



Wirral Met College

COVID-19

RISK ASSESSMENT

STRATEGY AND ACTION

PLAN

**To guide return from lockdown and actions to continue
whilst Covid-19 remains a risk.**

Sue Higginson.

23rd June 2020

Issue 05

Contents

1 Background:	1
2 Post Pandemic Strategy	1
3 Risk Assessment	2
4 College Covid 19 Risk Assessment	4
5 List of Standards that Group Control Measures Set Out in the Covid 19 Risk Assessment	13

1 Background:

Wirral Met College (WMC) has developed a strategy to support a return to operations after lockdown, to facilitate a safe return to work and observe social distancing until a vaccine is available. This has involved a complete review of how curriculum can be delivered with more focus on remote and online learning, blended with face to face teaching and learning, when WMC reopens. It would not be possible to continue with existing methodologies and allow for social distancing.

This document explains how a suite of key strategies respond to the hazards identified in WMC's additional Risk Assessment with respect to Covid-19, together with the controls put in place to mitigate those risks and detailed instructions for each control. 11 specific 'Standards' have been created to group those controls, which are underpinned, as appropriate, by corresponding instructions for safe working practices 'Method Statements'. These, together with the other documents defined in the diagram set out below, collectively comprise WMC's Strategy and Risk Assessment for managing during a Covid-19 Pandemic. In addition, WMC has received a template from the DFE (Covid-19 Action Plan to Phase Release of Lockdown) which has also been completed to act as a check of WMC's Risk Assessment and Strategy (and is therefore effectively a duplicate document covering some, but not all, of the controls put in place). Each action/risk within the DFE template has been covered. The health and safety of staff and students is at the heart of business operations and the clarity of Hazards, Controls, Standards and Method Statements, together with the formal cross reference to government template documents, provides a strong foundation for safety, communication and training.

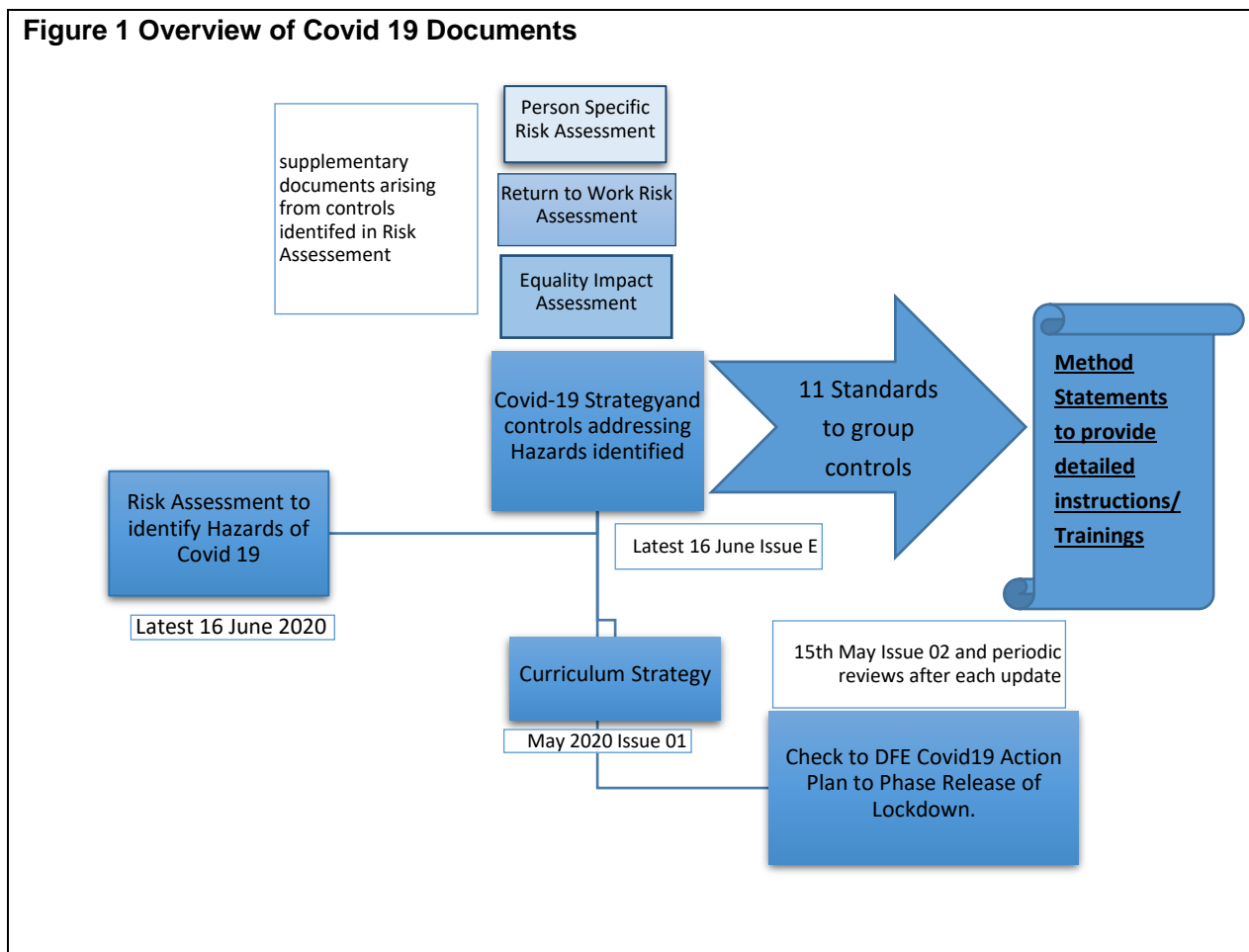
2 Covid-19 Pandemic – Strategy to continue

