

Risk Assessment Tool						
Risk Reference Number: 001				Date of Assessment: 28 August 2020 - Reviewed on 17 January 2022		
Campus: All DCG Sites				Area/Department: Health & Safety		
Risk assessment pertaining to:- Coronavirus (COVID-19) Increased numbers attending all DCG sites from 1 st August 2020						
What are the hazards?	Who might be harmed? <i>(NB: Employees; Students, Visitors, Contractors, Others e.g. Environment)</i>	Description of risk(s):	Summary of current control measures: <i>(Control measures should be documented in line with the hierarchy of control – eliminate; substitution; control at source; safe systems of work; information, instruction and training; supervision; PPE)</i>	6		
				Likelihood	Consequence	Score/Colour
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they're infectious to others). This could be a person who:</p> <ul style="list-style-type: none"> spends significant time in the same household has had face-to-face contact (within one metre), including: <ul style="list-style-type: none"> being coughed on 	<p>DCG Employees and anyone living within their household, DCG students and anyone living within their household, members of the public, employers working with DCG, DCG Services and Contractors working on behalf of DCG</p>	<p>Risk of becoming infected with COVID-19 and infecting others could lead to the following symptoms:</p> <ul style="list-style-type: none"> High temperature, ie, feeling hot to touch on chest or back. A new continuous cough ie, coughing for more than an hour or 3 or more coughing episodes in 24 hours. A lost sense of smell and taste (anosmia). Mild to moderate respiratory problems (ie, shortness of breath). Lethargic. Aches & pains within the body. Sore throat. 	<ul style="list-style-type: none"> All absences for DCG employees relating to the Coronavirus, must be reported to HR in line with DCG HR policies and procedures. In line with revised government guidance (updated on 17/01/22) employees with a confirmed case of COVID-19, it is now possible to end self-isolation after 5 full days if you have 2 LFD tests taken on consecutive days. The first LFD test should not be taken before the fifth day after your symptoms started (or the day your test was taken if you do not have symptoms). The self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart. All students and DCG employees 	3	3	9 Amber

