












Risk assessment for : The College of Animal Welfare Ltd

Risk assessment name	Covid Secure Risk Assessment -	Assessment type	 General
Assessor name	Barbara Cooper	Affected site(s)	The College of Animal Welfare Ltd (PE29 2BQ)
Assessment date	10/08/2021	Review period	Monthly
Approved by	Barbara Cooper	Review date	10/09/2021
Approved date	10/08/2021	Reference	THE1245132



Workspace(s)	Description
 Office  Outside Area  Storage	<p>COVID-19 risk review .</p> <p>Due to the emerging evidence and changes to Government Guidance, this may be subject to any local or national restrictions.</p> <p>This risk assessment sets out the controls that will be in place for the centre and for the activities associated with carrying out practical skills and online examinations in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the College is Covid-Secure.</p>








Overall risk rating : 2 (**Low**)






Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)



Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff, Contractors, Student / pupil</p> <p>Cleaners, Customers, Visitors</p> <p>How Many? Limited access to centre</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	 <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment. Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>Anistel will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used to reduce transmission.</p>  <p>Appropriate PPE Provided And Worn Appropriate PPE for the cleaning tasks will be provided in line with COSHH assessment and considered alongside the need for additional PPE where cleaning areas of suspected Covid-19 Contamination are identified.</p> <p>Employees trained in its safe and effective use, storage and disposal of PPE.</p>  <p>Areas Will Be Cleared Of Waste Frequently Increased waste collection in place including customer and employee areas.</p> <p>Removal of personal items at the end of working day .</p>  <p>Cleaning Records Maintained. Housekeeping will maintain cleaning records for the premises including checklists.</p>  <p>Cleaning Of Premises Before working day commences Assessment of cleaning requirements will be carried out prior to premises opening and appropriate cleaning will take place.</p>	<p>1 x 1</p>  <p>1</p> <p>Low</p>





Risk assessment for : The College of Animal Welfare Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Correct Guidance On Cleaning Will Be Followed For Cleaning Areas Of Higher Risk Based on current Government Guidance for Non-clinical Settings. Decontamination-in-non-healthcare-settings</p> <p>This includes the use of additional PPE (gloves, aprons, face visor and face covering) and items double-bagged and labelled - stored securely for 72 hours before disposal. Clinical areas will be maintained by academic teams twice a day with all disposable materials replaced and high contact points cleaned . Grooming room will be maintained by academic staff responsible for the area as above</p> <p> Increased Cleaning Frequency Of Cleaning Throughout Site There will be a high standard cleaning regime in place throughout premises with a specific focus on higher risk areas such as all public areas, washrooms ,lifts and common touchpoints and surfaces.</p> <p>Stringent Cleaning regime in line with food hygiene standards will be in place for all food preparation including cleaning of staff dining room furniture, crockery and cutlery.</p> <p>Stringent room cleaning protocols in place will focus on critical touch points including handles, switches, remote controls and high contact furniture.</p> <p>Stringent cleaning procedures will be in place for shared facilities such as toilets.</p> <p>Sufficient time will be left between client bookings to allow for thorough cleaning before next dogs arrive. Staggered arrival times for students start and finish to avoid communal areas being too busy</p>	




Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors, Student / pupil, visitors</p> <p>How Many? Limited access</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<p> Face Coverings and face visors Must Be Worn By All In in the college When dealing directly with students , in all areas, and when it is likely that there will be close contact with others . Face coverings including a visor must be worn by everyone .</p> <p>Any employees or students who are exempt from wearing face coverings, due to an underlying health condition, will be subject to an individual risk assessment to establish if other additional measures can be implemented to mitigate the risk associated with that health condition.</p> <p> Increased Waste Management Additional waste facilities will be available throughout the site with more frequent collection where appropriate - including customer, student and employee areas.</p> <p> Noise Reduced To Prevent Need To Raise Voice Sources of noise kept to a minimum where possible to prevent the need for people to shout and raise voices which may increase risk of respiratory droplets transmitting infection. This includes radio/ music etc.</p> <p> Secure Storage Provided For Staff and Student Belongings Where possible designated personal lockers will be allocated to staff and students for storage of their belongings during their time in centre .</p> <p> Signs And Posters In Use To Remind To Practise Good Hygiene - In Customer And Staff Areas Relevant posters and signs displayed to remind everyone of the need to wash hands for at least 20 seconds and on a frequent basis.</p> <p>Also signs to remind employees, students and visitors to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing. Hand gel will be available at all entry and exit points</p>	<p>1 x 2</p>  <p>2</p> <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <p>Sustained High Standards Of Hand Hygiene Throughout The Premises Excellent standards of hand hygiene will be in place at all times especially in higher risk areas such as food preparation as well as housekeeping activities.</p> <p>This includes the frequent washing of hands for at least 20 seconds - especially after being in a public place, sneezing, coughing, blowing nose or handling equipment.</p>	
 <p>3. Attendance And Movement Of People On The Premises -The attendance of people in the premises may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors, Student / pupil</p> <p>Examiners</p> <p>How Many? Limited access</p> <p>How? Where more than 1 person attends the centre not from the same household increases the risk of transmission of the Covid-19 virus.</p>	 <p>Controlled Movement Of People Throughout Premises To Maintain Social Distancing Pre testing of all staff and students with rapid antigen COVID 19 tests prior to entry . Those coming in regularly will be tested every 3 days . Use of one way systems where possible , separate entrances and exits to reduce the number of people at cross over areas and pinch points.</p> <p>Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells.</p> <p>Use of signs and markings to indicate the direction of movement and advised social distances in place where appropriate.</p>  <p>Emergency Plans Updated And Communicated First Aid Procedures will be reviewed and staff trained in guidance relating to CPR and other personal care needed during first aid treatment.</p> <p>People do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough hand washing.</p>	<p>1 x 2</p>  <p>2</p> <p>Low</p>









Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Grooming tables and practical stations will Be Organised To Support Social Distancing Examination and skill stations will be arranged so that social distancing can be adhered to.</p> <p>Markers or floor plans to demonstrate social distancing.</p> <p>Tables will be spaced out to maintain 2m distance between people.</p> <p>Thorough cleaning will take place before and after use of all equipment.</p> <p>Where possible use of own consumable materials will be in place.</p> <p>Where social distancing cannot be maintained further controls will be in place: Pop Up barriers will be used where adaptations have had to be made for those unable to wear a face visor Desks to allow people to work side by side or facing away from each other.</p> <p>Use of screens to separate people.</p> <p>Increased cleaning of areas.</p> <p>Fixed Teams/ Pairings of staff.</p> <p>Improved ventilation</p> <p> Information, Instruction and Training Provided To All in centre Employees ,Students and Visitors to the Centre consulted on risks and controls in the work place.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> <p>Employees receive training through the use of training courses, posters, signs, announcements and briefings. Students required to complete online COVID-19 training prior to coming into Centre or returning to practice</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Pro-active Monitoring In Place Pro-active monitoring in place to ensure that staff and Students are adhering to controls and that control measures are adequate and effective.</p> <p> Restrict Movement Of People Throughout Site Employees discouraged from carrying out non-essential trips within the premises- use of phones, emails or radios to communicate with others elsewhere.</p> <p>Drop off and collection areas designated for exchanging of documents, materials, goods or equipment.</p> <p>Job rotation reduced to prevent moving between locations where at all possible.</p> <p> Signage And Floor Markings In Place To Remind Staff, Students, Examiners and other Visitors Of The Controls Posters and signs to be used to remind everyone of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p> <p> Staggered Arrival Times Working patterns and lessons organised to reduce the number of individuals on-site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over.</p> <p>Cohorts or Teams to be fixed where possible to prevent mixing of different people.</p>	