WMC's Vision, Mission and Strategic Objectives remain unchanged. However, the way in which the core business of teaching and learning is designed and delivered must change significantly in order to accommodate social distancing. All existing strategies that are part of the planning cycle, will incorporate and implement the changes required for WMC to operate safely, during a pandemic and until a vaccine is found. This document provides an overview of how the complex range of Risk Assessment, Control Strategies, Standards and Method Statements will deliver this. WMC welcomes input from its recognised Trades Unions in the development of this strategy and confirms that it is underpinned by Government Guidance and local health oversight, which will inevitably change as the science evolves through the life cycle of the Covid-19 pandemic.

3. Risk Assessment

WMC has a College wide risk assessment and has therefore identified hazards (Hazards) specific to Covid-19 in addition to its normal risk management system. Those Hazards have been described and risk quantified given existing controls in place. Further controls (Controls) to be in place during the pandemic have been created and the risk quantified following those controls.

The overview of documents created are set out in Figure 1 below.



This strategy brings together the documents listed above which will be incorporated into WMC's existing systems and processes.

Eleven Standards and their relationship to other core strategies:

The additional Controls (and any relevant existing controls) responding to Hazards have been grouped within standards to allow Controls to be more readily organised for monitoring and training. These outline Standards, specified in the document Risk Assessment and Implementation Plan per the diagram above, are underpinned, as appropriate, by detailed Method Statements that set out the controls and safe working practices and instructions introduced to mitigate risk. This will ensure that staff and, where appropriate, students and other stakeholders, remain aware of what is expected.


Whilst the ‘Standards’ stand alone in relation to action required to mitigate the impact of Covid-19, they will also form part of their related College Strategies – as shown in the table below.

No	Standard Details (see Risk Assessment and Implementation plan for full detail)	Links to Strategies
1	Gateway Standard 1 – The College will ensure that there is appropriate governance and specialist oversight of the risk assessment.	Health and Safety
2	The College’s Cleaning Standards and operational procedures reflect the minimum standards required by Government guidance.	Estates Strategy Facilities
3	The College’s Health and Safety Policy and Operational Procedures include a communication briefing and training for 100% of staff to understand and observe minimum health and hygiene standards to observe infection control.	Health and Safety Staff Development
4	The College’s Health and Safety Policy and Operational Procedures include a communication briefing and training for students to understand and observe minimum health and hygiene standards to observe infection control.	Health and Safety Student Induction
5	The College’s Communication Strategy will include the specific information. Guidance and set clear standards for staff, students and all visitors to college.	Communications Strategy Website College Media
6	The College will ensure that any personal protective clothing, relating to the requirements of managing infection control, are available to staff and students.	Health and Safety People Strategy
7	The College will ensure that the buildings are organised to ensure social distancing and reflect minimum standards of behaviours to observe health and safety regulations detailed in the specific information, guidance and training referred to in standards 3 and 4.	Health and Safety People Strategy Estates Strategy
8	The College will maintain a specific infection control protocol to deal with any suspected or actual cases of Covid-19 linked to staff, students or visitors to the building.	Health and Safety People Strategy
9	The College will implement a revised policy for onsite meals and refreshments throughout the period required for managing Covid-19 infection control.	Estates Strategy Sub-Contractor arrangements
10.	In line with the College’s People Strategy there will be a Covid-19 specific risk assessment required and necessary action to request staff to declare and evidence any specific personal risks they have in relation to the potential impact of Covid-19 and this will be reviewed in accordance with Government guidance and College HR and Health and Safety Procedures.	People Strategy Enrolment Process
11	The College will keep all financial and business continuity risks, associated with Covid-19 under review as guidance and specific legislation determines.	Strategic Plan

1. **Frequency of Review** This Strategy, Standards and Method Statements will be reviewed constantly to ensure that WMC is able to maintain safe, physical opening.