<ul style="list-style-type: none"> • having skin-to-skin physical contact, or • contact within one metre for one minute • has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes • has travelled in a small vehicle, or in a large vehicle or plane <p>Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred</p>		<ul style="list-style-type: none"> • Headache. • Vomiting or diarrhoea • Fatalities (prevalent with individuals over the age of 70 or suffering from underlying health conditions). 	<p>who have received a confirmed COVID test result must complete the COVID Positive Report form (available on the Derby College Website).</p> <ul style="list-style-type: none"> • If an individual has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day the individual developed symptoms. If further clarification is required, seek further advice from the health and safety team. • If you have a positive LFD or PCR test result but do not have the main symptoms of COVID-19, stay at home and self-isolate as soon as you receive the results. You should do this even if you have received one or more doses of COVID-19 vaccine. • If you have any of the main symptoms of COVID-19, arrange to have a PCR test by ordering it online or by calling 119. You do not need to take a PCR test if you have already taken an LFD test and the result was positive. • If your PCR test result is negative but you still have symptoms, you may have another viral illness such as a cold, flu or stomach bug. You should stay at home until you feel well and for at least 2 more days if you have had diarrhoea or vomiting. 			
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			<ul style="list-style-type: none"> • If you are identified as a contact, please arrange a PCR test. There is no need to isolate if you do not have symptoms, have received both COVID vaccines or are under the age of 18.5 but you are advised to avoid people who are vulnerable. • If you live in the same household at someone with COVID-19 and you do not have symptoms, you are legal required to self-isolate unless you meet any of the following conditions: you are fully vaccinated – fully vaccinated means you have had 2 doses of an approved vaccine such as Pfizer, BioNTech, AstraZeneca or Spikevax (formerly Moderna): you are also fully vaccinated if you have had one dose of the single-dose Janssen vaccine, you are under 18 years, you have taken part in or are currently part of an approved COVID-19 vaccine trial, you are not able to get vaccinated for medical reasons. If you meet any of these 4 conditions, you are therefore not legally required to self-isolate. • If you have been notified by NHS Test and Trace because you live in the same household as someone with COVID-19, and you are aged over 18 years and not fully vaccinated, you are legal required to self-isolate. This does not apply if you have taken part in or are currently part of an 			
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			<p>approved COVID-19 vaccine trial or you are not able to get vaccinated for medical reasons. Do not go to work, school, or public areas and do not use public transport or taxis.</p> <ul style="list-style-type: none"> • Your self-isolation period includes the day the first person in your household's symptoms started (or the day their test was taken if they did not have symptoms) and the next 10 full days. This means that if, for example, your 10 day self-isolation period starts on the 15th of the month, your self-isolation period ends at 23:59 hours on the 25th and you can return to your normal routine. • If you live in the same household as someone with COVID-19 and you develop any of the main symptoms of COVID-19 while you are self-isolating, you should arrange to have a COVID-19 PCR test. If your result is positive, you must start a new self-isolation period. This begins when your symptoms started, regardless of where you are in the original 10 days self-isolation period. This means that your total self-isolation period may be longer than 10 days. If this PCR test result is negative, you must continue to self-isolate as you could still become infectious and pass the infection onto others. Stay at home for the full 10 days to avoid putting others at risk. If 			
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			<p>other household members develop symptoms during this period, you do not need to isolate for longer than 10 days.</p> <ul style="list-style-type: none"> ● DCG also asks individuals to consider attending large events within the coming weeks which may pose increased risk of transmission. ● If you have important events at college, please consider reducing your out of college contacts in the 10 days prior. This will reduce your risk of catching COVID and avoid you missing these important events. ● If a parent or carer insists on a student attending a setting, DCG can take the decision to refuse the student if in our reasonable judgement that this is necessary to protect other employees, students, and visitors. ● Employees and students should wear a face covering when moving around the premises, for example in corridors and communal areas unless exempt. ● Employees and students should wear a face covering in classrooms and workshops, unless exempt. ● Employees and students do not need to wear a face covering during exercise or strenuous activity, for example during sports lessons and physical activity. ● Employees and students do not need to wear a face covering 		
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			<p>whilst outdoors.</p> <ul style="list-style-type: none"> ● It is optional for employees to wear a face covering whilst teaching students at the front of the class, so to support educational delivery, but based on the needs of the individual lecturer. ● Individuals considered to be exempt include people who cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment, or disability, people for whom putting on, wearing or removing a face covering will cause severe distress, people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate. ● Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> ● Individual is fully vaccinated ● Individual is below the age of 18 years and 6 months ● Individual has taken part in or is currently part of an approved COVID-19 vaccine trial ● Individual is not able to get vaccinated for medical reasons ● If employees are exhibiting 			
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			<p>COVID symptoms they are advised to be tested for the virus and details of the test results should be communicated to DCG (please refer to the DCG policy). If however a test result is 'negative' the individual may return to site working unless they continue to feel unwell.</p> <ul style="list-style-type: none"> • All DCG employees and students can access home lateral flow testing kits (which are available either from receptions/student services or via the government website. Twice weekly tests should be undertaken with a 2 to 3-day gap between each test. • At the start of the academic term, DCG offered lateral flow testing to all students upon their return to college and all students had the opportunity to receive 2 tests. • DCG will not be operating site specific bubbles but where possible, moving between sites will should be avoided (unless business critical). • All vocational areas should continue to follow the relevant sector guidance in working safely during COVID-19 and the current restriction guidance. Any concerns with regards to the guidance, must be communicated to the Health & Safety team. • From Step 4, social distancing will no longer apply. This means 			
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			<p>that you do not need to implement social distancing in your business, workplace or venue, and customers and workers do not need to keep apart from people they don't live with.</p> <ul style="list-style-type: none"> • From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. • Clear communication has been provided to all DCG employees that they must follow NHS/111 advice as required • Public Health England's campaign 'Catch it, Bin it, Kill it' has been communicated widely by the government. • A cleaning regime has been implemented across all DCG sites and anyone coming onto site has access to hot water, soap and hand drying facilities or hand sanitiser which are located on all main entrance and egress areas and meet WHO standards. • All members of the Governors and the Senior Management Team have taken clear direction from the UK Government. All Government recommendations and stipulations have been effectively implemented and communicated to all DCG stakeholders. • DCG employs a competent Health & Safety Team who have 			
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			<p>risk assessed the hazards associated with COVID-19. The Health & Safety Team follows advice from the UK Government, the HSE, IOSH and DCG's Policies and Procedures.</p> <ul style="list-style-type: none"> • Each department MUST undertake their own risk assessment for the activities being undertaken and on the areas in use. This document must be communicated frequently with team members and must be updated in line with government guidance and any local changes (ie change of teaching or work practices). It is the responsibility of the manager for the area to complete this risk assessment. Advice can be sought from the health and safety department but overall responsibility for the document remains with the manager for the area. • All sites will have allocated 'isolation' areas for any person showing symptoms of COVID-19 to enable them to seek further advice from medical professionals and wait for transport home. If staff are required to provide support during this time, where possible, social distancing should be adhered. If this is not possible, appropriate PPE must be worn. All first aiders will have access to PPE equipment which must be 			
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			<p>used if 2 metre distancing cannot be implemented when treating the casualty. During the current climate, mouth to mouth resuscitation must not be undertaken and the use of CPR or a defibrillator should be used implemented.</p> <ul style="list-style-type: none"> • Location of isolation rooms: <p><u>Roundhouse</u> S119a – First Aid Room, Stephenson Building; K102 – First Aid Room, Kirtley Building;</p> <p><u>Johnson Building</u> Toilets/Changing Room within the entrance foyer area</p> <p><u>Hudson Building</u> H3 Classroom</p> <p><u>Broomfield</u> Edale Residential Block – Boot Room;</p> <p><u>Joseph Wright Centre</u> Arts Block – Foyer area B29 Ceramics – Basement</p> <p><u>Ilkeston</u> G18</p> <p>If a positive case has been identified it may be prudent to keep the infected individual contained within their current area whilst awaiting</p>			
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			<p>collection from site. It would not be recommended to move the infected individual to an isolation room if this could put others at risk of infection.</p> <ul style="list-style-type: none"> ● Sneeze screens will be provided for reception areas and other areas deemed appropriate. ● Facilities will respond to any suspected COVID cases and will implement the necessary cleaning within the bounds of the resources available. ● If the sharing of tools, equipment & stationery and IT equipment is undertaken, a robust cleaning regime must be maintained. ● DCG will not be providing face-coverings (unless identified as part of the risk assessment process for the individual role/area). ● Desks and chairs to be facing forwards where possible. Teaching staff to deliver from the front of classrooms. ● Music provision to be reviewed to ensure government compliance. ● All registers must be accurate and completed in a timely manner to enable Test and Trace if required. ● From 16/03/21 the government have advised that all 16-19 students must attend their FE provision in person. Adult learners may also return to site. There will therefore be an increase in employee and student 			
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			<p>numbers on site. All occupied areas must follow the system of controls ie, cleaning of hands frequently, good respiratory hygiene and maintaining social distancing where possible and keeping occupied spaces well ventilated. Any health and safety concerns must be communicated to the health and safety team.</p> <ul style="list-style-type: none"> To reduce the risk of transmission, all employees are encouraged to undertake twice weekly lateral flow testing. Any concerns regarding the lateral flow tests must be communicated to the health and safety team. 			
Confirmation of a confirmed COVID-19 case on DCG premises.	DCG Employees and anyone living within their household, DCG students and anyone living within their household, members of the public, employers working with DCG, DCG Services and Contractors working on behalf of DCG (ie Caterlink, Imtech).	<p>Risk of becoming infected with COVID-19 and infecting others could lead to the following symptoms:</p> <ul style="list-style-type: none"> High temperature, ie, feeling hot to touch on chest or back. A new continuous cough ie, coughing for more than an hour or 3 or more coughing episodes in 24 hours. A lost sense of smell and taste (anosmia). Mild to moderate respiratory problems (ie, shortness of breath). Lethargic. Aches & pains within 	<ul style="list-style-type: none"> Anyone who has been identified as a close contact or who have received a positive test result, will be notified by the NHS Test & Trace service. The areas in which the infected person has been in contact, must have a deep cleaning regime implemented with immediate effect. The cleaning team must be informed, and the affected area must be evacuated until the cleaning regime has been completed in line with Government advice. All such requests must be logged with the Estates Helpdesk. Facilities to ensure the safe disposal of all waste that may be contaminated in line with Government recommendations. 	3	3	9 Amber

