

Title of Risk Assessment	COVID-19 Return to Work & Study Information and Risk Assessment
Activity	<p>This risk assessment has been produced to act as the college's overarching approach to Covid-19, which is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. It is not likely that this risk assessment will cover all scenarios and each employee should consider their own unique circumstances. The control measures and actions listed are based on the appropriate Government guidance.</p> <p><i>*Please note that this is a working document risk assessment and the list of hazards and control measures are not exhaustive. This document will continue to evolve as and when further guidance is available, or other changes are required, and should be used as a base for your own Departmental risk assessment.</i></p>
Location of Activity	Askham Bryan College

Date Compiled	22/05/2020 plus updates	Date to be Reviewed	01/09/2020
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### Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures / mitigations to be implemented	Additional Action Required? (Yes / No)	Action Ref. No.
<b>Spread of Covid-19 Coronavirus</b>	<i>Staff, Visitors to College sites, Learners, Cleaners, Contractors, Drivers, Vulnerable groups – Elderly, Pregnant</i>	<p><b>Hand Washing</b></p> <p><i>Hand washing facilities with soap and water in place. Reminder signage/posters displayed at all locations.</i></p> <p><i>Stringent hand washing taking place.</i></p> <p><i>Staff and learners to be reminded on a regular basis to wash their hands for 20 seconds with water and soap, and to use proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the College.</i></p>	<ul style="list-style-type: none"> <li>• Signage - Estates</li> <li>• Screens - Estates</li> <li>• Soap/Gel/Emollient - Estates</li> <li>• Tissues – Estates</li> <li>• RA - HS</li> </ul>	<b>HS01</b>

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	<p>workers, those with existing underlying health conditions. Anyone else who physically comes in contact with College sites.</p>	<p>Online accident management and reporting systems - <b>OSHENS</b></p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Drying of hands with disposable paper towels.  <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Staff encouraged to protect the skin by applying emollient cream regularly  <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a>  Gel sanitisers in any area where washing facilities not readily available</p> <p>Cleaning  Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, using appropriate cleaning products and methods.</p> <p>Social Distancing  Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (or 1m with risk mitigation measures) gap recommended by UK Government  Reduce class sizes as per guidance from UK Government  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p>	<ul style="list-style-type: none"> <li>• <b>OSHENS – Raise Staff Awareness of Near Miss reporting</b></li> <li>• <b>Implementation date 1st July 2020 (ongoing)</b></li> </ul>	

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		Staff continue working from home where possible, continue remote and on-line teaching and learning, reduce numbers of staff and learners on site at any one time.		
<p><b>Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</b></p>	<p><i>Clinically vulnerable and clinically extremely vulnerable staff.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at work.</i></p>	<p><i>HR to identify those staff that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are <a href="#">clinically vulnerable</a> or <a href="#">clinically extremely vulnerable</a>.</i></p> <p><i>The latest government guidance document <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> states:</i></p> <ul style="list-style-type: none"> <li><i>• Clinically extremely vulnerable individuals are advised not to work outside the home before 1<sup>st</sup> August 2020. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus (COVID-19) and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work</i></li> <li><i>• HR to Review personnel records to identify any staff that may be classed as clinically vulnerable or clinically extremely vulnerable.</i></li> <li><i>• Issue formal communication to staff to request that they urgently contact Line Manager if they have an underlying health condition that causes them to be classed as clinically vulnerable or clinically extremely vulnerable; or they live in a household with a person who is classed as clinically extremely vulnerable.</i></li> <li><i>• HR to identify vulnerable and extremely vulnerable groups</i></li> </ul>	<p><b>Review and identify those staff members who fall into the various risk groups:</b></p> <ul style="list-style-type: none"> <li><b>• Staff Personnel File - HR</b></li> <li><b>• Staff Questionnaire – LM/HR/H&amp;S</b></li> <li><b>• Appoint POC - HR</b></li> <li><b>• OSHENS – Raise Staff Awareness of Near Miss reporting</b></li> </ul> <p><b>Implementation date 1<sup>st</sup> July 2020 (ongoing)</b></p>	<p><b>HS02</b></p>
<p><b>Students with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</b></p>	<p><i>Clinically vulnerable and clinically extremely vulnerable students.</i></p>	<p><i>Student Services/ Student Records to take steps to identify those students that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are <a href="#">clinically vulnerable</a> or <a href="#">clinically extremely vulnerable</a>.</i></p> <p><i>The latest government guidance document <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> states:</i></p> <ul style="list-style-type: none"> <li><i>• If a student lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting</a></i></li> </ul>	<ul style="list-style-type: none"> <li><b>• Student Personnel Record Curriculum/LS/SR</b></li> <li><b>• Student Questionnaire Curriculum/LS/SR</b></li> <li><b>• Confirm point of contact Curriculum/LS/SR</b></li> <li><b>• SLT lead</b></li> <li><b>• SLT - Send Letter to students/questionnaire</b></li> </ul>	<p><b>HS02/03</b></p>

