

# Wider opening risk assessment framework, following the COVID-19 Lockdown

**The Wider Opening Risk Assessment Framework outlines the measures and reasonable steps West London College will take to protect its students, workers and others from coronavirus in line with official guidelines and good practice.**

It explains how we will help protect people from spreading and contracting coronavirus (COVID-19) in the college and associated workplaces, for example by putting in place social distancing measures, staggering work and study patterns and providing additional hand cleansing facilities. At all times, the prevailing HM Government's guidance has been used and in some areas, it has been exceeded.

At a special meeting of the College Governing Body on 18<sup>th</sup> June 2020, the Wider Opening Risk Assessment Framework was approved permitting appropriate groups of students and staff to recommence educational activities at the college in a safe and compliant way. All elements of the framework have been actioned with a focus on conducting all necessary risk assessments and implementing physical alterations to the building ahead of opening on 22<sup>nd</sup> June 2020.

The framework extends to identify specific groups and individuals at greater risk of medical complications of contracting COVID-19 and evaluates departmental activities that may require additional controls to limit the potential spread of the virus. The risk assessment process for highlighted groups and general activities has been underpinned with a specific Personal Safety Assessment process for individuals that takes into account their specific personal and household circumstances in line with official guidance.

The College is committed to providing a safe and secure environment, with robust policies and produces that adhere to the government's requirement for wider opening. In order to achieve wider opening, with an increase in student face-to-face participation, whilst minimising the transmission of COVID-19, the College will:

- Introduce social distancing measures across all campuses
- Use information leaflets, posters and signage to reinforce requirements
- Provide additional hand cleansing facilities
- Introduce an appropriate standard cleaning regime
- In addition, and wherever possible, the College supports the continuation of remote working and online education.

## Framework and Outcomes

Risk assessments, personal safety assessments and resulting actions have taken place under certain categories for which identified controls have been implemented. The following sections describe the outcomes and actions taken to comply with guidelines and exceed where deemed necessary to ensure staff and students are protected as much as possible.

### 1. General measures

Continue with homeworking where possible

Limit on the number of students allowed in the college at any one time

Promote the importance of frequent hand washing and good hygiene

Floor markings, queue barriers and signage to encourage social distancing

Use of Perspex screens where appropriate

Cordon off areas not in use



### 2. Classroom-based teaching

Creation of course based social bubbles

Classroom capacities reduced and excess furniture removed to adhere to social distancing requirement

Use of door signs to inform users of maximum capacities



### 3. Safeguarding

Students provided with a guidance booklet on the safety measures and procedures

A safeguarding officer is available to students at all times

Online and telephone pastoral support for students is available

Resources on health, wellbeing and staying safe are available to students through the Learner Portal and via a weekly newsletter to students



### 4. Shared physical resources (i.e. specialist tools and equipment)

The equipment and teaching area are cleaned between uses

Use of changing room showers is not permitted

Areas accessible to the public to remain closed



### 5. Toilets

Applied maximum occupants limit in toilet areas at any one time

Closed off a number of toilets, cubicles and urinals

Queuing markers outside the facility to established waiting area



### 6. Common areas

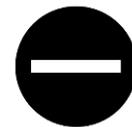
Use of signage to promote 'Keep Left' principle in corridors and staircases

Limiting the occupancy of passenger lifts and provide designated waiting areas

Updated procedures for building evacuation

Consider alternatives to restrict access of postal and delivery drivers

Minimise inter-site postal service and cross college-working



### 7. Third parties

Conduct Open Days using virtual tours

Use technology to avoid face-to-face meetings

Governors meetings conducted online

Meeting with other visitors online where appropriate

Onsite maintenance contractors monitored throughout



### 8. Staff specific measures

Staff time at college minimised to cover required duties

Staff encouraged to take breaks from work during the day when working from home

Line managers to maintain regular contact with colleagues

Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing

Deployment of staff appropriately to meet operational requirements only



## 9. Onsite safety

Cleaning regime in place to meet requirement of official guidelines

Use of teaching areas and offices limited to single group or individual per day

Introduction of daily computer equipment cleaning (keyboards and mice)

The college canteen will remain closed

Safe system of work established for First Aiders

Direction for the appropriate need and use of PPE

Process in place for managing a suspected case of infection whilst at college

Identification of isolation rooms in addition to first aid rooms



## 10. Public Transport

Use of public transport is actively discouraged

Staff to continue remote working where possible

Where no other form of transport is available, staff to follow public transport provider's requirements for travelling safely

Where an additional risk exists, staff will not be required to attend the college



## 11. BAME backgrounds

Consideration of the higher risk posed to staff in this group

A single overarching risk assessment to outline general exposure risks

Specific safety assessments conducted for individuals to consider alternative ways of working or additional safety measures



## 12. Clinically Vulnerable (CV)

All staff in this group have a Personal Safety Assessment

Identification of additional actions or adjustments required when attending the college

Continued working from home is encouraged where practically possible

Staff are not required to attend college during the initial reopening



## 13. Clinically Extremely Vulnerable (CEV)

Initially, every effort is being made to ensure that staff are able to work from home for as long as required.

For the start of the new academic year, individual Personal Safety Assessments ensure the requirement for staff in this group is in line with the relevant government guidance for returning to work.

Access to appropriate resources agreed to facilitate home working.

## 14. Wellbeing

Staff provided with a guidance booklet on the safety measures and procedures

Staff wellbeing resources is available on the staff portal

Continued promotion of the College's Employee Assistance Programme



**For more information, visit:**  
[www.wlc.ac.uk](http://www.wlc.ac.uk)



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