

[Risk Assessment Matrix](#)

ID	What is the hazard?	Prob.	Impact	Risk	Controls in place (Sept 20) based on July 15th DFE Guidance and updated August Guidance Updated to reflect reduction in controls from June	Controls in place from September 21 - full return based on 17th August 21 DFE Guidance update	Residual Risk
1	Cross contamination between others on site as a result of non-compliance with social distancing advice.	4	4	16 Extreme	All staff and students must adhere to social distancing guidance at all times. One way systems in place, reduced class sizes, signage in place, expectations highlighted throughout all lessons, repeated breaking of guidelines will result in sanctions, reduced seating in social areas, social distancing in classrooms. College branded face masks provided for all students. Disposable face masks available for students. Additional external seating provided. Lunchtime rooms limited to 15 students.	Keep Left' model applied throughout the site for all staff and students with particular focus on busy stairwells and corridors. Expectations made clear through induction, pastoral and curriculum sessions. Face-coverings are a personal choice but will be recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Moderate
2	Cross contamination as a result of infrequent or inadequate hand washing.	3	3	9 High	All staff and students informed that: hands should be regularly washed for 20 seconds in line with Government guidance. Significant increase in hand sanitisation stations across the college. Hand sanitiser in every classroom. All students given personal bottle of hand sanitiser as part of induction. Staff to build hand sanitisation into entry and exit routines in classes where there is contact with items / shared resources. Increased focus on personal responsibility in hand sanitisation in pastoral provision. Increase in visualisations in all rooms to remind students.	Keep Left' model applied throughout the site for all staff and students with particular focus on busy stairwells and corridors. Expectations made clear through pastoral and curriculum sessions and to students and parents through webinar. Face-coverings are a personal choice but are recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Moderate
3	Increased fire risk as a result of having alcohol based sanitisers on site.	1	4	4 Moderate	Cleaning and Premises Staff to check areas at the end of each College day to ensure a fire has not started. All sanitisers contained in appropriate dispensers.	No change.	Low
4	Failure to continually review the risk assessments and respond to changing governmental guidance in good time.	3	4	12 High	Covid Response standing Item on SLT, CLT and JAD/AW weekly meetings. Any updates in Government guidance will be embedded as soon as practically possible or within the specified timeline (whichever is sooner). SLT receive DfE updates daily and circulate to stakeholders. Covid Corporation group meeting bi-weekly to review response.	H&S and SG committee audit group created to monitor and review the risk assessments termly. Standing item on SLT weekly meetings. All departments to dynamically review the risk assessments and feed any issues into the H&S team to review through the emerging themes process.	Low
5	Cross infection between member of staff and student across support and catering counters.	2	3	6 Moderate	Additional Perspex screens have been installed to cover the whole counter on the main office and library. Additional screens have been put into place across the catering provision. PPE available to all staff.	Face-coverings are a personal choice but are recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Low

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6	Cross contamination in the library due to social distancing not being maintained by students.	3	4	12	High	Staff will set expectations and monitor the behaviours. Hand sanitiser stations across the library. One way entry/exit points. Face coverings to be worn while moving around the library. Movement of furniture to facilitate wider corridors. Perspex screens added to prevent cross contamination between staff and students.	Keep Left' model applied throughout the site for all staff and students with particular focus on busy stairwells and corridors. Expectations made clear through induction, pastoral and curriculum sessions. Face-coverings are a personal choice but will be recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Low
7	Cross contamination between members of staff due to the size or shape of workroom/office inhibits the ability to socially distance when moving around or in/out of the space.	3	3	9	High	Local arrangements between staff will need to be adopted to enable social distancing guidance to be adhered to. PPE available to all staff. Staff able to work in classrooms to reduce the number of staff in workrooms. Where necessary, desk dividers have been provided in either cardboard form or Perspex. Changing layouts of offices and workrooms where possible.	Keep Left' model applied throughout the site for all staff and students with particular focus on busy stairwells and corridors. Expectations made clear through induction, pastoral and curriculum sessions. Face-coverings are a personal choice but will be recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Moderate
8	Cross contamination or anxiety due to excessive number of students at any one time in a classroom preventing social distancing.	3	3	9	High	A timetable of usage will be produced that allocates a maximum agreed number of occupants for a particular room (22 for most, 20 for visual arts). All classrooms open at all times to allow student in early so to prevent queues. Soft finish times to manage busy corridors when travelling between lessons. All movable tables facing forwards and social distancing in place where it is possible. Face masks allowed in class should staff of students choose. Added ventilation (windows and doors open). Additional staff appointed to increase capacity. All college accommodation used to fullest utility.	Guidance promotes teaching settings to be formatted as 'normal' as possible for best education experience. Teachers are able to set up classrooms to their preferred layout; support available via HR for potential concerns on risk including personal risk assessments. Support available for anxiety via pastoral teams for students. Face coverings will be a personal choice. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors.	Low