		<p>the body.</p> <ul style="list-style-type: none"> • Runny nose. • Sore throat. • Headache. • Vomiting or diarrhoea • Fatalities 	<ul style="list-style-type: none"> • The Estates helpdesk will assist with responses raised on site directing works to the respective teams. • The person showing symptoms must follow Government guidance. • All staff to follow the current DCG Guidance on dealing with a suspected COVID case on DCG premises. • If a student tests positive for COVID, the next of kin must be informed and requested to collect the student from site. • If a next of kin is unable to collect the student from site, this will be reviewed on a case by case basis and approval must be obtained from the health and safety department. • DCG will work with the health protection team to contain any COVID outbreaks. DCG will continue to work with the local health protection team who will be able to advise if additional action is required. • DCG has in place an outbreak management plan in line with government guidance. A copy of the document can be obtained by the Health & safety team. • Many DCG employees and students should have been offered their COVID vaccinations to mitigate the risks associated with transmission. 			
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<p>Poor hygiene standards</p>	<p>DCG Employees DCG Students, Visitors/members of the public visiting any of the DCG sites. DCG Services Staff Contractors appointed by DCG</p>	<p>Increased risk of surfaces becoming contaminated with the COVID virus and infecting others. Increased risk of individual's becoming infected with COVID which could result in the following symptoms.</p> <ul style="list-style-type: none"> • High temperature, ie, feeling hot to touch on chest or back. • A new continuous cough ie, coughing for more than an hour or 3 or more coughing episodes in 24 hours. • A lost sense of smell and taste (anosmia). • Mild to moderate respiratory problems (ie, shortness of breath). • Lethargic. • Aches & pains within the body. • Sore throat. • Headache. • Vomiting or diarrhoea • Fatalities 	<ul style="list-style-type: none"> • DCG Cleaning Services have implemented cleaning regimes college wide. • Regular communications have been sent to staff and students to remind them to wash their hands thoroughly and regularly using soap and water for at least 20 seconds (in line with Government guidance). Appropriate signage is in situ. • Hand sanitising stations are located on all access/egress routes. • The Health & Safety Team have regular meetings with the Cleaning Manager for DCG services to ensure any concerns regarding cleaning standards are discussed and actioned accordingly. • All DCG employees are aware that if there are concerns around cleaning standards, the concerns must be logged with the Estates Helpdesk. • DCG Services have reviewed their risk assessments with regards to employees undertaking cleaning duties. • All DCG cleaning operatives have received training on safe cleaning operations around COVID (Government Guidance). Training delivered by DCG Services Manager. All Government updates will be communicated to all DCG cleaning operatives as soon as is 	<p>3</p>	<p>3</p>	<p>9 Amber</p>
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			<p>possible.</p> <ul style="list-style-type: none"> • All cleaning products have been reviewed and are suitable for use in line with Government guidance. • Bins to be provided in all classrooms for safe disposal of masks, gloves, tissues etc. • Wipes and cleaning materials are available upon request. All requests must be logged with the Estates Helpdesk. • Doors & windows to open where possible to enable adequate ventilation. Fire doors must not however be propped open at any time. • CO2 Monitors have been provided to some classrooms. If an employee has concern with regards to ventilation, a request should be logged with the Facilities Department for the room to be provided with a CO2 monitor. If there are any concerns with regards to the ventilation within the room, this should be reported to the Facilities Helpdesk for further action to be undertaken. 			
<p><i>Normal site working was resumed from 1st August 2020. However, a new national lockdown was implemented from 06/01/21</i></p>	<p>DCG stakeholders, employees, students, organisations working with DCG, DCG Services, DCG appointed contractors</p>	<ul style="list-style-type: none"> • Apprentices may not be able to commence their apprenticeship if their employer has not been pre-vetted. 	<ul style="list-style-type: none"> • DCG has continued to operate throughout the COVID climate. • Throughout the pandemic, any employee or student who have any concerns regarding COVID and their individual situation, have been encouraged to liaise with 	2	4	8 Amber