4 College Covid-19 Risk Assessment

The Hazards, Controls and quantification of risk before and after existing and additional controls are as follows:

RISK ASSESSMENT Covid-19 Pandemic - Return to Work											
Name of Assessor(s): Kenny Scott (Health and Safety Manager) Joseph Finneran (Director of Estates)							Date: 16 June 2020		RA.Ref: C19/02/2020		
<p>Description This risk assessment document sets out the control measures for a managed opening of Wirral Met College (the College) buildings and a return to work for staff and students. The College will implement social distancing and other controls to protect staff and students from the effects of the COVID-19 pandemic. These controls are based on guidance received from Government, Local Authority, Educational Associations (AoC) and Public Health England. These controls will be under constant review and will be revised to meet safety requirements and comply with appropriate guidance. This Risk Assessment will also be regularly reviewed and amended in accordance with appropriate guidance.</p> <p>Purpose of Assessment To determine the controls appropriate; To discharge the College's duty to mitigate workplace risk to the lowest reasonably practicable level by taking preventative measures. To assess the risks and hazards associated with the College's Staff and Students returning to work and learn within its buildings. To specify the control and additional control measures required to allow this to take place. To specify the range of physical and procedural measures in compliance with or exceeding UK Government guidance on minimising the spread of COVID-19 virus at work.</p> <p>Consultation - the College will; Continue to consult with key specialist organisations, including the Local Authority informed by Public Health Specialist and underpinned by Government guidance, who have agreed to advise the College that the local level of infection, including the 'R' rate, is safe for the College to be open and this will be a key determinate of this Risk Assessment. Promulgate this Risk Assessment and other relevant documentation with its staff and students to ensure understanding and compliance. Consult with and share this quantitative risk assessment and other relevant documentation with recognised Representative Bodies. Work with other key stakeholders, employers, contractors and relevant bodies required to enter its premises to ensure compliance and protect its workforce and premises.</p> <p>Governance: This Strategy and Risk Assessment will be subject to the College's governance arrangements including Senior Leadership review, Health and Safety Committee, Audit Committee (Board) and full Board of Governors, as well as being reviewed by independent auditors, engaged to keep risk and management under constant review.</p>											
				Risk level using existing Pre Covid 19 controls					Risk level following additional controls		
Risk Number	Potential Hazard	Person(s) at Risk	Existing Controls pre Covid 19	Likelihood	Impact	Risk	Additional controls to reduce risk	Method Statement to Communicate Detailed Instructions	Likelihood after controls	Risk level following controls	
1	That infection rates are too high in the local area such that controls in place are insufficient	All	N/A	3	5	15	Monitoring reports and advice provided by Local Public Health Officials	Gateway Standard 1	1	5	

2	That plans are put in place but are not communicated effectively	All	N/A	3	5	15	Detailed instruction for safe operations (Method Statements) detail the approach taken by the College to mitigate Covid-19 risks. Training for staff members prior to operations. Students to be inducted and continuously updated, with respect to instructions	Method Statements 3, 4 and 5	1	5
3	That staff or students who are at greater risk with respect to Covid-19 are on site. They may be clinically vulnerable individuals or individuals who present a risk to others as a result of their behaviours	Risk groups	Sickness and absence monitoring procedures and instructions. Welfare support Fitness to Study	3	4	12	Covid19 risk notification process and declaration requested from all staff members. Individual Risk assessments undertaken where necessary Review of Student risk at enrolment and student ILP welfare review (including EHCP).	People Standard 10 Additional step in enrolment process.	1	4
4	That staff, students or their families are aware of their symptoms but come into College	All	Sickness and absence monitoring procedures and instructions. Welfare support	3	5	15	Instructions to be provided to staff and students regarding not attending College if they or members of their household have symptoms	Method Statements 3, 4, 5 and 8	2	10
5	That staff or students develop symptoms whilst at College	All		4	5	20	See detailed risks and controls in a to e below.		2	10
a	Relevant staff member identifies a person with symptoms		Existing first aid and incidence response procedures including and up to RIDDOR reporting				Constant awareness raising. Additional training for staff and students to highlight College response and raise awareness	Method Statement 8		
b	Infected (potential) person will require first aid		First aid trained staff members are sufficient and available at all times				First Aid Staff receive updated training. Number of first aid trained staff to be monitored to ensure sufficient number are always available. Part of the training provided for staff and in student induction on how to deal with infection presenting on site.	Method Statements 3, 4 and 8.		
c	Student requires isolation or will spread virus		Designated first aid room on each site				First aid room would require deep clean following use	Method Statement 2 and 8		
d	First Aiders / those supporting the ill person would require additional protection from virus		Standard First Aid protocols in place.				Additional personal protection to be procured and a sufficient supply to always be available. Personal protection to be used per guidance on Covid-19	Methods Statements 6 and 8		
e	Person with symptoms may have shed virus throughout the College		Current cleaning regime				Enhanced cleaning required to disinfect College	Method Statement 2		