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9	Risk of increased cross contamination due to poor ventilation in classroom spaces.	2	3	6 Moderate	All classrooms have adequate ventilation through windows, doors and ventilation systems. Some rooms benefit from air conditioning systems. All staff instructed to open windows and/or doors to aid the flow of fresh air from outside and improve ventilation across the site. Those rooms without windows (meeting rooms etc.) to be used for single occupancy activities.	Windows should be open at all times during the college day to aid ventilation, where it does not affect the comfort of the classroom. Airing of classrooms between lessons by opening windows and doors to allow flow of air.	Low
10	Cross contamination due to lack of ability to social distance in busier corridors during change over periods.	4	4	16 Extreme	All classrooms should be left unlocked and open to allow students to enter the room rather than wait in corridors during change over times. Face coverings to be worn in all social areas of the colleges. One-way system in place. Soft finish times to managed number of students in corridors.	Keep Left' model applied throughout the site for all staff and students with particular focus on busy stairwells and corridors. Expectations made clear through induction, pastoral and curriculum sessions. Face-coverings are a personal choice but will be recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Moderate
11	Students gaining access to equipment and causing harm to themselves or others in the science area due to labs being unlocked to allow students access so they do not need to wait in corridors.	2	4	8 High	Science staff to be around and aware of students in room. Always members of staff around each 'hub'. Consider the 'delivery' of practical apparatus to happen within sessions. Occasions where some rooms may have to be locked.	Risk mitigated fully as doors will be locked.	Low
12	Contamination of first aider if the student/member of staff needing first aid attention has Covid-19.	3	3	9 High	Assuming that the student/member of staff has Covid-19 the First Aider must use all PPE provided (mask, visor, gloves and apron) before attending the call-out. All staff who could be called upon to attend will be given 'grab bags' of PPE. Process for calling suspected Covid calls to be released to all staff. Covid response group (SLT + PDs) to take charge of any suspected Covid calls.	No change.	High
13	Cross contamination of first aid supplies.	2	3	6 Moderate	An assessment of what supplies (i.e. bandages, eye wash, eye patch, sling or antiseptic wipes etc.) are needed before treating the patient and should be removed from the first aid box. Any items unused should then be destroyed.	No change.	Moderate
14	Cross contamination between users of classrooms touching desks, door handles, computers following on from previous taught sessions or one to one meetings.	4	4	16 Extreme	Additional cleaning to take place throughout the day. Hand sanitisation units across the site. All students informed the must regularly wash hands and not touch faces. All computer rooms to have hand sanitiser units installed within the rooms and be used as part of entry/exit routines.	Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors.	Moderate

