On entry all products/equipment will be removed and client will place personal belongings in box for safe sanitised storage.</p> <ul style="list-style-type: none"> • salon equipment to be sanitised before and after use - Learners to have box of own equipment (not shared) and they will be responsible for sanitising equipment before and after use. • Where possible, disposable towels and gowns to be used – where this is not possible laundry must be run on hot wash and all towels must be washed after use. • Any displays of product to be kept sanitised – shelves to be regularly cleaned and sanitised or to be locked away. • Clean and disinfect where possible all bowls, handles, hoses, spray nozzles and shampoo chairs after every client. – this should be a new standard process for sanitising all equipment between clients • Store properly disinfected implements in closed containers if possible, that have also been disinfected (wipe or spray). • Any linens that may have been left in the salon prior to lockdown (clean or dirty) should be washed on a hot temperature with detergent and dry until 'hot to the touch'. There should be no moisture or dampness in any linen. • To help reduce number of people each person has contact with – fixed teams or partnering to be adopted. • Students to have own box of equipment and to sanitise before and after use. • Where possible only disposable towels should be used – all non-disposable towels used should be washed on a hot wash between uses • Where treatment does not enable social distancing, mitigating measures should be taken such as: <ul style="list-style-type: none"> ○ Increase frequency of handwashing ○ Increase cleaning of surfaces and equipment 	<p>If working with family bubble restrictions to numbers in the salons will be applied.</p>

Ref No	Ref	Existing and Further Control Measures to be implemented	Comments and further actions
		<ul style="list-style-type: none"> ○ Keep activity time as short as possible ○ Use screens or barriers or visors when treating clients ○ Use back to back or side to side seating where possible ○ Use consistent pairing or grouping of staff ○ Only open client waiting areas where social distancing can be maintained <ul style="list-style-type: none"> ● Maintaining social distancing between client and service areas ● Implementing physical changes like barriers or screens between, behind or in front of workstations where possible, such as between clients, for example at wash stations, and in reception areas. ● Providing floor markings and signage to remind both workers and clients to maintain social distancing wherever possible, particularly in client interaction zones ● Minimising how frequently equipment is shared between workers, frequently cleaning between use and assigning to an individual where possible. ● Using disposable items where possible, for example nail files, and ensuring non-disposable items are cleaned between clients. ● Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms. ● Considering use of social distance marking for other common areas such as toilets, staff rooms, changing rooms and in any other areas where queues typically form. ● Spacing appointments to allow for frequent cleaning of work areas and equipment between uses, using your usual cleaning products ● Sanitising any reusable equipment, including client chairs, treatment beds, and equipment, such as scissors used after each appointment, and at the start and end of shifts. ● Using disposable gowns for each client. Where this is not possible, use separate gowns (and towels in the normal way) for each client, washing between use and disposing appropriately as required ● Encouraging staff not to wear their uniforms at home or to and from the workplace, to change uniforms on a daily basis and to wash immediately after use. ● Providing clients access to tissues and informing them that if they do need to sneeze or cough, they should do so into the tissue, which should then be discarded appropriately and that they should wash their hands thoroughly or use hand sanitiser after using a tissue. 	<p>Screens installed in reception – consider installing at individual work station in salon</p> <p>Consider installing additional floor signage in salon to reflect social distancing where possible</p> <p>All staff break areas will adhere to social distancing – consider using specific area for breaks</p>

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		<ul style="list-style-type: none"> • Implementing enhanced handling procedures of laundry to prevent potential contamination of surrounding surfaces, to prevent raising dust or dispersing the virus. • Enforcing cleaning procedures for goods and merchandise entering the site. • Minimising client contact with testers, for example, employees demonstrating testers from a distance or facilitating the use of testers. • Face coverings are strongly advised • Limiting role/task rotation including remaining at a consistent workstation where possible • Changing rooms to be opened but with reduced occupancy 	
25.	Engineering/ electrical and motor vehicle workshops	<p>Markings to be applied to indicate social distancing and all tools to be cleaned down prior to use. No tools to be shared unless sanitised using disinfectant wipes and cleaning material prior to use.</p> <p>Gloves, coverings and disinfectant wipes and cleaning material to be made readily available on entry to workshops.</p> <p>Face coverings are strongly encouraged to be worn in workshops and gloves used for most activities based on activity specific risk assessment.</p>	
26.	Art rooms and workshops	<p>All tools and equipment to be wiped down prior to use with disinfectant wipes and cleaning material and area of work to be sanitised.</p>	<p>Plans on use of classrooms to be referred to in conjunction with College risk assessment.</p>
27.	Nursery	<p>Markings to be applied to reception area and external space to ensure social distancing while waiting to enter with child.</p> <p>Good levels of hand hygiene should be encouraged and maintained and all toys and high touch areas should be sanitised frequently.</p> <p>Specific Government guidance on early years is followed with records in the Nursery.</p>	

