

Visitors to College Risk Assessment (V9) Covid-19 Response

Victoria College, Bell Hill, Northfield, B31 1LD

This policy must be read in conjunction with the **whole college risk assessment for Covid-19**, available on the college's website.

All visitors to the college are at risk of contracting or transmitting Coronavirus. Therefore, before any visitor attends the college the following must be considered:

- Is the visit necessary? If no, then do not visit. If yes, can it be carried out in a different way to minimise contact e.g.: by phone, video link or after college. **Use method that requires least contact.**

All visitors must make an appointment to visit the college prior to their arrival.

Visitors must NOT attend if:

- They are feeling unwell
- They have Coronavirus symptoms (high temperature, new continuous cough, change or absence of the senses of taste or smell)
- They are awaiting the results of a Coronavirus test
- They have been instructed to isolate by NHS Test and Trace
- As of 17th January 2022, the 10-day self-isolation period for people who record a positive Lateral Flow Test or PCR test result for Covid-19 has been reduced to 5 full days in most circumstances, unless you cannot test for any reason or are unvaccinated by choice. The DfE updated guidance now states:
 - You can stop self-isolating after 5 full days if you do a rapid lateral flow test on days 5 and 6 of your self-isolation period and:
 - both tests are negative
 - you did both tests at least 24 hours apart
 - you do not have a high temperature

Upon Arrival, all Visitors must:

- Sign in, leaving contact details for the purpose of Test and Trace
- Wear a face covering and/or suitable PPE for the task to be undertaken
- Remove and dispose of PPE appropriately after leaving the college
- Maintain 2 metres distancing from all other adults and students at all times
- Minimise movement around the college as much as possible

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- Not enter classrooms without first being given permission by the teacher or site team

Risk assessment is about identifying reasonably practicable measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

Likelihood - For each issue/situation, determine the likelihood it will occur.

Severity (outcome) - **determine** the potential injury/health.

Probability (Likelihood)	Severity (Outcome)
4 = Certain = common or frequent occurrence	4 = Major risk - death, loss of limbs, etc
3 = Probable = likely to occur sometime	3 = High risk - broken bones, burns, etc
2 = Possible = may occur sometime	2 = Moderate risk - cuts, bruises, sickness, etc.
1 = Improbable = unlikely to occur	1 = Minimal risk - strain, shaken, no injury, etc

The matrix (below) provides a method to determine the level of risk, with the Likelihood and Severity being independently scored and plotted.

RISK LEVEL MATRIX					
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Low	Low	Med	High

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		college premises, e.g. wearing identification badges and signing the visitors' system.			
2. Infection control					
Visitors not following the correct procedures for infection control – such as good hand hygiene etc.	2x2=low	<ul style="list-style-type: none"> • Visitors adhere to the college's Infection Control procedures at all times. • Posters are displayed around the college to remind visitors to practice good hand and respiratory hygiene. • The number of contacts a visitor encounters while on the college premises is minimised. • Visitors wash their hands or use an alcohol-based hand sanitiser upon entering and exiting the college, and when moving between rooms. • Visitors do not enter the site if they are displaying symptoms of coronavirus – where a visit has been scheduled, they know to inform the Head of College or Site Team that they will be unable to attend. • All toilets, infection control areas and areas designated for visitors' use have adequate amounts of soap, alcohol-based hand sanitiser, tissues and litter bins. • Having multiple parties of visitors on site at the same time is avoided where possible. • Where there are multiple parties of visitors on site, the Site Manager ensures that all parties can adhere to infection control measures and that adequate infection control provision is in place. • The college reserves the right to ask visitors to leave the premises if they are not practising infection control measures adequately. • The college keeps a record of all visitors for the purpose of using the NHS Test and Trace process. • Visitors who become unwell with coronavirus symptoms while on-site are asked to go home immediately. • Where visitors who are displaying symptoms cannot go home immediately, they are asked to self-isolate in a 	Y Y Y Y Y Y Y Y Y Y Y Y	<ul style="list-style-type: none"> • Staff and students who have come into contact with a symptomatic visitor are encouraged to wash their hands immediately and report if they become unwell with symptoms. • The college team will minimise visits for the first few weeks in the new college year to reduce the number of external people on site. 	2x1=low