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	Severe illness or death as a result of contracting COVID-19 whilst on site.	<p><u>people defined on medical grounds as extremely vulnerable guidance</u>, it is advised they only attend an education setting if stringent social distancing can be adhered to and they are able to understand and follow those instructions.</p> <ul style="list-style-type: none"> <li>Issue formal communication to students/ parents to request that they urgently contact Student Services or their Course Manager if they/ their child have/ has an underlying health condition that causes them to be classed as clinically vulnerable or clinically extremely vulnerable; or they live in a household with a person who is classed as clinically extremely vulnerable.</li> </ul>	<ul style="list-style-type: none"> <li>OSHENS – Raise Staff Awareness of Near Miss reporting</li> </ul> <p>Completion date 1<sup>st</sup> Sept 2020 (ongoing)</p>	
<p><b>Use of classrooms and workrooms</b></p> <p><b>Managing movement around college</b></p>	<p>All.</p> <p>Potential spread of COVID-19 to other staff, students and others on site.</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</p>	<p>Size of cohort in classroom determined in advance of occupation to facilitate the following:</p> <p><b>Layout</b></p> <ul style="list-style-type: none"> <li>reconfigured to ensure:</li> <li>2m space (or 1m with risk mitigation measures) between each person at all times</li> <li>sufficient space left between staff and student desks</li> <li>student desks face walls / windows where practicable and do not face each other</li> <li>all extraneous equipment and materials locked away to prevent unnecessary handling</li> <li>students provide and use own equipment and materials, as appropriate</li> <li>Signage applied to floors and walls</li> <li>All movement along corridors and stairs is kept to the left-hand side.</li> <li>One-way circulation systems in place in designated corridors and stairs, clearly indicated by appropriate signage</li> <li>Barriers and queue ‘mazes’ are installed inside and outside buildings as appropriate to control the ‘traffic’ flow.</li> <li>Signage and floor markings aid physical distancing in all indoor areas and outdoor areas where there are pinch-points including entrances and exits.</li> <li>Lecturers and Staff to brief students and visitors as they arrive as to what to do, where to go and expectations while on site</li> <li>shared equipment is kept to absolute minimum and cleaned / disinfected before &amp; after each use by a different person</li> </ul> <p><b>Room occupation:</b></p> <ul style="list-style-type: none"> <li>Students remain in one room if feasible with staff changing place instead (to reduce movement around building); Room ventilated for 10 minutes before arrival of students and surfaces are cleaned &amp; disinfected as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Signage Estates</li> <li>Screens Estates</li> <li>Soap/Gel Estates</li> <li>RA - HS</li> <li>Daily briefs, staff notices emails, website updates <ul style="list-style-type: none"> <li></li> <li></li> </ul> </li> <li>OSHENS – Raise Staff Awareness of Accident Management &amp; Near Miss reporting</li> </ul> <p>Completion date 1st Sept 2020 (ongoing)</p>	HS01