Risk assessment for : The College of Animal Welfare Ltd







Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Use Of Outside Spaces For Breaks Where Possible Access to rest areas will be made however masks must continue to be worn other than when eating and drinking . No food or drink will be provided . Staff and students will have access to a fridge to put their own refreshments in .Social distancing must continue to be maintained .</p> <p>Monitoring of these spaces to be carried out to ensure adherence to social distancing.</p> <p> Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation in all workspace.</p> <p>Use of extraction fans may be used to increase ventilation.</p> <p>Adjustments to be made to ensure adequate ventilation remains in place.</p> <p>Fire doors will however not be propped open.</p> <p>Guidance on the use of Shared Air Conditioning will be taken with a competent (HAVC) engineer.</p> <p> Vulnerable Employees , Students and Others Proactively Supported And Protected. Where employees, Students or Visitors to the College are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported.</p> <p>This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions.</p> <p>Appropriate individual risk assessments will be completed where required.</p> <p>Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p> <p>Deferral arrangements may be considered for those unable to participate in certain skills due to shielding or where local lockdown arrangements apply .</p> <p>Health declarations will be completed prior to return to centre so that appropriate adjustments can be made if necessary . These will be repeated every 6 months .</p>	

Risk assessment for : The College of Animal Welfare Ltd






Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <p>Will Follow Test, Trace And Isolation Requirements Where employees , Students and examiners are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test & Trace or due to travel quarantine requirements they will not be permitted to attend the college . The college have set up a COVID-19 symptoms alert so that a record is maintained by the safeguarding team of those in isolation or those that need to be notified for the need to isolate . In light of more recent national lockdown arrangements the College is advising that all students due to go out on placement self isolate for 7 days in the New Year to minimize risk to others when starting or returning to practice.</p>	
 <p>4. Social Distancing Guidelines Cannot Be Met -Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity and mitigation measures will be required. This includes entrances, exits and common areas as well as work activities.</p>	<p>All staff, Student / pupil Examiners How Many? Limited access How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	 <p>Employees and Students To Avoid Face To Face Work Where Possible Where possible employees and Students will work side by side or back to back to avoid working face to face.</p>  <p>Improved Ventilation Workspaces will be well ventilated through natural or mechanical means to increase air changes. Relevant HVAC engineers will be consulted where appropriate to ensure safe and effective ventilation is achieved.</p>  <p>Increased Cleaning Carried Out Increased cleaning of surfaces where people are operating within the advised social distancing to be carried out.</p>  <p>Increased Handwashing Carried Out Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.</p>	<p>1 x 1   Low</p>

Risk assessment for : The College of Animal Welfare Ltd












Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Physical Barriers or Screens In Use To screen people from each other physical barriers or screens will be used and cleaned frequently.</p> <p> Teams / Partners / Cohorts Will Be Kept Fixed Where Possible To reduce the number of different people working within the social distance, fixed teams and partners will be place where at all possible to reduce the level of possible transmission</p> <p> Time Spent Within The Advised Social Distance To Be Kept To A Minimum The time where persons are within the advised social distance will be kept to as short a time as practicable possible.</p> <p> Use of Personal Protective Equipment (PPE) Or Face Coverings Where the risk assessment identifies high risk of transmission due to difficulties implementing controls such as social distancing then the use of face coverings and a face visor will be considered as a further control measure.</p> <p>Appropriate PPE or face covering including face visor will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessment.</p> <p>Face Fit Testing will be carried out where required. Staff in clinical areas should wear gloves and aprons in addition to the wearing of a face mask and visor</p> <p> Work Activity Assessed To Deem If It Will Proceed If social distancing cannot be maintained, the activity will be assessed to deem if it is safe to go ahead with the appropriate mitigation factors in place. If there are concerns the activity will not proceed . This is particularly relevant where the risks are deemed to be high e.g Tasks such as the microscope use or holding animals for certain positions where social distancing cannot be maintained . Theory teaching will continue to be largely delivered online .</p>	









Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>5. Individuals Displaying Symptoms - People developing on-set of symptoms within the premises.</p>	<p>All staff, Contractors, Members of the public, Student / pupil</p> <p>Visitors, Examiners</p> <p>How Many? Unknown</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	<p> Follow Government Advice On Testing And Tracing All staff and students are pretesting for COVID 19 antigen prior to entry to the College and thereafter every three days . Students coming into centre must have a negative covid test prior to entry to the college . The Emergency PCR test kits are available from the safeguarding team . A COVID -19 symptoms hotline is in operation to allow students and staff to notify the College quickly to assist with the test and trace scheme and to aid in the development of the monthly college centre risk assessment</p> <p> Area Cleaned Thoroughly Using Disinfectant Following Guidelines. Extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons. For disposal - All waste including clinical waste should be double-bagged and labelled and stored safely and securely for 72 hours before disposal. Staff and students will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p> <p> COVID-19 Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms whilst on placement /work or at college. Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR. Appropriate risk assessments and work activities reviewed to ensure there are effective controls in place or if any changes are required. Guidance ref activities in centre and on placement will be influenced by the perceived risk at the time .</p> <p> Good Hand Washing/Hygiene Procedures Observed Staff and students should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available. Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p>	<p>1 x 1</p>  <p>1</p> <p>Low</p>

Risk assessment for : The College of Animal Welfare Ltd





Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Procedure In Place For Unwell Visitors to the College There will be a clear procedure for unwell visitors and this will be communicated to everyone .</p> <p> Staff and Students Not To Come to the College And Should Self-Isolate For those displaying symptoms, isolation will be exercised immediately, ensuring the work placement and college are informed and their household/ support bubble will isolate for the required period of time in line with the relevant current guidelines.</p> <p> Students and Employees To Go Home Immediately Students and employees will be sent home directly from the college if they display symptoms or have a high temperature on arrival at the premises . They will be required to maintain social distancing .</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance.</p> <p>They should then self-isolate in accordance with guidelines and seek to take a Covid-19 test.</p> <p> Visitors Not Permitted On Site If They Should Be Isolating Visitors will be asked if they have symptoms or should be isolating before access to the College . They will also have their temperature taken . They will not be permitted to stay until their isolation period has been completed if unwell.</p> <p>Visitors who appear symptomatic upon presentation at the college will be not permitted entry.</p> <p> Waste Disposed Of With Care With Local Guidelines.(Includes clinical waste) Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p>	

Risk assessment for : The College of Animal Welfare Ltd









Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Access & Egress Hazards Risk of injury whilst moving about the premises</p>	<p>All staff, Student / pupil, visitors</p> <p>How Many? All</p> <p>How? Injury</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Access Into The College Is Controlled Access into the College is controlled so no unauthorised persons can enter.</p> </div> <div style="width: 45%;">  <p>Adequate Supervision Provided Adequate Supervision Provided</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">  <p>All affected areas are thoroughly disinfected All affected areas are thoroughly disinfected</p> </div> <div style="width: 45%;">  <p>All Visitors Are Accompanied All visitors are accompanied by a host of the company at all times</p> </div> </div> <div style="margin-top: 10px;">  <p>Cleaning Schedules in Operation Cleaning Schedules in Operation</p> </div>	<p>1 x 1</p>  <p>1</p> <p>Low</p>
 <p>COVID-19 (Coronavirus Infection) Risk of ill health due to exposure to the COVID-19 (Coronavirus)</p>	<p>All staff, Members of the public, Student / pupil, visitors</p> <p>How Many? All</p> <p>How? Risk of infection</p>		<p>1 x 1</p>  <p>1</p> <p>Low</p>
 <p>COVID-19 (Coronavirus Infection) Risk of ill health due to exposure to the COVID-19 (Coronavirus)</p>	<p>All staff, Members of the public, Student / pupil</p>		<p>1 x 1</p>  <p>1</p> <p>Low</p>









Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Coming To Work And Leaving the centre - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public, Student / pupil, visitors</p> <p>Examiners</p> <p>How Many? 8</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	 <p>Safer Travel Supported Car sharing with people from different households or 'bubbles' continues to be discouraged.</p> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Use of Public Transport will be discouraged. Where this is required staff will be made aware of the requirement to wear face coverings and practice social distancing and good hygiene. Staff and students living in tier 4 must not travel outside their tier .</p>	<p>1 x 2</p>  <p>2</p> <p>Low</p>
 <p>Common Areas (Including Staff Kitchen and Welfare Facilities) - Due to areas being frequently utilised the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets and kitchen areas.</p>	<p>All staff, Student / pupil, visitors</p> <p>How Many? Limited access</p> <p>How? Common areas may restrict the ability to maintain social distancing. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	 <p>Access To Toilets Restrictions on the number of people using facilities at any one time to allow for social distancing.</p> <p>Use of markings and posters to indicate the social distancing requirements. Hand sanitizer to be used on entry and exit</p>  <p>Break Times Staggered Individuals to remain on site where possible during breaks.</p> <p>Break times to be staggered to prevent the gathering of people.</p>  <p>Canteen Facilities Restricted Access to canteen and kitchen areas restricted to limit number of people permitted at any one time.</p> <p>Everyone is encouraged to bring in own food to avoid the need to use facilities. Masks to be worn other than when eating or drinking</p>	<p>1 x 2</p>  <p>2</p> <p>Low</p>








Risk assessment for : The College of Animal Welfare Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Increased Frequency Of Cleaning Of Toilets and other communal areas . Increased cleaning of the welfare facilities will be carried out on site- Paper towels to be used where possible as opposed to hand dryers.</p> <p>Increased frequency of cleaning of communal areas to be carried out.</p> <p>Staff and students to clean kitchen items before and after use.</p> <p> Numbers Of People In Common Areas Managed. Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> <p> Pro-active Monitoring In Place Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing. Monitoring of the use of PPE , aprons,gloves , face coverings,visors and other measures to reduce risks in place</p> <p> Regular Cleaning Of Common Area And Touch Points. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints.</p> <p>These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant (Anistel) will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p>	




Risk assessment for : The College of Animal Welfare Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Restricted Use Of Lifts Stairs will be used rather than lifts to prevent people from being in close proximity. Lifts will be available for those with disabilities. If the lift is to remain in use then the occupancy will be limited to be able to comply with social distancing. This will be limited to 1 person unless from same household. Touchpoints will be cleaned frequently.</p>	
<p> Coughing / Spluttering Individuals Coronavirus reportedly spread through exposure or contact to cough droplets.</p>	<p>All staff, Members of the public, Student / pupil How Many? Unknown How? Respiratory Infection</p>	<p> Disposable Plastic Apron Single use apron/covering to protect from secretions and bodily fluids when working in clinical areas and the grooming room</p> <p> Eye Shield/Visor To protect the user from the risk of droplets/secretions reaching the eyes (e.g. from coughing). To be worn in communal areas and where working closely with others i.e less than 2 metres . Visors do not need to be worn when completing computer work .</p> <p> Face Covering (Surgical Mask Types I/II) Protects others from infection by catching bacteria in liquid droplets from wearer's mouth & nose to be worn at all times when in the college . Only when eating or drinking may they be removed .</p> <p> Driving Risk Assessment - Journey Considerations Consider whether journey is essential or not ,traffic conditions, weather, lighting, road surface, length of journey, rest stops etc.</p> <p> PPE Issued, Worn & Kept In Good Condition PPE Issued, Worn & Kept In Good Condition</p>	<p>1 x 1  1 Low</p>





Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Examiner Sessions People coming together in close proximity to attend exam sessions</p>	<p>All staff, Student / pupil</p> <p>Examiners</p> <p>How Many? 4</p> <p>How? Increased risk of transmission of Covid 19</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Examinations To Be Held In Well Ventilated Locations Examinations to be held in well-ventilated rooms where windows or doors can be open.</p> </div> <div style="width: 45%;">  <p>No Sharing Of Equipment Permitted No items are to be shared at any time during the examinations such as pens, computers etc.</p> </div> </div> <div style="margin-top: 10px;">  <p>Sanitiser To Be Provided As well as handwashing before and after examinations , hand sanitiser will be provided for use by all participants.</p> </div> <div style="margin-top: 10px;">  <p>Social Distancing To Be Maintained All participants to be reminded prior to meeting of the need to adhere to social distancing at all times.</p> <p>Desks and chairs will be arranged to support social distancing or meeting will be held stood up.</p> <p>Signs and markings to be used in regular meeting spaces to indicate advised social distances 2m.</p> </div>	<p>1 x 2</p>  <p>2</p> <p>Low</p>
 <p>Hypodermic needles and sharps Risk of ill health/disease/death due to exposure to infectious agents via needle-stick injuries</p>	<p>All staff, Student / pupil</p> <p>Examiners</p> <p>How Many? 20</p> <p>How? Ill health / Injury</p>		<p>1 x 1</p>  <p>1</p> <p>Low</p>







Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Managing students, Visitors and Examiners Coming To the Centre. - Tradespeople, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.</p>	<p>All staff</p> <p>How Many? 1</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<p> Controlled Flow Of Staff , Students and Visitors Through Site - For Assessments only Access only allowed for practicals and assessment purposes. One-way systems and separate entry and exit points in place through the premises to encourage visitors to flow around the premises in one direction to prevent cross-overs. Pre testing against COVID19 of anyone coming into the College using lateral flow tests . (Staff , students and visitors) .</p> <p> Ensuring Activities Do not Impact On Others In Area The operation of the examinations will be monitored to ensure that queues and other activities do not cause an impact on other areas of the College activity</p> <p> Face Coverings Must Be Worn By Everyone in the College Everyone must wear face coverings at all times when in the premises, except when seated at a table to eat/drink or in their own private offices . Face visors should also be worn in all communal areas or where risk assessment has determined that social distancing of 2 metres cannot be adhered to</p> <p>This will be made clear in COVID-19 policies , on the website ,VLE and communicated upon entry and highlighted with suitable signage.</p> <p>People who are already exempt from the existing face covering obligations, because of an underlying health condition, will continue to be exempt from these new obligations. They may still be required to wear a face visor and or have a screen to protect them and others that may need to work closely with them</p> <p> Increased Cleaning Regime In Place For Touch Points And Interfaces. Increased cleaning of areas where there are interactions with students and visitors will be carried out. This includes, handles, handrails, reception desks, key boards , etc.</p> <p> Increased Hand Washing Provisions Hand Washing encouraged through provision of more facilities. Use of Sanitiser where this is not possible.</p>	<p>1 x 1</p>  <p>Low</p>

Risk assessment for : The College of Animal Welfare Ltd


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Information Communicated To Visitors Clear information is available for visitors ahead of their visits to site on the college website and by email to advise of controls in place.</p> <p>Information signs displayed at reception and customer arrival areas to make procedures clear.</p> <p>Video on website and VLE to show arrangements in place</p> <p> Items Such As Pens Not To Be Shared Students and visitors to the college to use own pen where they are needed.</p> <p>If pens are to be provided they will be cleaned before and after use.</p> <p>Staff will not share pens.</p> <p> Managed Entry The number of people permitted inside the premises will be restricted to allow effective social distancing - considering pinch points and queuing and one-way entry and exits to prevent cross over.</p> <p>Visitors encouraged to attend premises alone where possible unless they require assistance.</p> <p>There will be the use of effective queue management outside the premises where necessary to support social distancing whilst queuing through the use of barriers and markings and personnel where appropriate.</p> <p>Provisions will be made for those who require additional support if queues are large - such as those with disabilities.</p> <p>Visitors and their animal may be asked to wait in their vehicle until they are ready to be checked in etc.</p> <p>Visitors will not be allowed to congregate in common areas including the reception area .</p>	