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		<p>designated area of the college and go home as soon as possible.</p> <ul style="list-style-type: none"> • Areas that have been occupied by symptomatic visitors are cleaned and disinfected as soon as possible. • Where a visitor's result is positive for coronavirus, the college follows national guidance and the advice provided by the local HPT, e.g. those who came into contact with the visitor are advised to complete a PCR test. 	<p>Y</p> <p>Y</p>			
3. Social Distancing						
Visitors are not maintaining social distance from staff or students in college	2x2=low	<ul style="list-style-type: none"> • Visitors adhere to the college's instructions on social distancing at all times. • Visits to college happen outside of college hours, where possible. • Visitors arrive at the college outside of students' arrival and departure times to mitigate the risk of mixing with students and parents, where possible. • Arrangements to minimise mixing are put in place for visitors who are scheduled to deliver educational material, e.g. staggering session times and assigning them a cohort of students. • The college communicates with visitors who deliver more regular educational sessions regarding what procedures they must follow, in line with the guidelines set for other members of teaching staff, e.g. staggered break times. • Where visitors must be in groups during the visit, group size is limited to minimise the risk of spreading potential infection, where it is safe to do so. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • As numbers of infection remain high across Victoria College and the Federation, we have sought advice from Public Health Birmingham and are continuing to ask all visitors to wear a face covering when on site in all locations. 	2x1=low	
4. Safeguarding						
Visitors are not aware of current safeguarding measures or any changes implemented, due to Covid-19	2x3=med	<ul style="list-style-type: none"> • Visits to college are undertaken in accordance with the Child Protection and Safeguarding Policy. • Visitors' employers provide the college with details of the visitors who will be visiting the college, where required. • The college confirms all visitors' identities prior to the visit, where required, or on the day of arrival. 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Visitors and students are kept apart to minimise the risk of harm. • Visitors undertaking regulated activity are supervised, where required – visitors who require supervision are never left alone with students. 	2x1=low	

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		<ul style="list-style-type: none"> The college requests details of visitors' most recent DBS check where one is required for the purpose of the visit. A safeguarding incident reporting procedure is in place. Access to the college premises is restricted to identified visitors only, e.g. those wearing college issued visitor badges. Visitors wear any relevant identification at all times while on the college premises. 	Y Y Y Y	<ul style="list-style-type: none"> Staff are informed to report to the Head of college immediately if a visitor cannot be identified or has not been scheduled to visit. The college reserves the right to deny visitors access to the college if they cannot be identified 	
5. Health & Safety					
Visitors not aware of the current H&S policies in college and do not comply with requirements on site.	2x3=med	<ul style="list-style-type: none"> The college's Health and Safety Policy is adhered to at all times. Where necessary, additional risk assessments are carried out relating to specific activities that pose an increased risk. Visitors wear suitable clothing to carry out the purpose of the visit, including PPE if required, e.g. work helmets and disposable gloves Visitors take adequate breaks, as required. All equipment used during the visit is used as directed, in working condition, and stored safely where it is not accessible to students. Visits do not compromise fire safety or evacuation plans. All equipment used for the purpose of the visit is removed from the college after the visit. An accident reporting procedure is in place. Serious incidents and accidents are reported to the HSE, in accordance with RIDDOR. A trained first aider remains on site while visitors undertake lone work – the identity of the first aider is made known to all lone-working visitors. 	Y Y Y Y Y Y Y Y	<ul style="list-style-type: none"> The college reserves the right to terminate or delay visits to college if visitors' activity poses a risk to staff or students' health and safety, or their own health and safety, e.g. unsafe lone working. Visitors who are required to deliver intimate care to students, or to provide care to students showing symptoms of coronavirus where a distance of two metres cannot be maintained, are provided with adequate PPE by college. 	2x1=low

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6. Cross-contamination of virus					
Visitors passing Covid-19 onto students and staff when working on site and in classrooms.	2x3=med	<ul style="list-style-type: none"> All visitors who are 'front facing' (working directly with students and in classrooms) will be eligible for home testing and can obtain a testing kit from the NHS, or college prior to visit. Positive case will result in self-isolation of the person testing positive and all close contacts as identified by NHS Test & Trace advised to complete a PCR test. 		<ul style="list-style-type: none"> Visitors must wear face masks when they are moving around the site and social distancing cannot be maintained (except if exempt). 	2x1=low

Version	RA Updated
Version 2	14 th September 2020
Version 3	30 th November 2020
Version 4	1 st January 2021
Version 5	4 th March 2021
Version 6	19 th April 2021
Version 7	1 st September 2021
Version 8	28 th November 2021
Version 9	1 st February 2022