<p>Business continuity management of those working from home, large proportion of the work-force being forced to self-isolate, one or more buildings being closed, empty buildings risk of legionella, security issues, employee wellbeing</p>		<ul style="list-style-type: none"> • Employees suffering stress anxiety and associated symptoms • Financial implications for DCG. • An outbreak of COVID may lead to adverse publicity for the organisation and result in reduced engagement. 	<p>their Line Manager, HR, Personal Tutor as appropriate.</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff in FE settings who are CEV should currently attend their place of work if they cannot work from home. • If any employee has concerns with regards to their medical condition, this should be communicated to the HR Business Partner who will liaise with the Health & Safety team to enable a Personal Assessment Plan to be undertaken (PAP). • If a student has concerns with regards to their medical condition, this should be communicated to their personal tutor who will refer the student for a Personal Assessment Plan to be undertaken (PAP). • Employees who are pregnant need to follow the specific government guidance for pregnant employees. The same principles will be applied for pregnant students. • Students have been able to access online resources to enable them to continue their study 		
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			<p>provision. All remote education is undertaken in accordance with the government guidance on Safeguarding & remote education during COVID-19.</p> <ul style="list-style-type: none"> • Students not engaging are being supported by DCG appropriately. • If a staff member becomes unwell and shows symptoms of COVID the individual manager's contingency plan is to be implemented. If a large proportion of employees start showing symptoms of COVID, appropriate action will be undertaken which may include but is not exclusive to closing areas, closing sites, sourcing alternative employee provision and reverting to online methods of teaching where possible. • The maintenance regime across all DCG sites continues to be implemented by the Facilities Department. • During the current climate, all employees are being supported by DCG. All employees are aware of their HR Business Partner and Team Managers are communicating with their employees on a regular basis. Employees have also been signposted by HR to the DCG Be Supported Scheme and other internal and external provisions are available. 			
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			<ul style="list-style-type: none"> Recruitment and enrolment of students continues in line with Government guidance. Open evenings are currently being held remotely. Members of the Senior Management Team continue working to ensure the business continuity plan is robust to support the current changing COVID climate and to ensure that government legislation and guidance is being implemented. 			
Employees working remotely	DCG Employees	<ul style="list-style-type: none"> If an employee has not set up their workstation in line with DSE guidance, this could lead to the following symptoms; musculoskeletal disorders ie, back pain, neck pain, nerve damage, visual issues, headaches, increase in stress, fatigue, upper limb disorders. 	<ul style="list-style-type: none"> DCG employs a competent health and safety team who provides advice and guidance with regards to DSE requirements. A working from home guidance document has been issued to all DCG employees giving clear instructions on setting up their workstations from home and provides recommendations for supporting their working environment. DCG employees who have requested specific DSE equipment (which they do not have available at home) have been able to collect from site and larger items such as chairs, exam desks, lap top risers have been delivered to employees' remote working locations. All employees have been required to complete a working from home check list. All concerns are 	2	2	4 Green