6	That there is a confirmed case of Covid 19 in the College (whether the staff member/student is on site that day or not) and this is not sufficiently reported and appropriate action taken	All	Current Health and Safety reporting system up to and including RIDDOR reporting				Detailed training for staff on reporting procedures and clear lines of reporting H&S Manager to notify PHE (Cheshire) H&S Manager to notify PHE local HPT (Cheshire & Merseyside) Closure of room, section, building IF advised Disinfection and cleaning by specialist contractors	Method Statement 2 and 8		
7	Non-compliance by staff or students with instructions to observe Covid19 controls and methods	All	Current staff and student grievance and disciplinary procedures Current Health and Safety monitoring system, reports and spot checks	3	5	15	Detailed instructions prepared for safe operations in the College. Manager Training with respect to College approach Training to all staff on those operating procedures (Method Statements) Induction for all students on College approach to Covid-19 Student approach to/knowledge of Covid-19 to form part of learning walks and learning talks Regular Training Updates to keep staff and students up to date	Method Statements 3 and 4	1	5
8	That asymptomatic staff/students are on site and shed Covid-19 virus leading to infection	All		5	5	25	See detailed risks and controls in a to e below.		2	10
a	That staff and students do not observe social distancing, increasing the risk of transmission of infection		N/A				The College to be planned and monitored with respect to Social Distancing. One way system in place for stairs and directions for corridors Signage Classroom/office layout Timetabling system and cleaning rota Staff room rota Toilet layout adjusted closing certain urinals for social distancing Barriers in place for example at office desks Working from home is to take place where possible Meetings to be held via online meetings where possible	Method Statement 7		

b	That asymptomatic staff/students do not observe hygiene regulations and controls sufficiently to reduce the risk of the transfer of the virus to contact surfaces		Existing hand washing facilities including hand dryers			<p>Hand sanitiser and handwashing to be frequent and available throughout the College.</p> <p>Hand dryers to be temporarily suspended and replaced with paper towels that are put in the bin and emptied frequently</p> <p>Handwashing posters to be displayed across the College</p> <p>Respiratory hygiene posters to be displayed throughout the College</p> <p>Restrict use of frequent contact areas through magnetic door opening for fire doors and non-fire doors to remain open for communal areas</p> <p>Prioritisation of contact surfaces for cleaning such as handrails, door handles, light switches, window openers, reception area</p> <p>Personnel lifts are to be for people with disability. Goods lifts are to be used by technicians only</p> <p>Handwashing time to be built into the start / end of lessons (students who have a lunch break in the day are to leave staggered from no earlier than 10 minutes from the end of the lesson to 5 minutes from the end of the lesson in order to wash their hands for before their 30 minute lunch break)</p>	Method Statements 2, 3 and 4		
c	That virus is shed and remains active on surfaces and in place for a significant length of time		Current cleaning regime			<p>Enhanced cleaning required to disinfect College</p> <p>Detailed safe operating procedures have been developed and reviewed by local public health expert. This to include materials, items/areas to be cleaned and their prioritisation, rotas and reporting mechanisms for cleaning failure</p> <p>Period of training and trial run for cleaning staff and any technicians involved in the cleaning regime</p> <p>Rigorous monitoring of cleaning standards and rota by cleaning supervisor, Facilities Manager and Health and Safety Manager</p> <p>Cleaning rota built into College timetabling system to ensure timetabling plans are realistic</p> <p>Increased resource to extend capacity of cleaners.</p>	Method Statement 2		

d	That virus is brought into the College or stays active in the College for a longer period of time or on items more likely to transmit virus		N/a				Clean desk policy to be in operation in the College. Non-essential items are to be removed from site. No provision of food for communal sharing to be provided	Method Statements 3 and 4		
e	That virus contaminates a wide area/ areas where there would be high footfall.		Current cleaning regime				Controls to limit the sharing of materials, work areas and work stations Departments to review processes and paperwork during training period to replace paper with electronic means where possible and reduce transfer of paper Prioritise cleaning of high use contact surfaces Lids to be removed on all bins and additional bins to be placed in each classroom Training to highlight potential impact of sharing of materials No 'hot' desking Review and change bins more regularly to reduce touching of bin surfaces Workshop/kitchen/ tools to be designated at the start of any teaching. Technicians to design any additional cleaning procedures with line managers which are recorded in Method Statement 2 – which relates to cleaning standards and are approved by the Health and Safety manager as part of updating risk assessments	Method Statements 2, 3 and 4.		
9	That staff or students' mental health is impacted by either not being able to enter the College, or entering the College but feeling unsafe. That staff members mental health may be impacted by Covid-19 affecting a close family member	All	Current HR and student wellbeing policies and support including access to counselling helpline	3	4	12	Extensive training/induction to be provided prior to reopening of full operations to engage staff in consultation and build confidence in measures Staff provided opportunities to engage with Managers/Facilities to adjust physical environment to improve safety and their wellbeing Additional consideration of People Strategy	Method Statement 3 and 10	2	8

