

## Staff Meetings, Teambuilding and Special Events

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.

Events where staff are required to gather in groups should be avoided where possible. Where it is necessary for staff to be gathered together in groups for an activity a member of SLT should be consulted prior to the event taking place.

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
Hand Hygiene	Transfer of virus through contact with skin then subsequent contact with areas such as the mouth, nose or eyes.	4	Encourage all staff to clean hands with soap and water or hand sanitiser before and after eating or handling items.  Widespread provision of hand sanitiser.	2			All staff	
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.	2	All staff to wear face coverings when not eating.		All Staff	
Cleaning	Transfer of virus when using tables and chairs in cafeteria area or classrooms	4	Arrange for all areas to be cleaned prior to use with cleaning products which will destroy COVID-19 (either 70% ethanol products or products containing Benzalkonium Chloride or equivalent anti-viral agent). This must include seats and tables.	2			Site Team Lead	
Social Distancing	Queues forming while staff collecting food or items distributed from a central location.	6	Stagger staff arrival to minimise queue size.	2	Remind staff of importance of maintaining social distancing while queuing.		SLT and organiser	

	Staff sitting closer than 2m to one another during activity	6	Plan out safe seating layout which will ensure staff remain 2m apart at all times. This should include consideration of circulation spaces to allow staff to reach their seats.	2	Monitor staff to ensure they only use designated seating areas.		SLT and All Staff	
Ventilation	Poor ventilation increasing chances of individuals sharing a room contracting the virus	4	Ventilation maximised in areas where staff are meeting through use of building management system or adjustments to local ventilation.	2	Opening windows in areas where staff eating to maximise ventilation.		Site Team Lead and All Staff	
Maintaining Records for Track and Trace		4		1	Record where staff sit for reference where there is a positive case reported.		SLT	

Signed (Health and Safety Manager)



Date 8/12/2020