

## PUBLISHED RISK ASSESSMENT

Is this Risk Assessment for an off-site activity? Please delete as appropriate		Department	Created by		Date Published
No		2020-RA-HST-004-Coronavirus (College Wide)	James Billingham		04-Mar-21
If Off-site please ensure <u>Off-Site Activity Information form</u> is completed					
Hazard	Who may be harmed?	Controls	Likelihood	Severity	RISK RATING
Look only for hazards which could reasonably be expected to result in significant harm under the conditions in the workplace	List groups of people, rather than individuals. Pay particular attention to those more vulnerable	List controls to be implemented here or where the information may be found:  Consider the following controls: Process, Equipment, Procedural, Behavioural, Material, Environmental, Emergency, Management	1 = Very Unlikely 2 = Unlikely 3 = Possible 4 = Likely 5 = Very likely	1 = Insignificant 2 = First Aid Injury 3 = Lost Time Injury 4 = Hospital Treatment 5 = Disabling Injury	Risk Rating = Severity x Likelihood  See Risk Matrix below for guidance  <b>Risk Rating</b> <b>Please review</b> <b>Risk Matrix Tab at below</b> <b>If value is 15 or above</b> <b>do not proceed</b> <b>If value 10 or 12 further approval</b> <b>required</b>
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High risk individuals suffering serious illness from COVID-19	High risk group have been identified by the Government as: • Clinically extremely vulnerable CEV ('high risk')	Those people whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education settings whilst the national restrictions are in place  Staff with health concerns should discuss with HR and consider on a case by case basis whether alternative arrangements should be made.	1	5	5
People carrying COVID-19 enter College sites	Staff, Students & Visitors	<b>Control entry to sites and minimise foot fall</b> All visitors must be booked in on visitors booking system the day before attendance All staff and students to attend only for their agreed attendance period and should leave site promptly following those sessions Local risk assessment must be completed for specific areas identifying any additional risks,  <b>Minimise entry to site via Working From Home (WFH)</b> To meet the social distancing requirements, capacities of offices and staff rooms have been reduced. As a result, overspill areas have been created for those who must be on-site; other staff continue to be on a rota to work from home during 20/21. When not teaching, student facing roles can WFH.  <b>Minimise entry to site via remote learning</b> Where appropriate learning should be conducted remotely.  <b>Access to Testing</b> Staff with symptoms can and should be tested for COVID-19 and inform the College so appropriate test, trace and other mitigations can be implemented The College is promoting the NHS test and trace scheme  <b>Physical signage and controls</b> a) Controls and clear signage at entry points to reinforce the people with COVID-19 symptoms are not allowed on site and face coverings to be worn in communal areas b) Tenants supplied with college risk assessment	2	3	6
		<b>Lateral Flow Testing(LFT)</b> Staff attending site on a regular basis have been undertaking weekly LFT since January 2021. Staff will be migrating to home based twice weekly LFT from 8th March 2021. All home test kits will be available from the college  Students returning to F2F lessons on site from 8th March 2021 will be required to undertake 3 on site tests equally spaced out over their first few weeks. They will then be expected to undertake home based twice weekly LFT from 19th April 2021. All home test kits will be available from the college  <b>Face Coverings</b> Face coverings should be worn by staff, students and visitors when moving around the premises, in corridors and communal areas where social distancing cannot easily be maintained. It is also advisable to wear face coverings in classrooms when social distancing can not be maintained  Face coverings should also be worn when travelling on public transport or dedicated transport to these settings.  Some individuals are exempt from wearing face coverings and we expect staff and students to be sensitive to those needs and exemption cards are available to identify those people with exemption. Please contact reception for further information.			