Risk assessment for : The College of Animal Welfare Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> NHS QR Code Posters Displayed The college will continue to display the official NHS QR code posters so that students and visitors can 'check-in' at the college as an alternative to providing their contact details.</p> <p> Protective Interface Established Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between visitors and students and employees at customer facing areas such as reception desks.</p> <p> Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where visitors will be present including reception , toilets , lifts etc.</p> <p> Visitor Records Maintained Records of visitors to the site are maintained to support the NHS Test and Trace Service. Temperature will be taken of all people entering the premises . Those displaying symptoms or have a high temperature will not be allowed to remain at the college</p> <p>If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Safeguarding vulnerable groups Work with other agencies to protect vulnerable learners</p>	<p>Members of the public, Student / pupil</p> <p>Some staff</p> <p>How Many? Unknown</p> <p>How? Increased risk to COVID 19</p>	<p> Change in employee circumstances reviewed Employees report changes in their circumstances that could affect their ability to do the job safely</p> <p> Immunisation/Vaccines For Biological Agents The college has promoted the uptake of COVID -19 vaccination for staff and has provided time off to be vaccinated during working hours however recognises that vaccination is not mandatory so has decided to maintain COVID -19 secure arrangements in place including maintaining 2 m social distancing , PPE , antigen testing , temperature checks and the wearing of masks . Follow Government guidance ref vaccination against COVID-19</p> <p> Online safety Keep personal information private Always Use a secure Password Engage a Fingerprint Lock Set Up Firewalls. Screen guard if working on sensitive information Use Screen Guards. ... Make Backups. Set account privileges Encrypt files Shut computer down when not in use Antivirus software</p> <p> Preventing extremist targeting call the Department for Education counter-extremism helpline on 020 7340 7264 — or email counter.extremism@education.gov.uk If you think someone is in immediate danger, or if you see or hear something that may be terrorist-related: — and call 999 — or the confidential Anti-Terrorism Hotline on 0800 789 321</p>	<p>1 x 1</p>  <p>Low</p>

Risk assessment for : The College of Animal Welfare Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <p>Pro-active Monitoring In Place Pro-active monitoring systems in place to ensure safety of vulnerable staff and students. Online training . Individual risk assessment (reviewed 6 monthly or more regularly if health changes) and health declaration. This risk assessment is reviewed monthly in light of ongoing risks associated with COVID-19 reporting</p>	

Further control measures

None required

Operating procedures

In the context of COVID-19 this means working through these steps in order:

Temperature testing all people on entry to the college and ensuring that everyone has a negative test result following use of a PCR test or lateral flow rapid antigen COVID 19- test. Any person with a positive result will be guided to the NHS test Centre for a PCR test and will not be allowed access to the building .

In each centre , increasing the frequency of hand washing and surface cleaning.

Staff will largely remain working from home as a first option.

Those in centre will comply with 2m social distancing guidelines wherever possible.

Staff and students will take all the mitigating actions possible to reduce the risk of transmission between each other. (Mask/ Face visors /avoid face to face/social distancing)

Further mitigating actions include:

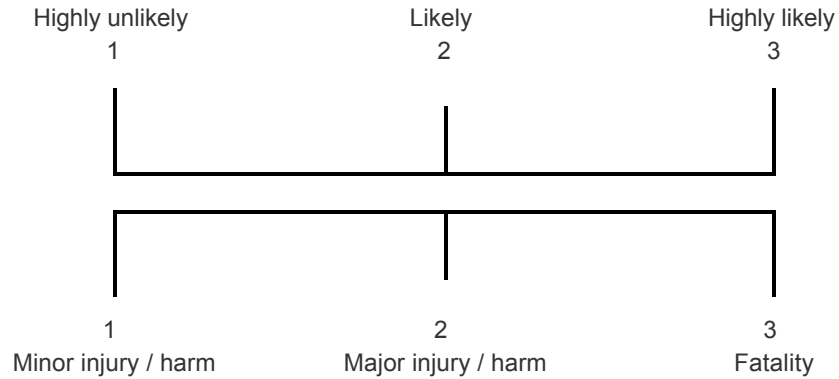
- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

Only those involved in practicals and assessments to come into the centre (staff & students) and those with direct permission from SMT.

- Improving ventilation
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



Probability	3	6	9
	2	4	6
	1	2	3
	Severity		

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Barbara Cooper

Approved by signature: Barbara Cooper

Employee(s)/Worker(s) acknowledgement

The signs below acknowledge receipt of this risk assessment and confirm that they have read and understood the requirements of the risk assessment.

Employee name	Signature(s)	Date

Employee name	Signature(s)	Date