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		<ul style="list-style-type: none"> <li>• Door kept open while students arrive; Late arrivals admitted at discretion of staff member or prohibited from joining class.</li> </ul> <p>One-way system in place in classrooms indicated by signage, where feasible, to limit crossing paths.</p> <ul style="list-style-type: none"> <li>• Students are directed to leave room in small groups at end of lesson to ensure physical distancing.</li> </ul> <p>Any student who becomes unwell:</p> <ul style="list-style-type: none"> <li>• Leaves the classroom immediately and goes to the designated Isolation Room while staff member alerts Student Services by phone</li> <li>• Room is ventilated for 10 minutes after students leave and door then locked.</li> </ul>		
<p><b>Lack of staff available to operate safe staff/ student ratios and/or operate site.</b></p> <p><b>Staff may not be able to work on site due to having an underlying health condition that results in them being clinically extremely vulnerable, or clinically vulnerable; or as a result of either themselves or a member of their household developing symptoms of COVID-19.</b></p>	<p>All.</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</p>	<p>HR/Curriculum to review number and roles of key staff required for the day-to-day operation of each site, including:</p> <ul style="list-style-type: none"> <li>• Senior management;</li> <li>• Estates/ facilities/ maintenance staff to complete opening and closing of the site, routine monitoring (such as weekly fire alarm checks, temperature checks and flushing for prevention of legionella etc.), and deal with any urgent maintenance issues;</li> <li>• Cleaning/housekeeping staff to maintain high levels of cleanliness;</li> <li>• First aid and medical staff (please refer to the section of this risk assessment entitled 'lack of adequately trained first aid/medical/administration of medication personnel');</li> <li>• Staff trained to assist in emergency evacuations (please refer to the section of this risk assessment entitled 'lack of adequately trained fire personnel'); and</li> <li>• Complete review of key staff and agree on minimum service requirements.</li> <li>• Develop contingency plans where appropriate.</li> <li>• Identify key staffing scenarios that may trigger closure or partial closure of the site and take steps to mitigate these where possible.</li> </ul>	<ul style="list-style-type: none"> <li>• SLT/HR - Attendance</li> <li>• H&amp;S – Fire/First Aid</li> <li>• OSHENS – Raise Staff Awareness of Near Miss reporting</li> </ul> <p>Completion date 1<sup>st</sup> Sept 2020 (ongoing)</p>	<p>HS03</p>
<p><b>Suspected/ confirmed case of COVID-19 on site.</b></p> <p><b>Staff, students, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may</b></p>	<p>All.</p> <p>Potential spread of COVID-19 to other staff, students and others on site.</p>	<p>If a student, member of staff, visitor or contractor becomes unwell with a new, continuous cough, a high temperature, or a loss of, or change in, their normal sense of taste or smell whilst on site; they must be sent home and advised to follow the <a href="#">stay at home guidance</a>. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999. If the student is under the age of 18 or a vulnerable adult, then you should consider requesting that a parent/ carer come to collect them.</p>	<ul style="list-style-type: none"> <li>• Isolation room identified at each site – Estates</li> <li>• RIDDOR if applicable - H&amp;S</li> <li>• Student support – SSS</li> <li>• Insurer informed- Insurance</li> </ul>	<p>HS04</p>

