

Visitors to Site Risk Assessment

All information contained in this risk assessment (and linked documents) is subject to change based on the advice from government and the changing local situation at each college site.

Where possible visitors should not be invited on site, phone contact or Teams meetings are a reasonable alternative means of communication under the vast majority of circumstances. Where visitors are invited on site it should be to carry out tasks which provide a tangible benefit to the education of student or are essential to the safe operation of the college and which could not be completed remotely. This may include individuals providing training in unique skills to staff or students, individuals providing unique in person services (e.g. still life model), contractors carrying out essential works. The measures set out in this risk assessment cover steps to be taken to minimise the risk of COVID-19 transmission where it is deemed essential for visitors to attend a NCLT site.

Area of Concern	Risk	Risk Level Before Controls <i>Low = 1-2</i> <i>Medium = 3-4</i> <i>High = 6+</i>	Control Measures	Residual Risk Level <i>Low = 1-2</i> <i>Medium = 3-4</i> <i>High = 6+</i>	Additional Actions/Resources Required	Links to Relevant Policies or Government Advice	Responsibility	Control Measures in Place
Contact with COVID-19 infected individuals	Transmission of the virus between individuals having contact (as defined by the Track and Trace Guidance)	9	Inform all visitors prior to coming to site should they display symptoms consistent with COVID-19 (new continuous cough, high temperature or change/loss to their sense of taste or smell), have returned a positive test for COVID-19 or had recent contact (48 hours) with individuals displaying symptoms or tested positive they should not attend site. Follow procedure for isolating individuals who attend site and begin to display symptoms consistent with COVID-19.	2	Remind visitors that they cannot enter site if they display symptoms consistent with COVID-19 (new continuous cough, high temperature or change/loss to their sense of taste or smell), have returned a positive test for COVID-19 or had recent contact (48 hours) with individuals displaying symptoms or tested positive.	NHS Track and Trace Guidance Maintaining Records for Track and Trace	Visitor, staff supervising visitor and reception staff	
Hand Hygiene	Transfer of virus through contact with skin then subsequent contact with areas such as the mouth, nose or eyes.	4	Encourage all visitors to regularly clean hands with soap and water or hand sanitiser. Widespread provision of hand sanitiser.	2		FE College Autumn Term Guidance	All staff and visitors	
Respiratory Hygiene	Transfer of virus when individuals cough or expel bodily fluids (e.g. sneezing)	4	Encourage good respiratory hygiene using the 'catch it, bin it, kill it' government guidance. Widespread provision of tissues/alternative similar product (e.g. blue roll)	2		FE College Autumn Term Guidance	Reception Staff, Communications Manager	

Cleaning	Transfer of virus between individuals on commonly touched surfaces (e.g. door handles, door plates, tables, keyboards, mice, toilets, hand rails)	4	<p>Arrange additional cleaning staff to attend site and clean areas used between groups using facilities.</p> <p>Training and guidance for cleaning staff on methods of cleaning and key areas to regularly clean (commonly touched surfaces, toilets).</p> <p>Cleaning staff assigned task of cleaning all commonly touched surfaces while staff and students are using site.</p> <p>Cleaning staff will use normal disinfectant products stocked to treat surfaces.</p> <p>Cleaning staff will wear gloves when carrying out cleaning and dispose of gloves in double bagged plastic on completion.</p> <p>Where an area is contaminated with bodily fluids cleaning staff will wear gloves, full face mask and disposable apron.</p> <p>On completion of cleaning activity staff should wash hands with warm soapy water.</p>	2	<p>Cleaning products, Disposable clothes, Warm water, Disposable Gloves, Disposable Apron, Full face mask, refuse bags</p> <p>Cleaning staff to work in separate rooms to minimise contact with others while working.</p>	<p>Cleaning in non-healthcare settings</p> <p>NCLT Cleaning Procedures</p>	Site Team Lead
	Transfer of viral particles on shared objects e.g. stationary, art equipment	6	<p>Guidance shared with visitors regarding sharing of instruments</p> <ol style="list-style-type: none"> 1. Avoid sharing items wherever possible 2. 'Quarantine' items for 72 hours between users 3. Thoroughly clean items using approved cleaning products (specific to departments) before sharing with others 	2	Visitors to follow hierarchy of controls.	FE College Autumn Term Guidance	Staff supervising visitor
	Disposal of used cleaning products	4	<p>Bins with double bin liners in all classrooms and common areas.</p> <p>Bins emptied on a daily basis by cleaning staff in line with government guidance.</p>	1	Cleaning staff provided with training on safe handling of waste from classrooms.	Decontamination in non-healthcare settings	Site Team Lead
Social Distancing	Viral transmission via droplets	6	Share with visitors guide to expected behaviour when on site prior to them arriving. This includes maintaining strict social distancing measures (2m from staff and students at all times), good hand hygiene, good respiratory hygiene wearing face coverings at all times in shared	2	Staff meeting visitors should ensure that they follow guidelines on expected behaviour when on site at all times. This includes social distancing and wearing face coverings in shared areas.	FE College Autumn Term Guidance	Staff supervising visitor

			spaces and following systems in place on site (e.g. one way systems).					
	Close proximity staff and/or students and visitors	6	Ensure rooms used for are large enough to maintain strict 2m social distancing. Rooms marked up with maximum occupancy numbers to prevent breakdown of social distancing.	3	Staff and student to maintain strict 2m social distancing measures from visitors at all times. Visitors asked to leave site immediately on completion of activity.	FE College Autumn Term Guidance	Staff supervising visitor	
Ventilation	Poor ventilation increasing chances of individuals sharing a room contracting the virus	4	Ventilation maximised in areas where individuals are working, e.g. opening windows where available, increasing air circulation in internal spaces by altering settings on air vents.	2		FE College Autumn Term Guidance	Site Team Lead	
Maintaining Records for Track and Trace	Records of individuals attending site Requirement of NCLT to share details of positive COVID-19 cases with local Public Health Team and share details of potential contacts with Track and Trace service if contacted	4	Inform site visitors of requirement to submit names, date of attendance, time of attendance and contact details of individuals. Where possible this should be done prior to the visit, if not then the information must be supplied to the on arrival.	1	Collect and securely store contact personal information for a period of 21 days.	Maintaining Records for Track and Trace	Reception Staff	
Response to Confirmed COVID-19 Case		6	Trust Health and Safety Manager identified as point of contact with outside agencies. Keep contact details of all groups and/or individuals visiting site for 21 days.	4	Share contact details with NHS Track and Trace when requested. Make judgements about advising self-isolation based on guidance provided by government DfE COVID-19 Helpline.		Health and Safety Manager	

Signed (Health and Safety Manager)



Date 8/12/2020