10	That Social Distancing controls are not observed due to too many staff/students being in the same place at the same time	All	Timetabling system Staff area rota	4	5	20	Curriculum Strategy and timetables to reduce on site learning. Working from home where possible Staff room rota Staggered arrival and departure times No breaks within lessons for whole class Comfort breaks to be throughout lesson for individual students Lunch times to be controlled and kept to 30 minutes No smoking on site One way system to be in place in College with signage Classes to start and end on time with ending to build in handwashing by staggering departure from 10 minutes from the end of the lesson Monitoring by managers	Method Statements 3, 4 and 7 and 9.	1	5
11	That Social Distancing controls are not observed due to room layouts being changed without permission.	All	N/A	5	5	25	Room layouts can only be changed following agreement with line manager AND facilities	Method Statement 3 and 7	1	5
12	That ventilation system is inappropriately maintained that could risk transmission of the virus in College	All	Existing standards and controls to maintain safe air and water systems are part of routine maintenance.	2	5	10	College's air handling, conditioning and air movement systems will be maintained and activated in accordance with Government guidance linked to infection [HSE guidance Q&A Covid-19 number 6]	Facilities Maintenance Programme. Method Statement 3	1	5
13	That social distancing is not observed in common areas such as reception, food service areas	All	n/a	5	5	25	Barriers and social distancing marking in place. Staggered timetables, rotas and removal of general breaks within sessions. In reception staff to redesign processes to limit sharing of materials, queues and face-to-face interaction Mail to be collected in a safe manner	Method Statement 7	1	5
14	That class-group 'bubbles' designed to work with social distancing breakdown because students or staff are timetabled across multiple bubbles in a manner that does not observe social distancing or reduce / lose the risk of restricting the need for self- isolation over time.	All	Existing timetabling system	5	5	25	Revised curriculum strategy to blend learning; Enhanced timetabling planning system to consider rooms, cleaning schedules, Maths and English to be primarily delivered through online sessions and/or strict socially distanced manner	Curriculum Strategy Timetabling system and Manager timetabling training	1	5

15	That certain roles present a greater level or risk of infection and controls are not increased for those staff members	All	Current risk assessments for PPE	3	4	12	Staff will generally not require specific PPE but some roles and circumstances will require it They will be issued with the appropriate PPE and training in its safe use and disposal. If staff don't require but would like to use additional protective equipment, this will be considered on a case by case basis.	Method Statement 8.	2	8
16	That staff and students do not observe social distancing during lunch break or extend their presence to other parts of the College they are not scheduled to be in, compromising their class-group 'bubble' therefore increasing the risk of infection. That Social Distancing is maintained but that meals are eaten in an unsafe manner without due regard to hand hygiene	All	Water is currently dispensed in corridors from drinking towers	4	5	20	Food available on-site to be limited by timetabling Lunch times to be restricted to 30 minutes Cold prepacked lunches to be served at designated spaces Staggered lunch breaks Strict social distancing queuing Disposable cutlery to be used but not provided in a communal selection area. Access to kitchens and fridges to be limited with additional fridges provided if necessary. Hygiene of fridges to be maintained with disinfectant spray and hand washing before eating meals. Water dispensers will be unavailable, bottled water will be provided on request provided it can be distributed in a safe manner	Method Statements 3, 4 and 9	1	5
17	That the College is unable to perform an emergency evacuation, because it has too few Facility Officers. The fire evacuation compromises social distancing	All	Full return of facilities officers prior to on-site operations. Existing sickness monitoring for Facilities Officers Existing fire regulation procedures	3	4	12	Facility Officer numbers monitored daily and access for all staff to tests Social Distancing is expected to increase awareness of alternative staircases used for one way system. Muster Stations to allow for social distancing. Social Distancing whilst exiting College to be suspended. Social Distancing at Fire evacuation areas to be monitored by Fire Marshalls	Built into Fire Evacuations Standards.	1	4