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15	Cross contamination between drivers when collecting minibus keys from Premises Store.	3	3	9	High	A 'one in'- 'one out' system will be employed for the drivers when collecting keys from Premises Store to maintain social distancing. Disinfectant wipes will be supplied to wipe down keys and fobs.	for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to	Low
16	Cross contamination between students using college transport.	3	4	12	High	All students to wear face masks at all time will prevent the need for social distancing. Windows will be open to facilitate circulation of air. Minibuses to be cleaned between each usage. Drivers to be issued with face shield. Driver to clean down minibus controls between each use.	Face-coverings are a personal choice but will be recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Moderate
17	Cross contamination as a result of using keyboard or telephone in support areas of the college and staff work rooms.	3	4	12	High	Disinfecting cleaning products and disposal clothes will be provided to enable the cleaning of keyboards and telephone as required. Hand sanitiser available in all office spaces.	Disinfecting cleaning products and disposal clothes will be provided to enable the cleaning of keyboards and telephone as required. Hand sanitiser available in all office spaces.	High
18	Cross contamination between staff working in the Science Prep Room as a result of multiple member of staff touching the same items.	3	4	12	High	Senior Science Technician to draw up a rota of tasks that enables each Technician to work in one area or undertaking tasks that prevent cross contamination. When separation of tasks is not practical then gloves can be used or disinfecting cleaning products and disposal clothes will be available to use.	Face-coverings are a personal choice but will be recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Low
19	Cross contamination between staff and other users when visiting the same toilet facilities.	4	3	12	High	Additional cleaning to take place throughout the day. Hand sanitisation units to be placed outside all toilets.	Face-coverings are a personal choice but will be recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Low
20	Cross contamination and lack of social distancing due to general use of central services as a corridor either to the kitchenette or en-route to the Tutor's or Marketing Office.	3	3	9	High	Lock both access doors to main office. Only central services staff to enter the main office.	Face-coverings are a personal choice but will be recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Low
21	Cross contamination of two-way radio as a result of shared usage.	3	2	6	Moderate	4No new 2 way radios purchase which will allow for one radio each	No change.	Low
22	Cross contamination when undertaking tasks around College. The sharing of tools, touching door handles, setting alarms, locking up etc.	3	3	9	High	All Premises staff to be issued with anti-bacterial wipes to enable items to be cleaned before and after each use.	No change.	High
23	Contamination as a result of undertaking cleaning functions of surfaces touched by others.	3	4	12	High	The provision of appropriate PPE proportionate to the risk.	No change.	High

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24	Risk of contamination from recycling in the Waste Management Area.	2	3	6 Moderate	Minimal work undertaken to sort through waste to reduce the risk of contamination and gloves to be wore at all times.	No change.	Moderate
25	Excessive number of students at any one time in a toilet would prevent the appropriate social distancing guidance to be adhered to.	4	4	16 Extreme	Additional cleaning to take place throughout the day. Hand sanitisation units to be placed outside all toilets. Expectations to be made clear to all students throughout tutorial about how to behave and ensure clean hands. All students wear face coverings at all times in common areas.	Face-coverings are a personal choice but will be recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Moderate
26	Virus could be transferred from workwear onto other clothing.	2	2	4 Moderate	Staff asked to change into and take off workwear on site each day.	Removed from guidance as risk minimal. Mitigation not required.	Low
27	Cross contamination due to inability to socially distance within the catering outlets.	3	4	12 High	Working in bubbles. Buddy up system as far as bubbles of staff. PPE - face shields to be worn by staff. Screens and additional screens ordered.	Keep Left' model applied throughout the site for all staff and students with particular focus on busy stairwells and corridors. Expectations made clear through induction, pastoral and curriculum sessions. Face-coverings are a personal choice but will be recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Moderate
28	In the catering facilities, virus could be transferred via 'touch points' around areas via door handles, equipment or supplies etc.	3	3	9 High	Selected doors within catering area to be propped open to prevent need to touch handles. Hand cleaning routines to be enhanced.	Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors.	Moderate
29	In the catering facilities, cross contamination due to inappropriate hygiene and cleaning procedures could lead to spread of virus.	2	4	8 High	Catering staff required to wash hands when arriving at work. Catering staff should clean down work area and utensil after undertaking each task. Toilet facilities should be clean after each use.	Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors.	Low
	Contamination of food in catering provisions due to food being prepare and left open for student choice.	2	4	8 High	Grab and go' menus to be designed and put into place. All food will be in pre-made form and wrapped.	Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors.	Low