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subsequently test positive for COVID-19.		<p><i>If a member of staff is diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent using the <a href="#">case of disease report form</a>. Further information is available from the <a href="#">Health &amp; Safety Executive (HSE)</a>.</i></p> <p><i>If an unintended incident at work has led to someone's possible or actual exposure to COVID-19. This must be reported to the enforcing authority under RIDDOR 2013 as a <a href="#">dangerous occurrence</a>. Further information is available from the <a href="#">HSE</a>.</i></p> <p><i>If a member of staff, student, visitor, or contractor displaying symptoms is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Suitable Personal Protective Equipment (PPE) should be worn by staff caring for the individual whilst they await collection if a distance of 2 metres cannot be maintained. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. If they need clinical advice, they (or a staff member, parent or carer) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</i></p> <p><i>Any parents/ carers/ family members attending site to collect a student/ member of staff/ visitor/ contractor displaying symptoms may also have the virus themselves, and so should not be permitted to access any other areas of the site.</i></p> <ul style="list-style-type: none"> <li>• Regularly brief staff and students on the symptoms of COVID-19.</li> <li>• Display posters informing control measures in prominent locations.</li> <li>• Inform students, parents/ carers, visitors, such as suppliers, and contractors not to visit the site if they are displaying any symptoms of COVID-19 and to follow the <a href="#">stay at home guidance</a>.</li> <li>• Procedure outlining the steps to be followed should a member of staff, student, visitor or contractor display symptoms whilst on site (including procedures for recording, tracking and tracing) and ensure that this is communicated to all staff.</li> <li>• Communication to staff, students and parents/ carers following a confirmed case at the site, and agree on who will be responsible for coordinating this.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents to be informed – SS</li> <li>• Staff/Students reminded to self Isolate – Staff Notices/Email/Daily Briefing</li> <li>• H&amp;S to prepare Daily Briefing as situation unfolds</li> <li>• Marketing to commission flyer for contractors ref what to do if becoming unwell on site</li> <li>• OSHENS – Raise Staff Awareness of reporting procedures</li> </ul> <p>Implementation date 1<sup>st</sup> July 2020 (ongoing)</p>	HS05

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		<ul style="list-style-type: none"> <li>Ensure that staff, students, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19</li> </ul>		
<p><b>Failure to implement suitable social distancing measures – classrooms and other teaching spaces, common areas such as access paths, corridors, dining areas, toilets etc. staff offices, meeting rooms and staff rooms/ rest areas</b></p>	<p>All</p> <p>Potential spread of COVID-19 between staff, students and others on site.</p>	<ul style="list-style-type: none"> <li>Review the government guidance document Coronavirus (COVID-19): implementing protective measures in education and childcare settings and decide how the social distancing principles can best be applied to classrooms and other teaching spaces. Department staff to lead the process for each specific area, as they can provide valuable ideas and understand the constraints and requirements for each course..</li> <li>Should students require equipment, where possible and appropriate, bring their own</li> <li>complete a separate COVID-19 risk assessment for each department.</li> <li>Ensure that students are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days where possible.</li> <li>Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, (recognising there will be some subject specialist rotation of staff).</li> <li>Ensure that wherever possible, students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</li> <li>Allocate teaching and support staff and refresh the timetable in light of the above.</li> <li>Desks/ workstations to be spaced 2m apart (or 1m with risk mitigations) as a minimum</li> <li>Seat students at the same desk each day if they attend on consecutive days.</li> <li>Ensure that staff, students, and parents/ carers are briefed on the new timetable and social distancing procedures.</li> <li>Use the timetable and selection of classroom or other learning environment to reduce movement around the site or building. Brief transitory contact, such as passing in a corridor is advised by the government, as a low risk.</li> <li>Stagger breaks to ensure that any corridors or circulation routes used have a limited number of students using them at any time.</li> <li>Staff and students to access rooms directly from the outside where possible and safe to do so (consider safety of external routes).</li> </ul>	<ul style="list-style-type: none"> <li>SLT – Lead on policy/procedure review</li> <li>H&amp;S SSoW</li> <li>H&amp;S to Lead on Dept RA</li> <li>Signage, one-way systems in operation – Estates/H&amp;S</li> <li>Briefings Staff Notices/SS/Staff</li> <li>Teaching Lead</li> <li>Discipline -SSS/HR</li> <li>Perspex screens Estates</li> <li>Office layout -Estates</li> <li>Transport – Transport</li> <li>OSHENS – Raise Staff Awareness of Near Miss reporting</li> </ul> <p>Implementation date 1<sup>st</sup> Sept 2020 (ongoing)</p>	<p>HS06</p>