18	That the use of College vehicles increases risk of transmission	All	N/Aa	4	4	16	College vehicles to be driver only where possible. Face coverings to be used if this is not possible and the driver is accompanied Vehicle to be kept ventilated when accompanied Spray sanitiser to be used on all contact surfaces and hand washing after leaving the vehicle	Method Statement 6	2	8
19	That virus contaminates College deliveries or the driver is infected	All	n/a	4	5	20	There should be no physical handover of deliveries. Deliveries are to be provided in a manner that does not require reception or facilities staff to breach social distancing. Where possible deliveries should be stored in an area for 72 hours before touching Where this is not possible hands are to be washed after handling delivery	Method Statement 7	2	10
20	That certain people with particular characteristics may be more at risk of virus	All	n/a	4	5	20	An Equality Impact Assessment will remain under constant review with our EDI Committee.	Equality Impact Assessment	2	10
21	That Government issued information and guidance changes that no longer reflects College's plans and strategy	All	Routine compliance against all regulatory bodies, audited independently and monitored through Audit Committee to the Board	4	5	20	Completion of DFE Covid-19 Action Plan to Phase Release of Lockdown template Use of Government guidance in preparing documents Review by local public health of strategy, risk assessment and implementation plans Scrutiny and authorisation by the Board	Routine updating of strategic and operational controls. Gateway Standard 1	2	10
22	Following cleaning regimes or any operations that waste is not disposed of in a safe manner	All	Existing bin cleaning and refuse collections	3	4	12	More bins on site and bins to be emptied more frequently to ensure that they are not overflowing. Where materials have greater potential to be hazardous they are to be double bagged and left for 72 hours before being added to normal refuse	Method Statement 2	1	4

23	That lockdown has compromised site safety with respect to normal maintenance operations (legionella etc)	All	Standard procedures to maintain essential systems have been managed throughout lockdown.	1	4	4	Not required, existing operations were maintained during lockdown	Existing operations policies and procedures	1	4
24	That contractors on-site do not follow College infection controls and increase risk	All	Existing instructions to contractors system	3	4	12	College closed to general public and visitors by approval and appointment only. Update existing instructions to contractors for Covid-19 approach. Contractors to be excluded from refectories and are not to take breaks inside the buildings except where they are directly working. Contractor areas to be included in any cleaning rota for the evening/morning when they are not present.	Method Statement 5	1	4
25	That visitors to College site(s) are not aware/do not follow the College's rules to reduce infection and increase the level of virus risk	All	Visitor guidance and monitor to manage visitor attendance and safeguarding.	3	4	12	Visitors will be curtailed to essential only, approved by a Manager and will be escorted from and to reception	Method Statement 5	0	0

Types of person(s) at risk

Within the above, "All" refers to any person whether staff, student or visitor who attends a College site. .

5 List of Standards that Group Control Measures Set Out in the Covid 19 Risk Assessment

As noted above, Controls within the College's Covid 19 Risk Assessment have been grouped into the following Standards to allow for easier communication and training in sections.

	Covid 19 Action 1a Risk Assessment and Implementation Plan	Eleven overarching standards that will be used to ensure the risks of Covid-19 are mitigated through clear, robust health and safety processes to support the safety of staff, students and visitors.	College Lead	RAG Rate Status	Notes
	Created: 21 May 2020 Issue DRAFT Last updated: 21/5/20				
1 Gateway Standard 1 - The College will ensure that there is appropriate governance and specialist oversight of this risk assessment.					
1	Government Guidance - Coronavirus (Covid-19): implementing protective measures in education and childcare settings 12 May 2020. https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020	Standard 1 acts as a Gateway, through specialist opinion, to determine safety in a local context as we plan post lockdown reopening. It also ensures effective governance and leadership through routine management, review and evaluation. This will continue to be operational until the virus is no longer a risk and the College will operate within the Government's (Govt.) guidance whilst also observing the local advice provided by Wirral Metropolitan Borough Council, supported by the borough's Public Health Adviser.			
1.1	Agreement with Wirral Metropolitan Borough Council	The Principal has agreed a 'go/no go' status with the Local Authority that will act as a 'gateway' standard to be met before buildings can be opened. This includes confirmation of information in 1.2, 1.3 and 1.4.	Kenny Scott		Formal Approval email LINK HERE
1.2	Confirmation by Public Health Specialist and Wirral Metropolitan Borough Council	That the local infection rates are at a level that confirm it is safe to open the college buildings.	Kenny Scott		Formal Approval email LINK HERE
1.3	Confirmation by Public Health Specialist and Wirral Metropolitan Borough Council	That there is sufficient capacity for staff and students to obtain Covid-19 Tests on demand.	Kenny Scott		Formal Approval email LINK HERE
1.4	Confirmation by Public Health Specialist and Wirral Metropolitan Borough Council.	This Risk Assessment is reviewed by the Local Authority and their Public Health Specialist and signed off as fit for purpose.	Joseph Finneran		Risk Assessment LINK HERE
1.5	Sufficiency of specialist personal, protective equipment Link to specific Govt. Guidance on PPE and Wirral PPE details	Confirmation from the Health and Safety Manager that the College is equipped with necessary PPE and has sufficiency of supplies to remain open safely.	Kenny Scott		PPE requirements are detailed in Method Statement linked to Standard 6
1.6	Consultation with recognised Trades Unions	Association of Colleges is working with Trades Unions Nationally to review the approach to ensuring the health, safety and support business impact of Covid-19 on further education. The College will also work with its two recognised Trades Unions to consult upon proposals, support planned re-reopening and develop future processes to reflect the ongoing needs of operating whilst Covid-19 remains a risk.	Pooja Furniss		
1.7	Governance of Covid-19 risk monitoring has been established within the College's Governance Structure.	Risk Assessment and impact linked to business continuity and financial aspects is specifically included in review by the Audit Committee. Monitoring of the wider impact on curriculum, teaching and learning is specifically included in review by the Quality and Standards Scrutiny Committee. Health, Safety and Safeguarding is specifically included in review by the full Board.	Lesley Venables		Action to establish Governance Oversight completed.