			<p>addressed by the Health & Safety Team and actioned accordingly.</p> <ul style="list-style-type: none"> All employees have access to the Be Supported Programme and participate in regular meetings with Team Managers. All employees are aware of their HR Business Partner should they require any additional support. If employees require advice on the appropriate set up for their workstations, they should contact a member of the Health & Safety team for further advice and guidance. 			
Fire procedures	DCG Employees, students, visitors, contractors, animals and livestock	Fume inhalation, burns, fatalities	<ul style="list-style-type: none"> All existing DCG fire strategies continue to be implemented. All sites have DSO whilst in operation. Fire drills are being undertaken on all DCG sites Fire doors must not be propped open for ventilation purposes 	2	2	4 Green
Waste Management	DCG employees, students, visitors, contractors	Risk of becoming infected with COVID	<ul style="list-style-type: none"> All contaminated waste will be disposed of by DCG's approved waste contractor in line with Government guidance. 	2	2	4 Green
Statutory building compliance	DCG employees, students, visitors, contractors	Legionella Asbestos LEV PAT testing Air conditioning servicing Servicing of fire alarms Servicing of fire extinguishers	<ul style="list-style-type: none"> A robust maintenance regime continues to be implemented across all DCG sites. All air conditioning units have been serviced. All air conditioning recirculation systems have been switched off in line with HSE guidance. Air handling units are operational 24/7. 	2	2	4 Green

			<ul style="list-style-type: none"> • Toilet extract systems are operational 24/7. • Automatic windows will be set to 'summer settings' throughout the year to ensure adequate ventilation is implemented. • Classroom extract systems where applicable will be left on by the Estates team. 			
Mental health and wellbeing of individual's	DCG employees, students, contractors, visitors	Stress, anxiety, depression, disturbances to sleep patterns, changes in appetite etc. Please refer to NHS guidance for further information.	<ul style="list-style-type: none"> • Many students and employees will be feeling uncertain and anxious at this time. DCG will support positive mental health and wellbeing, which is necessary for young people to engage in learning. • Regular and clear communication channels from the HR Director. • Be Supported Employee Programme. • Updates on health and wellbeing matters. • Regular meetings with line manager. • Intranet has resources to support employees around mental health and wellbeing ie Derby College FeelRite training around stress awareness. • Support in place for students and resources are available on Moodle. • Students continue to have access to the Welfare and Student Experience and Pastoral Coach Teams if required. 	3	3	9 Amber

			<ul style="list-style-type: none"> • Students who are showing signs of disengaging are being signposted to the relevant support channels • All employees have access to the support from a HR Business Partner. 			
Contractors and external visitors present on DCG sites	DCG employees, students, contractors, visitors	Risk of becoming infected with COVID	<ul style="list-style-type: none"> • All contractors appointed by DCG will work in accordance with national guidelines and regulations and in line with DCG's Control of Contractors Policy. • All contractors appointed by DCG must complete a Permit to Work upon arrival. • All DCG public facing facilities are in the process of re-opening subject to government guidance and departmental risk assessments being undertaken. 	2	2	4 Green
First Aid Provision	DCG employees, students, contractors, visitors	Risk of becoming infected with COVID	<ul style="list-style-type: none"> • All DCG first aiders will be advised to initially undertake a socially distanced triage process to reduce contact with the injured person (IP). If the IP has a life-threatening injury or event and close proximity is imperative, appropriate PPE will be provided and must be used. The PPE will be available on all DCG sites. Where PPE is utilised, this must be reported to the Health & Safety Team immediately to enable stocks to be replenished. • All curriculum areas must have sufficient curriculum first aid cover. 	3	3	9 Amber