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28.	Classrooms	<p>Tutors to remain socially distanced at 2m whenever possible. Face coverings are strongly encouraged for staff and students.</p> <p>All tables face the front where possible.</p> <p>Class seating plans to be documented for every lesson.</p> <p>All students using classrooms will be issued with cleaning materials to clean down and sanitise own work area at start of lesson.</p> <p>All used material to be disposed of in bins.</p> <p>Specific guidance on teaching produced by teaching and learning leads – to include that teachers can circulate but must record where they spend time with a student which would be classed as a close contact under the Covid requirements.</p> <p>Observer(s) to be issued with gloves, masks and visors and need to wear minimum masks and visors during all visits for full duration. Where utilisation in identified timetabled room is full and the observer(s) do not have room at the back or front of the class to maintain 2m distance then the observation does not take place.</p>	
29.	PC rooms	<p>Resources not to be shared.</p> <p>Students to be issued with learning materials and all equipment is to be sanitised by user prior to use.</p> <p>All used material to be disposed of in bins.</p> <p>Observer(s) to be issued with gloves, masks and visors and need to wear minimum masks and visors during all visits for full duration. Where utilisation in identified timetabled room is full and the observer(s) do not have room at the back or front of the class to maintain 2m distance then the observation does not take place.</p>	

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30.	Sports Pitches	<p>All recreational clubs must develop a written Covid-19 plan and risk assessment prior to activity which must be presented to Radmoor on booking. All clubs to abide by the Radmoor/College regulations and those of the National Governing Body (NGB) of the sport they are playing.</p> <p>Club responsible for adhering to NGB guidance but to be aided by facility – signage around hygiene and use of toilets and social distancing spacing markers to be installed at pavilion.</p>	
31.	Changing Rooms	<p>2m distancing to be marked out on floor to identify 2m gaps between changing area and walkway</p> <p>Limited capacity in changing rooms.</p>	
32.	SPA	Remains closed to the public.	
33.	Travel to campus	<p>Staff and Students reminded of the Government Safer Travel guidance as part of staff/student briefing https://www.gov.uk/guidance/coronavirus-Covid-19-safer-travel-guidance-for-passengers</p>	
34.	Science labs	<p>All students using the labs will be issued with disinfectant wipes and cleaning material to clean down and sanitise own work area at start of lesson.</p> <p>Face coverings are strongly encouraged.</p> <p>Observer(s) to be issued with gloves, masks and visors and need to wear minimum masks and visors during all visits for full duration. Where utilisation in identified timetabled room is full and the observer(s) do not have room at the back or front of the class to maintain 2m distance then the observation does not take place.</p>	
33.	Sports lab	<p>Face coverings are strongly encouraged and individual risk assessments for activities to be reviewed in line with Covid-19 requirements for safety.</p> <p>Observer(s) to be issued with gloves, masks and visors and need to wear minimum masks and visors during all visits for full duration. Where utilisation in identified timetabled room is full and the observer(s) do not have room at the back or front of the class to maintain 2m distance then the observation does not take place.</p>	