	Covid 19 Action 1a Risk Assessment and Implementation Plan	Eleven overarching standards that will be used to ensure the risks of Covid-19 are mitigated through clear, robust health and safety processes to support the safety of staff, students and visitors.	College Lead	RAG Rate Status	Notes
1.8	<p>Created: 21 May 2020 Issue DRAFT Last updated: 21/5/20</p> <p>The Health and Safety Statutory Committee will include the constant review and efficiency of this Action Plan and associated standards, as a standard agenda item.</p>	<p>Terms of reference for the Health and Safety Committee to be amended to include specific reference to the monitoring, continuous review and evaluation of Covid-19 Action Plan and risks to mitigate infection control.</p>	Joseph Finneran (Chair of Committee)		
2 Standard - The College's Cleaning Standards and Operational Procedures reflect the minimum standards defined by Government Guidance					
	Specialist Govt. guidance	Government guidance provides detail and attached Method Statement details how this applies in WMC.	Joseph Finneran		Method Statement 2 LINK HERE
3 Standard - The College's Health and Safety Policy and Operational Procedures include a communication briefing and training for 100% of staff to understand and observe minimum health and hygiene standards to observe infection control.					
	Specialist Govt. guidance	The Covid-19 Risk Assessment and Implementation Plan will be integral to the Health and Safety Policy and Procedures until the risk of infection is no longer a threat. Training for Staff will be provided prior to return to buildings and before opening for students. These will be in 2 parts, Part A - online information explaining the standards and Part B Manager Led session with teams to explain how this will work in their individual and team setting.	Kenny Scott, Jade Gibson and Pooja Furniss		Training for staff LINK HERE
4 Standard - The College's Health and Safety Policy and Operational Procedures include a communication briefing and training for students to observe minimum health and hygiene standards to observe infection control.					
	Specialist Govt. guidance	Students will be made aware of what is expected from them to observe these standards. This will be provided as information at enrolment and through an induction process that will be reinforced throughout their time at College and as new information emerges as the Pandemic evolves.	Kenny Scott, Jade Gibson, Christine Carter and Ste Bailey		Training for students LINK HERE
5 Standard - The College's Communication Strategy will include specific information, guidance and set clear standards for staff, students and all visitors to college.					
5.1		The College's Communication Strategy will ensure that information about Covid-19 is shared in all of the College's media and communication outlets, preparing clear, concise details of the College's approach to managing the risk, through these standards.	Sally Wysocki and Kenny Scott		
5.2		The College will be closed to general visitors and anyone other than staff or students who visits the College will be by appointment, approved by a College Manager and confirmed to Student Services through usual process, so they know to expect the visit. They will be provided with the regulations for complying with these standards - detailed in the Method Statement.	Joseph Finneran and Philippa Dickinson		Method Statement 5.2 LINK HERE details visitor regulations.
6 Standard - The College will ensure that any Personal Protective Clothing, relating to the requirements of managing infection control, are available to staff and students.					
	Govt. Guidance linked to PPE	Most staff will not require personal protection apart from the Personal Protection linked to their vocational specialism. The equipment required for some staff to protect against infection will be provided and is detailed in the Method Statement.	Kenny Scott and Joseph Finneran		Method Statement 6 link LINK HERE details PPE