			<ul style="list-style-type: none"> • In line with Government guidance, mouth to mouth resuscitation must not be undertaken and only Chest compressions and the use of a defibrillator should be administered if required. The casualties face must be covered during chest compressions and a face covering for the IP will be provided as part of the first aiders PPE kit. • First aiders have been updated and advised of the new protocol around COVID safety measures by the health & safety team. • If treating an injured person with COVID symptoms, the first aider must dispose of their PPE within the provided clinical waste bags and action for the waste to be disposed and communicated to the Estates Helpdesk for immediate action to be undertaken. 			
Provision of PPE	DCG employees, students, contractors, visitors	Risk of becoming infected with COVID	<ul style="list-style-type: none"> • PPE will be provided in line with Government guidance. • If employees are undertaking a task that ordinarily requires PPE, the process will remain the same. If undertaking a task and social distancing cannot be implemented, the areas risk assessment must be reviewed, and appropriate PPE provided by the area. Further advice can be 	3	3	9 Amber

			<p>sought from the Health & Safety Team if required.</p> <ul style="list-style-type: none"> Any employee who has provided close contact care to someone with symptoms, whilst wearing PPE and all other members of staff or students who have been in close contact with that person with symptoms. If wearing a face covering, do not need to go do not go home to self-isolate unless; the symptomatic persons subsequently tests positive or they develop symptoms themselves (in which case, they should arrange to have a test). 			
Smoking areas	DCG employee, students, visitors and contractors	Risk of becoming infected with COVID and infecting others	<ul style="list-style-type: none"> All DCG smoking areas can be accessed. The sharing of cigarettes or other smoking devices should not be undertaken. 	3	3	9 Amber
DCG employees working off site	DCG employee	Risk of becoming infected with COVID and infecting others	<ul style="list-style-type: none"> All employees will be issued with clear guidance with regards to visiting external providers. If a DCG employee requires additional equipment to perform their role, this must be communicated to the line manager. Any individual's undertaking off site working must follow the procedures identified as part of the area's risk assessment process. Any concerns must be communicated in the first instance to the line manager for the area. 	3	3	9 Amber

Use of DCG vehicles – minibuses, site vehicles, pool cars	DCG employees and students	Risk of becoming infected with COVID and infecting others.	<ul style="list-style-type: none"> • From Step 4 of the roadmap, there will be no restrictions on college transport. • Individual's must wear a face covering when travelling in a DCG minibus (in line with government guidance from 30/11/21) – unless medically exempt. • Prior to use, touch points must be cleaned ie; door handles, steering wheels etc. This can be done by using the vehicle sanitising kit which is available when collecting keys. The vehicle sanitising kit must be returned when the keys are deposited. • If using the pool car, the sanitising kit must be used before and after use. Pool cars must be used as single occupancy only. Any queries to be directed to the health and safety team. 	2	3	6 Green
Students using public transport & taxi's to access DCG sites	DCG students	Risk of becoming infected with COVID and infecting others.	<ul style="list-style-type: none"> • Student transport will be reviewed in line with government guidance for the use of public service vehicles. • Students travelling on public transport must wear a face covering from Tuesday 30th November in line with government guidance. • The use of taxi's will be in line with government advice and guidance. • DCG encourages students and employees to continue to walk, 	3	3	9 Amber

			cycle or drive wherever it is possible and safe to do so. Where students and employees use public transport, they should follow the safer travel for passengers .			
Curriculum activities during the current COVID climate and details that should be included within curriculum risk assessments and planning.	DCG employees, students	Risk of becoming infected with COVID and infecting others.	<ul style="list-style-type: none"> Each area will undertake their own risk assessment to ensure COVID safety measures are implemented. The use of volunteers eg, work placement students and must be discussed with HR and appropriate action will be undertaken if required. Risk assessments should be reviewed frequently taking into consideration any government updates. 	Area specific risk assessment	Area specific risk assessment	Area specific risk assessment
Off-site provision, and work placements	DCG employees, students and placement provider	Risk of becoming infected with COVID and infecting others.	<ul style="list-style-type: none"> DCG will consider how to reinforce public health measures to students and staff, particularly at the point where they are entering and leaving college and heading into the community each day. 	3	3	9 Amber
Commercial Training Environments	DCG employees, students' and members of the public	Risk of becoming infected with COVID and infecting others.	<ul style="list-style-type: none"> DCG operates a number of commercial training environments. All commercial training environments are complying with industry standard COVID regulations and individual departmental risk assessments. 	3	3	9 Amber
Performing Arts	DCG employees, students' and	Risk of becoming infected with COVID and infecting others.	<ul style="list-style-type: none"> Government guidance during the National lockdown is being adhered to. 	3	3	9 Amber