Ref No	Ref	Existing and Further Control Measures to be implemented	Comments and further actions
34.	Performing arts and music	<p>Changing areas re-opened with limited capacity.</p> <p>Any shared equipment to be sanitised between uses and no sharing of any woodwind instruments.</p> <p>All training, performance and rehearsals to be carried out in smaller groups and if possible, outdoors.</p> <p>Any live performances to be adapted to ensure they are safe. Consider use of technology to offer 'live' performances to audiences remotely. Stage 4 guidance now permits public performances without limit on audience numbers.</p> <p>Playing music to be done in small/fixed groups with social distancing adhered to where possible, using back to back or side to side positioning wherever possible.</p> <p>Social distancing to be maintained wherever possible while rehearsing.</p> <p>Productions should be mapped out in advance of commencing in person rehearsals and scripts to be given to all individuals in laminated form if possible, to prevent use of paper and allowing sanitisation.</p> <p>Back stage area to be reviewed to allow for one-way system where possible and handling of props to be restricted and/or sanitised between uses.</p> <p>Marking out stage when in use to allow for social distancing between performers.</p> <p>Where using costumes, performer to dress in own cubicle and have costume handed to them in plastic bag. Cubicle to be sanitised between uses and costumes to be laundered between uses.</p> <p>Any application of makeup to be carried out by performer themselves. Where this is not possible gloves and face masks will be required as detailed in guidance for close contact settings.</p>	<p>Controls based on Government guidance for industry sector as no specific guidance from HE or DfE</p>
35	Visitors	<p>All visitors to the College will follow the visitor procedure that is already in place but will be sent pre-visit information and guidance to make them aware of post Covid changes and check they are well enough to visit.</p>	
36	Lateral flow testing	<p>Lateral Flow testing centre to follow the SOP as issued by the DHSC including training and competence assessment of all staff.</p>	

Ref No	Ref	Existing and Further Control Measures to be implemented	Comments and further actions
		Staff to be issued home testing kits. Students to be issued home testing kits following 2 onsite lateral flow tests from September.	
37	Weather	In the event that the weather changes and results in more people spending time in communal areas the mandatory use of face coverings will be re-introduced as part of dynamic assessment.	

6 Point Daily Confirmation checklist

Ref. No.	Criteria	Reaction rules
1	Observe the following: Daily checks to ensure 2m distancing being observed on entry and exit	Reinforce guidance/communication with individuals
2	Observe the following: Communal/break/social spaces observing 2m distancing where possible and following guidance with face coverings as required	Reinforce guidance/communication with individual and supply face mask or wipes as required
3	Observe the following: Toilets and hand washing facilities are observing 2m distancing where possible or following guidance with face coverings as required	Reinforce guidance/communication with individual and supply face mask as necessary
4	Observe the following: Observe guidance on sanitising work area and equipment	Stop individuals and reinforce guidance/communication with supply of appropriate resources as necessary.
5	Observe the following: Corridors and stairways to ensure 2m distancing where possible and one-way system being adhered to. Where neither of these controls are possible adherence will be to passing on the left-hand side in single file.	Stop individuals and reinforce guidance/communication
6	Observe the following: 2m distancing being adhered to in smoking shelter and waste being safely disposed of	Stop individuals and reinforce guidance/communication

Update Log

Date	Section	Change made	Who
22 May 2020	Introduction	Added Owner and contributors	CB
	All	Updated Disinfectant Wipes to read Disinfectant Wipes and Cleaning Materials	CB
	General	Added in core checks	CB
	Catering	Added short and medium term for catering risks	CB
	Radmoor	Added comments regarding Radmoor opening	CB
	Accommodation	Added further briefing addition	CB
26 May	All	Small grammar changes including footer	JM/CB
	Travel	New section added on 'Travel to Campus'	JM
1 June	General	Confirmed alternative 'one in one out' arrangement for washrooms	CB
	General	Added other interventions where social distancing is not possible	CB
	Staff	Added in reference to Isolation Protocol	CB
	Students	Clarified Student Illness reporting	CB
5 June	Laboratories	Added in section on labs	CB
12 June	Staff	Added where staff are identified as higher risk but not shielding	CB
	Students	Added where students are identified as higher risk but not shielding Added EHCP learner process	CB
17 June	Students	Reworded higher risk and shielding paragraph	CB
	Introduction	Clarified the numbers relate to teaching related staff	CB
		Clarified PPE requirements for First Aid/Care	ST
30 June	Radmoor reception	Additional controls for the reopening of Radmoor reception area	ST
	Salons	Additional controls based on recent Government guidance on opening of close contact services such as hair salons	ST
20 July	Gym and Sports Hall	Update on controls for use of gyms and exercise classes based on latest guidance	ST
21 July	Library	Update on controls for libraries based on guidance	ST
23 July	Classrooms	Change to format of classrooms – HE and adult classes to remain socially distanced but FE to be bubbled	ST
	Sports Pitches	Inclusion of guidance around use of sports pitches	ST
4 August	Gym	Update on measures introduced in order to open the gym and sports halls	ST