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		<ul style="list-style-type: none"> <li>• Stagger the use of offices, staff rooms, rest areas and toilets to limit occupancy.</li> <li>• Review office layouts and processes to allow staff to work further apart from each other. Use floor tape or paint to mark areas to help staff keep to a 2m distance (or 1m with risk mitigations). Only where it is not possible to move workstations further apart, consider arranging people to work side by side or facing away from each other rather than face-to-face. Only where it is not possible to move workstations further apart, consider using screens to separate people from each other.</li> <li>• installation of plexiglass barriers for areas where staff may be required to closely interact with multiple persons (e.g. reception etc.).</li> </ul>		
<b>Staff and students contracting the virus through direct/ indirect transmission when travelling to/ from the site using their own means, on transport services operated by the college.</b>	<p>All</p> <p>Staff and students may be at risk of contracting the virus whilst travelling to/ from the site, especially if using public transport.</p>	<p>Staff and students returning to the site may be at risk of contracting the virus whilst travelling to/ from the site, particularly if they need to use public transport.</p> <p>Advise staff on best practice when travelling to and from sites/ commuting to work safely, advise students on safer travel options (driving/walking/cycling); all departments and leads to promote safe travel and make reasonable adjustments to facilitate this wherever possible.</p> <ul style="list-style-type: none"> <li>• Ask staff who cannot commute to and from work without using public transport to continue working from home if possible.</li> <li>• If staff or students must use public transport, adjust their hours of work/ learning to allow them to travel outside of peak times.</li> <li>• Ensure staff, students and parents/ carers are aware of recommendations on transport to and from the site (including avoiding peak times) as outlined in <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers.</a></li> <li>• Encourage staff and students to walk or cycle to the site if possible</li> <li>• Provide hand washing facilities or alcohol hand rub at entry points and instruct staff, students, contractors and visitors to thoroughly clean their hands when they enter the building.</li> </ul> <p>Where transport is operated by a third party provider, we will liaise with them to ensure that we are satisfied with the risk assessment and procedures they have in place.</p>	<ul style="list-style-type: none"> <li>• SLT/HR to promote safe travel for Staff and Students -C2W/Cycle Schemes</li> <li>• SLT – Lead on policy/procedure review</li> <li>• TRANSPORT to review arrangements and risk assessments from contract providers</li> <li>• OSHENS – Raise Staff Awareness of Near Miss reporting</li> <li>• WFH - HR</li> </ul>	<p>HS07</p>
<b>Staff, students, contractors and visitors not implementing suitable hygiene practices</b>	<p>All.</p> <p>Potential spread of COVID-19</p>	<p>Good hand and respiratory hygiene is imperative in the fight to minimise the spread of the virus. Hand washing facilities (soap, warm water, paper towels) will be provided at all sites. Staff and students regularly briefed on good hand and respiratory hygiene</p>	<ul style="list-style-type: none"> <li>• ALL – disciplinary action if contravened</li> </ul>	<p>HS08</p>



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	<p><i>between staff, students and others on site.</i></p>	<p><i>practices. Posters on general hand hygiene can be found on the <a href="#">Public Health England</a> website.</i></p> <p><i>Estates and cleaning staff to maintain provision of suitable handwashing facilities, contractors and visitors to be reminded of good hand and respiratory hygiene when they sign in. Contractors/visitors will be told where to find hand washing facilities.</i></p> <p><i>Cleaning regime to include</i></p> <ul style="list-style-type: none"> <li>• <i>Monitoring stocks of hand soap, alcohol-based hand rub, and paper towels - purchase additional stocks when required.</i></li> <li>• <i>Ensure that staff, students, contractors and visitors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol-based hand rub).</i></li> <li>• <i>Provide alcohol-based hand rub in prominent places and ensure that staff are identified to fill these up regularly.</i></li> <li>• <i>Brief staff, students, contractors and visitors on the need to wash their hands regularly (and after using the toilet, before eating or handling food, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique (NHS advice on handwashing, including a video, is available <a href="#">here</a>).</i></li> <li>• <i>Brief staff, students, contractors and visitors on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it').</i></li> <li>• <i>Brief staff, students, contractors and visitors on the need to avoid touching their face (and especially the eyes, nose and mouth).</i></li> <li>• <i>Brief staff and students on the need for non-contact greetings (i.e. no shaking hands, hugs etc.).</i></li> <li>• <i>Display posters in prominent locations to remind staff, students and others of good hand and respiratory hygiene practices.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>SLT – Leadon policy/procedure review</b></li> <li>• <b>Signage - Estates</b></li> <li>• <b>Consumables - Estates/H&amp;S /Cleaners</b></li> <li>• <b>Daily Briefings, Staff Notices, emails,</b></li> <li>• <b>OSHENS – Raise Staff Awareness of Near Miss reporting</b></li> </ul>	
<p><b>Non-essential contractors/ visitors attending site</b></p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, students and others on site.</i></p>	<p><i>Considerations</i></p> <p><i>No none essential or contractors to be invited onto sites at this time, use alternative methods such as Zoom, Teams meetings</i></p> <ul style="list-style-type: none"> <li>• <i>Undertake a review of persons expected to attend site and determine those that are non-essential (e.g. visitors, contractors, lettings etc.).</i></li> <li>• <i>Inform non-essential persons that they must not attend the site until further notice.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>SLT</b></li> <li>• <b>All Departments</b></li> <li>• <b>Stakeholders</b></li> <li>• <b>Reception</b></li> <li>• <b>Contractors – Daily Briefs, Emails, information sent out with contracts</b></li> </ul>	<p><b>HS09</b></p>

