



Matrix Risk Assessment

Activity/Task: Prevention of and response to Covid-19

Ref No. 003

Assessment Date: 20/9/2021

Assessor Name: Fiona Paul

Review Date: 01/03/2022

Manager Name: Fiona Paul

Area of risk	Control measures in place	By whom	Date completed
Positive Covid-19 case brought into College	<ul style="list-style-type: none"> • Students and staff have all read the College's Covid-19 Policy • Students and staff are aware of the symptoms and aware that they should not attend if they have any symptoms or have been isolating and will go home if they develop any symptoms whilst onsite. • Students and staff are asked to test using LFT twice before each teaching unit • Visitors onto site are limited where possible. Visits arranged by the Director in advance. • All deliveries are left outside the premises to prevent entry • All visitors ring doorbell and await access to premises • The College has a record of all students, staff and visitors that have been on site. Therefore, contact can be made if a positive case is recorded. 	FP	
Direct person to person transmission	<ul style="list-style-type: none"> • Space at the College will be organised to encourage social distancing. Training rooms will seat no more than 15 adults at once • Quantity of furniture reduced in communal areas to allow social distancing • Regular breaks will be taken to encourage movement out of the training room • Students will sit side by side, rather than face to face • Ventilation increased by HEPA air purifiers in each training room. Windows will be open in rooms where possible • Tissues and bins available throughout the College to encourage good respiratory hygiene • Face coverings only need to be worn if Director of Public Health advise the College of a local outbreak 	FP	
Surface transmission	<ul style="list-style-type: none"> • The College is deep cleaned between teaching units. The cleaning schedules identify all items that need cleaning and disinfection touch points • Students, staff and visitors are encouraged to regularly wash hands 	FP	

	<ul style="list-style-type: none"> • Hand sanitiser is readily available through the buildings. Everyone is encouraged to use this regularly including entering/leaving the building, eating/drinking, before and after using shared resources and after removing any face coverings • Hand hygiene and disinfection arrangements are in place throughout the buildings • Students, staff and visitors are advised and encouraged to use anti-bacterial spray on touch points throughout the College • Bins are emptied between teaching days • Clear signage is in place to encourage hand hygiene and touch point sanitisation 		
Staff and public health	<ul style="list-style-type: none"> • Students and staff have all read the College's Covid Measures document. This document is available on the College website for visitors to read • Plan in place to identify any staff or student who is an increased risk • Students' well-being related to Covid-19 is discussed within teaching days • Pastoral care arrangements are in place to support students' mental health and well-being 	FP	
Lack of awareness of the control measures and requirements	<ul style="list-style-type: none"> • Signage is placed around the College to communicate Covid-19 precautions requirements • Changes made to the College in relation to the Covid-19 policy are communicated directly to all students and staff • Information is provided to students and staff on the requirements/measures that are in place • Visitors are informed of measures and requirements in place when visiting the College 	FP	