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30	A lack of ability to consume food in a socially distanced environment could lead to cross contamination.	3	4	12	High	Encourage consuming food in courtyard area as a default. Set Refectory with seating with social distancing in mind. Additional Perspex screen to be installed at service points to be used from September.	Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors.	Moderate
31	Cross contamination between customers when using the fingerprint recognition system.	4	4	16	Extreme	New POS system in operation from Sept will use Student ID Card.	Action has been completed.	Low
32	Risk of cross contamination as a result of identifying a student or member of staff on site who is suspected suffering from Covid-19	2	4	8	High	A First Aider should be called and the student or staff member should be isolated ASAP in the 1st Male changing rooms or OAK25. Office alerted. Radio premises and SLT to make aware. Initially to office - then radio channel 1 to all, then channel 2 becomes dedicated to the incident. JAD, ST's and PAB's Office to have radios. Additional cleaning of all areas occupied by student or member of staff prior to the suspected case being highlighted. Thorough clean of 1st Male Changing Room after incident has passed or OAK 25. Full PPE needs to be worn whilst undertaking this clean.	Any subject identified as being positive for COVID-19 will be isolated immediately and appropriate action taken to inform next-of-kin and have them removed from the site as soon as possible.	Low
33	Risk of missed risks in the more localised areas in the college increasing the chances of cross contamination risks arising.	3	3	9	High	All department areas (curriculum, pastoral and support) to complete 'local risks' document. These will be reviewed regularly with CLT.	Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors.	Low
34	Risk of not preventing outbreak or controlling spread of virus due to not monitoring suspected or confirmed cases or not engaging with Public Health England.	2	4	8	High	Single points of contact for both staff (Personnel) and Students (dedicated mailbox) - these are reported centrally into SLT. These are detailed clearly in student and staff guidance. Reinforced through tutorials. We have links with both local and regional public health teams who support an ongoing dialogue where needed around suspected and confirmed cases. In the case of any suspected or confirmed cases we will follow their guidance on communication timelines and audience. Process in place to follow the PHE 'early outbreak management' for further education guidance.	Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Results to be submitted to the NHS Test and Trace and only positive results to be confirmed to the college. Any outbreak in line with guidance metrics will be reported to PHE. (5 Students or 10% of Students).	Low
35	Risk of cross contamination in changing areas of the college (performance and sport).	3	4	12	High	Sports England, DfE and AOC guidance to be followed. Students told to attend in the kit so they do not need to change. Where not possible larger areas have been provided and/or staggered entry/exit to rooms. Enhanced cleaning routines.	Face-coverings are a personal choice but will be recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Moderate

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36	Risks of cross contamination in performance and sports subjects due to increased chances of contact and physical activity.	3	4	12	High	Sports England, DfE and AOC guidance to be followed. Hand sanitiser available throughout. Antiviral wipes used to wipe down kit. Group work allowed only in small bubbles. Spaces in performance rooms to be set designated for each group.	Face-coverings are a personal choice but will be recommended for Transport. Asymptomatic home testing in place both staff and students with initial onsite testing available for the beginning of term. Ciacada antimicrobial surface protection on key and multiuse surfaces. Key focus on hand hygiene for all students, staff and visitors. Visitor policy in place to ensure compliance to college processes.	Low
37	Failure to recognise individual needs of students or staff that are not covered by the cross college RA.	3	2	6	Moderate	All staff and students are able to request an individualised risk assessment that is conducted by an appropriate team (HR or ALS). These are stored centrally and appropriate controls put into place for each individual.	All staff and students are able to request an individualised risk assessment that is conducted by an appropriate team (HR or ALS). These are stored centrally and appropriate controls put into place for each individual.	Low
39	The impact of process around lockdown and additional measures/processes that have been put into place having a negative impact on staff and/or student wellbeing.	3	4	12	High		Continual dialogue between all staff about the changes that can be made to processes to allow the key priorities to be focused upon. Student wellbeing officers in place to support the student community. Focus on wellbeing discussions in 1:1 meetings across all levels and is reviewed regularly at the college and senior leadership levels.	Moderate