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		<ul style="list-style-type: none"> <li>• <i>Entry to the site controlled via reception/ security etc. whereby any non-essential persons can be denied access.</i></li> <li>• <i>Consider implementing a questionnaire at reception for any contractors/ visitors with regards risk rating prior to permitting them to enter the site.</i></li> <li>• <i>Consider signage on entrance gates, reception etc. to advise on who is/ is not permitted to access the site.</i></li> <li>• <i>Review any lettings arranged and notify hirers of cancellation where required.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>OSHENS – Raise Staff Awareness of Near Miss reporting</b></li> </ul>	
<b>Essential contractors/ visitors attending site.</b>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to staff students and others from persons visiting site.</i></p>	<p><i>Considerations</i></p> <p><i>All Departments to restrict access to site to only those persons who are ‘essential’. This may include contractors required for maintenance/ repair services, deliveries, and in some cases visitors. Where contractors/ visitors are required to enter the site, ensure that reasonable precautions are taken to prevent them potentially transmitting the virus to staff, students or other persons on site. In the first instance seek approval by Estates and or H&amp;S</i></p> <ul style="list-style-type: none"> <li>• <i>Hold meetings with would be visitors remotely (i.e. video-calls/ conferencing) where possible.</i></li> <li>• <i>Limit the number of contractors/ visitors on site at any one time.</i></li> <li>• <i>Staff to maintain social distancing when escorting contractors/ visitors.</i></li> <li>• <i>Obtain copies of contractors’ COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>SLT</b></li> <li>• <b>All Departments</b></li> <li>• <b>Stakeholders</b></li> <li>• <b>Reception</b></li> <li>• <b>Contractors – Daily Briefs, Emails, information sent out with contracts</b></li> <li>• <b>OSHENS – Raise Staff Awareness of Near Miss reporting</b></li> </ul>	<b>HS10</b>
<b>Lack of adequate cleaning regime leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</b>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, students and others on site.</i></p>	<p><i>Tests have shown that the virus can survive on surfaces for periods of days, depending on the surface material and environmental conditions. It is therefore imperative that surfaces that occupants may touch are regularly cleaned. Particular attention should be given to common touch points such as doors, lifts, sinks, light switches, toilets, bannisters, dining tables etc. and the frequent cleaning of common touch points should form part of an enhanced cleaning regime.</i></p> <ul style="list-style-type: none"> <li>• <i>Review cleaning regime for general areas (e.g. consider areas of the site that will be occupied, location of frequently touched objects and surfaces such as doors, lifts, sinks, light switches, toilets, bannisters, dining tables etc.), suitability of existing cleaning substances and equipment used etc.), with a view to improving the frequency and intensity of cleaning.</i></li> <li>• <i>Review cleaning regime/ procedures required for any shared/ multi-touch items (e.g. books, desks, chairs, DSE equipment, tools etc.) to ensure that suitable cleaning and disinfection methods are employed between uses.</i></li> <li>• <i>Remove unnecessary items from classrooms</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Cleaning Regime, need to implement hourly checks of protective measure (gel, soap, paper towels, touch points -Estates</b></li> <li>• <b>Consumables to be maintained at full capacity plus 10 days stock</b></li> <li>• <b>H&amp;S</b></li> </ul>	<b>HS11</b>