	Covid 19 Action 1a Risk Assessment and Implementation Plan Created: 21 May 2020 Issue DRAFT Last updated: 21/5/20	Eleven overarching standards that will be used to ensure the risks of Covid-19 are mitigated through clear, robust health and safety processes to support the safety of staff, students and visitors.	College Lead	RAG Rate Status	Notes
7	Standard - The College will ensure that the buildings are organised to ensure social distancing and reflect minimum standards of behaviours to observe health and safety regulations detailed in the specific information, guidance and training referred to in standards 4 and 5.				
7.1	Specialist Govt. guidance	The College has put in place significant changes to reduce the risk of infection including, one way systems, screens at reception, sanitiser stations. Details of this are contained in the Method Statement.	Joseph Finneran		Method Statement 7.1 LINK HERE detailing the buildings and regulations to be implemented.
7.2	Guidance linked to safer travel	The College will ensure staff and students are aware of the minimum standards required for observing and practicing safe travel on public transport and request this is observed. Standards 3,4 and 5.			
8	Standard - The College will maintain a specific infection control protocol to deal with any suspected or actual case of Covid-19 linked to staff, students or visitors to the buildings.				
8.1	Guidance to infection control	In the event of suspected or confirmed case, the College will follow the Method Statement 8.1 prepared to manage risk.	Kenny Scott and Joseph Finneran		Method Statement 8.1 LINK HERE detailing infection control methods.
8.2		The Method Statement 8.1 will also be used to update Training for First Aiders and Staff for whom First Aid is an integral part of their role.	Kenny Scott and Joseph Finneran		
9	Standard - The College will implement a revised policy for on-site meals and refreshments throughout the period required for managing Covid-19 Infection Control.				
		The College will implement a process for managing on site refreshments to ensure social distancing - this procedure is detailed in the Method Statement 9.	Philippa Dickinson with Chris Carter, Phil Jones and Ste Bailey		Method Statement 9 LINK HERE detailing refectory regulations and Free School Meal arrangements.
10	Standard - In line with the College's People Strategy there will be a COVID-19 specific risk assessment required and necessary action to request staff to declare and evidence any specific personal risks they have in relation to the potential impact of Covid-19 and this will be reviewed in accordance with Govt. guidance and College HR and Health and Safety Procedures.				
10.1	The College will engage in the Covid-19 Job Retention Scheme that allows appropriate staff to be furloughed. Link to Guidance	The approach to furlough reflected the Govt. Scheme and was collectively agreed with both Trade Unions.	Pooja Furniss		To continue as available and required.
10.2	The College will keep furloughed status under review at least every 3 weeks and/or as Govt. updates guidance.	The Senior Leadership team will review furloughed staff status every 3 weeks and ensure staff and Trade Unions remain updated with any changes introduced by Govt. / status.	Pooja Furniss		Ongoing next meeting on 09/06/2020
10.3	Specialist Govt. guidance	Every member of staff will be formally requested to declare their risk status, linked to Government guidelines, and this will be reviewed and risk assessed using the College's HR and Health and Safety Procedures.	Pooja Furniss/ Kenny Scott		Note issued with submission deadline of 05/06/2020
10.4	COVID-19- Person Specific Risk Assessment	The Risk Assessment has been prepared based upon Government Guidelines, reasonable adjustments required will reviewed by the Line Manager, HR Link and signed off by the H&S Manager and relevant member of SLT.	Pooja Furniss / Kenny Scott		Individual Risk Assessment Template LINK HERE
10.5	The College will observe any changes to HR Policies and procedures mandated by Govt. during the Covid-19 pandemic.	Safeguarding Policy to ensure safe e-learning protocols was discussed and agreed with TUs and related training has since taken place.	Pooja Furniss / Ste Bailey		Action implemented

	Covid 19 Action 1a Risk Assessment and Implementation Plan Created: 21 May 2020 Issue DRAFT Last updated: 21/5/20	Eleven overarching standards that will be used to ensure the risks of Covid-19 are mitigated through clear, robust health and safety processes to support the safety of staff, students and visitors.	College Lead	RAG Rate Status	Notes
10.6	Recruitment and Pre Employment Checks	E-Safeguarding procedures have been amended to provide for online checks by HR removing the need for paper applications.	Pooja Furniss		Action implemented
10.7	The Govt. Isolate, track and trace App will be launched to support the fight against infection.	The College will require every staff member to adopt the Govt. App to reflect our civic duty and help protect staff and our community against infection risks and we will work with our recognised TUs to adopt this formally.	Pooja Furniss		
11 Standard - The College will keep all financial and business continuity risks, associated with Covid-19, under review as guidance and specific legislation determines.					
11.1	College Collaboration Fund CCF Link to guidance	Govt. has confirmed an updated timeframe for the college collaboration fund has been confirmed and further details are awaited.	Michael Norton / Phil Jones		
11.2	Specific College Improvement funds	Deputy Principal to work with colleagues and partner Colleges to maximise funding for response to Covid 19.	Michael Norton / Nikki Leising		