6 August	General	Inclusion of mandatory face coverings	ST
	Main Reception	Change to details around use of gates and additional camera	ST
	Staff	Staff illness – clarification around process for dealing with suspected Covid-19 symptoms	ST
	Students	Student illness - clarification around process for dealing with suspected Covid-19 symptoms	ST
	Catering	Inclusion of catering food ordering/booking system and change to staff communal catering facilities	ST
	Radmoor Restaurant	Inclusion of catering food ordering/booking system	ST
	Communal Areas	Inclusion of mandatory face coverings	ST
	Corridors	Inclusion of mandatory face coverings	ST
	Offices	Inclusion of clear desk policy	ST
	Breakout areas	Inclusion of mandatory face coverings	ST
	Radmoor	Sport halls added to Radmoor gym section	ST
	Science Labs	Change of use to ‘bubble’s	ST
	HE Sports Labs	New section added for HE sports labs	ST
12 August	Performing Arts	New section added for music and performing arts along with controls based on latest sector guidance	ST
13 August	Catering	Updated to reflect catering offer	CB
	Offices	Clarified wording	CB
	Meetings	Updated maximum meeting numbers	CB
18 August	Visitors	New section for visitors	ST
16 September	General, Communal spaces	Updated to confirm face coverings mandatory in outdoor areas	CB
28 September	All	General review and refresh of wording – no substantial changes to existing arrangements	CB
	Sports Hall	Rule of six added	CB
7 October	Classrooms and Labs	Added comments on observers in class	CB
9 October	2012 Gym and Sports Hall	Created new section to split from the Radmoor Gym and Sports Hall	CB
29 October	Catering	Clarified that pre-ordering is through an online form	CB
	Classrooms	Clarified wording re 2m and face coverings for Tutors	CB

	General	Added clarity on the ventilation processes in place and cleaning measures	CB
4 November	General, Classrooms	Update face coverings for HE staff and students in all areas	CB
24 November	Testing	Added new section on lateral flow testing	CB
4 January 2021	Testing	Updated to reflect the introduction of the college test centre	CB
4 February	General	Updated the link to the new guidance	CB
	Staff	Updated to reflect mental health support during lockdown 3.0	CB
22 February	General comments	Updated to reflect the new government guidance and links	CB
	College campus general	Added that face coverings are now mandatory in classrooms	CB
	Lateral Flow testing	Added in the home testing for staff and students	CB
14 April		Checked gym measures ahead of re-opening. Classes remain closed inline with Govt guidance.	CB
28 April		No changes made	CB
17 May	General	Reflect changes to face coverings as per the stage 3 Government guidance.	CB
	Communal areas	Updated face covering guidance	CB
	Meetings	Updated to reflect that meetings can take place with social distancing in place	CB
	Accommodati on	Updated to reflect two households can meet indoors	CB
	Library	Clarified that face coverings remain mandatory for users	CB
	Radmoor Gym and 2012	Confirmed that changing rooms re-opened with limited capacity	CB
	Science labs	Confirmed that face coverings remain mandatory for users	CB
	Sports labs	Confirmed that changing rooms re-opened with limited capacity	CB
14 June	General	Updated to reflect the re-introduction of mandatory face coverings	CB
26 July	Throughout	Updated to reflect the national move to Step 4 of the lockdown easing from 19 July and to reflect the updated FE Government guidance and the measures as agreed at the Health, Safety and Wellbeing Committee	CB & ST
15 September	Weather	Added new section to recognise changes required should the weather mean that more people are in communal areas.	CB
27 September	Communal spaces	Communication sent out to all staff and students advising face coverings are mandatory in communal spaces	ST



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