	members of the public					
Physical activity and sports	DCG employees, students' and members of the public	Risk of becoming infected with COVID and infecting others.	<ul style="list-style-type: none"> • Sports equipment should be sanitised thoroughly between uses. • Sports whose national governing bodies have developed guidance under the principles of the governments guidance on team sports and approved by the government, are permitted. College's must only provide team sports on this list and ensure that they follow the national governing body guidance. 	3	3	9 Amber
Educational Visits	DCG employees, students and members of the public	Risk of becoming infected with COVID and infecting others.	<ul style="list-style-type: none"> • Given the likely gap in COVID-19 cancellation related insurance, if considering booking a new visit, the visit leader should consider, to ensure that any new bookings have adequate financial protection in place. • Overseas educational visits are not permitted during the current climate. If further clarification is required, employees should liaise with the Health and Safety team. • UK educational visits are permitted but robust risk assessments must be in place and the visit must be approved by a member of the Health and Safety team. 	3	3	9 Amber
Lateral Flow Testing (asymptomatic testing)	DCG employees and students	Risk of becoming infected with COVID and infecting others.	<ul style="list-style-type: none"> • All DCG students and employees have access to twice weekly lateral flow testing. The lateral 	3	3	9 Amber

			<p>flow testing kits can be obtained from Services for Students.</p> <ul style="list-style-type: none"> • DCG employees and students must report their result, whether positive, negative or void to NHS Test and Trace as soon as the test is completed, either online or by telephone as per the instructions in the home test kit. • LFD tests can be taken by people at home (self-reported tests) or under the supervision of a trained operator who processes the test, reads and reports the result (assisted tests). LFD tests are mainly used in people who do not have symptoms of COVID-19. If you take an LFD test and the result is positive, you should report the result and follow government guidance. You do not need to take a follow-up PCR attest unless: you wish to claim the Test and Trace Support Payment, you have received an email or letter from the NHS because of a health condition that means you may be suitable for new COVID-19 treatments, you are taking LFD tests as part of research or surveillance programmes, and the programme asks you to take a follow-up PCR test, you have a positive day 2 LFD tests result (after you arrive in England). • Any concerns with regards to the lateral flow testing kits, should be 			
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			<p>communicated to the health and safety team.</p> <ul style="list-style-type: none"> • All positive COVID results must be reported to the NHS Test and Trace Service and by using the DCG COVID Positive Form. • All employees and students with a positive result, must isolate in accordance to government guidance. 			
COVID Vaccinations	DCG employees and students	Risk of becoming infected with COVID and infecting others	<ul style="list-style-type: none"> • Once individuals have received their COVID vaccination (either one, two or three doses) they should continue to follow government guidance ie, handwashing regime and isolate if required. • All young people from the age of 12 upwards, will be offered a first dose of the vaccine. 	3	3	9 Amber
Transitions in and out of FE	DCG students, employees and visitors	Risk of becoming infected with COVID and infecting others	<ul style="list-style-type: none"> • DCG will continue to work with schools and local authorities to support transitions. This includes sharing any relevant welfare and child protection information. 	3	3	9 Amber
General COVID Risks	DCG employees, students and external visitors	Risk of becoming infected with COVID and infecting others	<ul style="list-style-type: none"> • For all individual's who are returning from overseas travel, government advice must be adhered to with regards to quarantine periods. If further clarity is required, advice should be obtained from the health and safety team. 	3	3	9 Amber

Likelihood			Consequence		
To occur within the next 12 months	Very unlikely	1	Insignificant injury/ill-health. No sickness	Very low	1
To occur within the next 12 months	Unlikely	2	Short-term injury/ill-health. <7 days sickness.	Low	2
Occurring within the next 12 months	Even chance	3	Adverse event, which impacts on a small number of people. RIDDOR reportable. Long-term sickness. Semi-permanent injury/illness	Medium	3
To occur within the next 12 months	Likely	4	Permanent injury. Long-term adverse effect.	High	4
To occur within the next 12 months	Highly likely	5	Incident leading to unexpected death or major permanent injury to one or more persons.	Very high	5

Action plan of further control measures if required:

Date	Action	Timescale	Cost (£'s)	Predicted residual risk evaluation			Person responsible	Is risk acceptable?	Proposed review date	Date action implemented
				Likelihood	Consequence	Score/Grade				

Review of risk assessment

Created on:	Actual risk evaluation			Date of next review	Print Name	Signature
	Likelihood	Consequence	Score/Grade			
12/06/20				Ongoing but latest review on 12/07/20	Lynn Reed	<i>L Reed</i>
19/06/20	No amendments necessary				Lynn Reed & Anne Musson	<i>L Reed</i> <i>A Musson</i>
26/06/20	No amendments necessary				Lynn Reed & Anne Musson	<i>L Reed</i>

Originator:
Area:

Lynn Reed
Environmental Compliance

Our ref:
Date:

LR/risk assessment tool/version 1
12th June 2020

						<i>A Musson</i>
10/07/20	No amendments necessary				Lynn Reed & Anne Musson	<i>L Reed A Musson</i>
21/08/20	Amendments made to reflect extended on site working				Lynn Reed & Anne Musson	<i>L Reed A Musson</i>
28/08/20	Amendments made to reflect extended on site working				Lynn Reed & Anne Musson	<i>L Reed A Musson</i>
01/10/20	Amendments made to reflect extended on site working				Lynn Reed & Anne Musson	<i>L Reed A Musson</i>
16/10/20	Amendments made to reflect extended on site working				Robert Bamford, Lynn Reed, Anne Musson, Michelle Twigg	<i>R Bamford L Reed A Musson M Twigg</i>
09/11/20	Amendments made to reflect extended on site working and Government restrictions – Lockdown 2				Lynn Reed & Anne Musson	<i>L Reed A Musson</i>
25/11/20	Amendments made to reflect extended on site working and Government restrictions – Lockdown 2				Lynn Reed & Anne Musson	<i>L Reed A Musson</i>
04/12/20	Amendments made to reflect extended on site working				Lynn Reed & Anne Musson	<i>L Reed A Musson</i>
06/01/2021	Amendments made to reflect Government updates				Lynn Reed & Anne Musson	<i>L Reed A Musson</i>

29/01/21	Amendments made to reflect Government updates				Lynn Reed Anne Musson Michelle Twigg	<i>L Reed</i> <i>A Musson</i> <i>M Twigg</i>
05/02/21	Amendments made to reflect Government updates				Lynn Reed Anne Musson Michelle Twigg	<i>L Reed</i> <i>A Musson</i> <i>M Twigg</i>
12/02/21	Amendments made to reflect Government updates				Lynn Reed Anne Musson Michelle Twigg	<i>L Reed</i> <i>A Musson</i> <i>M Twigg</i>
23/02/21	Amendments to be made to reflect Government updates for students returning to college on 08/03/21. Awaiting confirmation of DCG's response.				Lynn Reed Anne Musson	<i>L Reed</i> <i>A Musson</i>
18/03/21	Amendments made to reflect Government updates.				Lynn Reed Michelle Twigg	<i>L Reed</i> <i>M Twigg</i>
22/03/21	Amendments made to reflect Government updates.				Lynn Reed Anne Musson	<i>L Reed</i> <i>A Musson</i>
11/05/21	Amendments made to reflect Government updates				Lynn Reed Anne Musson	<i>L Reed</i> <i>A Musson</i>
17/05/21	Amendments made to reflect Government updates				Lynn Reed Anne Musson Michelle Twigg	<i>L Reed</i> <i>A Musson</i> <i>M Twigg</i>
24/05/21	Amendments made to reflect Government updates				Lynn Reed Anne Musson	<i>L Reed</i> <i>A Musson</i>
09/07/21	Amendments made to reflect Government updates				Lynn Reed Anne Musson Michelle Twigg	<i>L Reed</i> <i>A Musson</i>

						<i>M Twigg</i>
19/07/21	Amendments made to reflect Government updates				Lynn Reed Anne Musson Michelle Twigg	<i>L Reed</i> <i>A Musson</i> <i>M Twigg</i>
31/08/21	Amendments made to reflect Government updates				Lynn Reed Anne Musson Michelle Twigg	<i>L Reed</i> <i>A Musson</i> <i>M Twigg</i>
12/11/21	Amendments made to reflect Government updates				Lynn Reed Michelle Twigg	<i>L Reed</i> <i>M Twigg</i>
29/11/21	Amendments made to reflect Government updates				Lynn Reed	<i>L Reed</i>
10/12/21	Amendments made to reflect Government updates.				Lynn Reed Anne Musson	<i>L Reed</i> <i>A Musson</i>
10/01/22	Amendments made to reflect Government updates.				Lynn Reed	<i>L Reed</i>
17/01/22	Amendments made to reflect Government updates.				Lynn Reed	<i>L Reed</i>

Approved by DCG Governors & Executives

Trade Union Representative: (where appropriate)
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Risk Assessor:			
Name: (Print)	Signature:	Designation:	Date
Lynn Reed	<i>L Reed</i>	Health & Safety Advisor	12/06/20

Manager:			
Name: (Print)	Signature:	Designation:	Date:
Robert Bamford	<i>R Bamford</i>	Director of Health & Safety	12/06/20

(Consideration should be given to the environment that is being worked in, i.e. slipping, tripping hazards, lighting levels, etc in order for any risks to be removed prior to any work being undertaken.)