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Direct person to person spread of COVID-19	Staff, Students & Visitors	<p><b>Social Distancing (SD)</b> In general social distancing will be enforced via: - 2 metres distancing where possible, including circulation spaces - Office spaces to be 2 meters, or screening - Staff rooms to be 2 metres face to face - Classes formed into bubbles which can have reduced proximity but tutors need to maintain 2 metres distance as far as possible - Student internet zones are communal areas and face covering must be worn and 2 metre distancing where possible - Timetable blocks and closure of catering minimise the number of staff and students within circulation areas at any time</p> <p><b>Enable effective social distancing by</b> a) Planning access to building so footfall can be managed to enable SD b) Offering flexible start and finish times and use of AM and PM timetables c) Publishing maximum allowed occupancy on doors to offices, staff rooms, lifts, toilet areas, changing areas and shower areas d) Clear signage in smoking areas to remind people to social distance e) Organise students wherever possible into curriculum cohort bubbles and stagger break times to minimise bubble interaction f) Display 2m distancing signage and markers g) Maintain one way systems and wait till clear for narrow corridors and two way lane system in areas where two way social distancing can be maintained; or allow 2 way where this reduces footfall through building h) Organise student area of classrooms in line with government guidance for 16-19 year old students i) Mark off 2m zone around tutor space in classroom j) Use screens or barriers in Offices where 2m F2F and 1.5m+ side on can not be achieved k) Use screens or barriers in Teaching staff rooms where 2m F2F and 1m+ side on can not be achieved l) Do not offer on site catering facilities m) Minimise people movement around the building, spread breaks and lunch time n) Avoid physical meetings wherever possible o) Identifying physical 'pinch points' and put in place mitigations p) Minimise entry points and increase exit points q) Only use public transport when essential; encourage walking and cycling to sites. r) Non essential college minibus use is suspended. s) Where possible discourage business travel. Where necessary then travel alone. t) General seating areas – closed u) Testing of fire evacuation procedures suspended while social distancing in force. All staff and students provided with fire evacuation information so they are aware of evacuation routes when fire alarm sounds v). Capacities of all rooms reviewed in line with SD requirements and layout altered. Signs displaying informing users of maximum occupancy to be observed. w) Student internet zones to book students into slots. 2 metre zones to be observed, or 1 metre plus x) Maintain contact info for all students and staff to support NHS Test and Trace y) Toilets open at full capacity to prevent overspill of queues into corridors and encourage hand washing z) Clear procedure for supporting anyone who falls ill whilst in College to minimise exposure to any other persons.</p> <p><b>PPE</b> Use of PPE where risk assessed that required and in line with PHE guidance e.g. personal care, first aid PPE in use in line with sector requirements e.g. hair &amp; beauty</p> <p><b>Hygiene</b> Promoting good hygiene, through publicity campaigns reinforced with greater access to sanitiser and wipes. Notices to remind staff and visitors to wash hands regularly when in building and especially on entry to building.</p>	2	3	9

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Indirect spread of COVID-19 from non-person source i.e. physical objects	Staff, Students & Visitors	<p><b>Enhanced cleaning regimes to be implemented including:</b></p> <ul style="list-style-type: none"> <li>- Door handles and push plates</li> <li>- Handrails</li> <li>- Lifts and hoists</li> <li>- Work surfaces</li> <li>- Equipment (PCs, Phones, MFDs and other office equipment)</li> <li>- Tables and chairs</li> <li>- Hand held and hand operated tools and equipment</li> <li>- Toilet facilities</li> </ul> <p>Timetable blocks enable cleaning between AM / PM sessions. Students to clean work spaces at start of lessons</p> <p><b>Storage and disposal of face coverings</b> When not in use face coverings must be stored securely to avoid other people coming into contact When disposing of face coverings they must be placed in an appropriate waste bin</p> <p>Work areas and practices reviewed so staff are not sharing equipment</p> <p><b>Shared Equipment Use</b> Provision of hand sanitiser and wipes where equipment has to be shared e.g. MFDs Signage to be displayed around devices with multiple touch points e.g. vending machines reminding people to wash hands</p>	3	3	9
Spread of COVID-19 via essential close contact with other persons  Personal Care First Aid Beauty treatments	Staff, Students & Visitors	Face mask, gloves and visor/goggles to be worn Estates team will have designated staff to deal with people on site with suspected COVID who will have full PPE in line with Government guidance for return of students	2	3	6

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Suspected case of COVID-19 on site leads to widespread infection	Staff, Students & Visitors	College will follow UK Government guidance for dealing with incidents  Any person who develops or reports COVID symptoms, with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell while at work to be moved immediately to identified isolation room  Arrange return to home to isolate  Advise to self isolate for 10 days and progress NHS test and trace contact via - <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</a> - You can call to 111 advice line for medical support - Follow all NHS test and trace guidance provided  Immediately clean areas that person has been in contact with  Escalate to Principal for decision on further steps that may be necessary Closures / quarantine decisions based on guidance from Public health authorities  On being notified of positive test the college must contact and follow Local Health Protection Team advice	3	3	9
Exposure to COVID-19 whilst travelling to and from work and college travel activities	Staff, Students & Visitors	Where possible travel alone  When travelling and social distancing cannot be maintained use appropriate gloves and face covering  Ensure you wash your hands when arriving and leaving your home address and when arriving and leaving your work location  Non essential college minibus use suspended	3	3	9