

Risk Assessment Record Form – Runshaw College Appendix A

Activity:	Coronavirus (COVID-19) Specific Risk Assessment for Open Events 2020/21	Date of risk assessment:	16 September 2021
Location:	Leyland Campus	Checked and approved by:	
Completed by:	Timothy Cahill	Next review date:	On any changes

Please use this specific Risk Assessment in conjunction with the College’s Generic COVID-19 Risk Assessment.

Rationale:

To ensure the college recruits healthily in September 2023 & students who live all over the North West continue to attend Runshaw, it is imperative students see the college both virtually and have the chance to see and feel us physically through bookable visitor slots.

The event is a registration only event, everyone will get access to the online content and the opportunity to come and see us - numbers will be staggered. Each visitor will be registered in, allowing us to know who has attended. Slots will be split over 15 minutes & 3 welcome points @ Eskdale, Visitors’ Reception & Student Entrance. The total on site throughout the day is a max of 1600 slots. Staggered times means a max at any one time of 560 slots & 1000 visitors across 11 buildings. This compares to an average usual attendance of 3200 visitors (1600 students or ‘slots’ for comparison) at a September Open Event that tend to all arrive at the beginning and then in the middle of the event. It is also significantly fewer people than are on campus on an average college day.

The spread of visitors will be over 11 buildings and maps and signage will be in place & Schools will have a person/people helping with queues, visitors will also put down areas they wish to visit and this will allow for more effective queue management. The key aim will be to experience the campus and talk with teachers/other student facing staff.

<i>What are the hazards?</i>	<i>Who might be harmed and how? (Risks)</i>	<i>What are you already doing? (Controls)</i>	<i>Remaini ng risk level? H, M, L</i>	<i>What further action is necessary ?</i>	<i>Action by who?</i>	<i>Action by when?</i>	<i>Done</i>
Arrival/departure by car and movement around campus of people not necessarily knowing the layout of the college	Staff arriving from, & returning to, their cars, by bus Visitors arriving in cars	<ul style="list-style-type: none"> ▪ Staff encouraged to either be dropped off for 9.30am or to use the bus service from Chorley Campus – face coverings recommended to be worn for each journey. ▪ Car Park Marshalls will guide visitors to the relevant Car Park Clear rules of visit communicated before arrival via email & specific webpage Staff & visitors @ 3 x Welcome Points via 15 minute visitor slots, 75 minute max visitor time <ul style="list-style-type: none"> A. Student Entrance: A Level Programme Office staffing B. Visitors’ Entrance: Schools Liaison staffing C. Back of Eskdale: Vocational Programme Office staffing <ul style="list-style-type: none"> ▪ Each Welcome Point Team has been issued guidance about the role at the start of September via managers ▪ Queues managed ▪ 15 minute slots – visitors express their preferences before the visit allowing subjects to know how many might be visiting ▪ Clear signage ▪ Welcome pack is a pre-prepped grab and go so queues move quickly 	L	<ul style="list-style-type: none"> ▪ Ensure these measures are in place 	TCa	w/c 20 Sept	

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<i>What are the hazards?</i>	<i>Who might be harmed and how? (Risks)</i>	<i>What are you already doing? (Controls)</i>	<i>Remaining risk level? H, M, L</i>	<i>What further action is necessary?</i>	<i>Action by who?</i>	<i>Action by when?</i>	<i>Done</i>
		<ul style="list-style-type: none"> ▪ No bottlenecking walking straight through Eskdale/Mardale/Langdale ▪ Name noted to confirm appointment & attendance ▪ Visitors understand (through the Visitor Rules) that the purpose of the visit is to see the Campus & facilities and it may not be possible to speak with all teachers, and this information is on the online part of the package. ▪ Cleaning of shared facilities ▪ Ventilation – plain vents give fresh air from external points, also further achieved by leaving the door open/windows opening 					