Description of Hazard	Who could be harmed and how?	Existing Control Measures / mitigations to be implemented	Additional Action Required? (Yes / No)	Action Ref. No.
		<ul style="list-style-type: none"> <li>• Remove soft furnishings and items that are hard to clean (such as those with intricate parts).</li> <li>• Avoid sharing any materials or equipment wherever possible</li> <li>• Staff and students to use allocated desks/ tables. Hot desking to be avoided.</li> <li>• Ensure that COSHH assessments are completed for any new cleaning substances introduced</li> <li>• Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required.</li> <li>• Ensure routine cleaning and disinfection of frequently touched objects and surfaces (e.g. door handles, handrails, tables etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• OSHENS – Raise Staff Awareness of Near Miss reporting</li> </ul>	
<p><b>Lack of adequate trained fire personnel.</b></p> <p><b>New fire hazards as a result of implementing control measures for COVID-19.</b></p>	<p>All.</p> <p>Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.</p>	<p>Review list of managers and other staff with key roles ((e.g. responsible persons, fire managers, fire wardens/ marshals etc.) to determine who is available (i.e. are any self-isolating?).</p> <ul style="list-style-type: none"> <li>• Ensure that all staff are aware of their responsibilities during a fire evacuation and provide refresher training where required -record information</li> <li>• Review fire assembly points to ensure that they are conducive with social distancing advice where possible</li> <li>• Ensure that staff and students working/ learning in areas of the site that are not familiar to them are briefed on the fire procedures and complete a walkthrough to identify escape routes, fire exits and assembly points.</li> <li>• Ensure that any Personal Emergency Evacuation Plans (PEEPs) are reviewed and updated as a result of any changes to fire procedures, and that all relevant persons (i.e. the person being assessed and any persons with roles in the PEEP) are notified of the changes.</li> <li>• Ensure that any changes to the fire risk assessment and/or written fire procedures are communicated to staff.</li> </ul>	<ul style="list-style-type: none"> <li>• FRA – H&amp;S</li> <li>• SLT – Lead on policy/procedure review</li> <li>• SLT- Lead for Fire Safety</li> <li>• Staff Daily Brief</li> <li>• PEEP – all Dept</li> </ul>	<p>HS12</p>
<p><b>Provision of first aid/ medical treatment to asymptomatic/ symptomatic individuals.</b></p>	<p>Staff administering first aid/ medical treatment.</p> <p>Staff administering first aid/ medical</p>	<p>The government guidance document <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> states that if an individual “becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 1 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.”</p>	<ul style="list-style-type: none"> <li>• Signage - Estates</li> <li>• Guidance - H&amp;S</li> <li>• PPE for First Aiders – H&amp;S</li> <li>• Training – L&amp;D</li> <li>•</li> </ul>	<p>HS13</p>


Description of Hazard	Who could be harmed and how?	Existing Control Measures / mitigations to be implemented	Additional Action Required? (Yes / No)	Action Ref. No.
	<i>treatment could contract COVID-19 from the individual being treated.</i>	<ul style="list-style-type: none"> <li>• Review written first aid and medical procedures and risk assessments</li> <li>• Review PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical masks, disposable gloves, disposable aprons, and splashproof eye protection).</li> <li>• Ensure that first aiders and in-house medical staff are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE (N.B. any training should be recorded).</li> <li>• Review bodily fluid and infection control procedures.</li> </ul>		
<b>Legionella risk arising from unused buildings and/ or parts of the premises.</b>	<p><i>All.</i></p> <p><i>Exposure to legionella bacteria leading to serious illness or death.</i></p>	<p><i>Even after reopening, there may still likely to be areas of the site that may remain unoccupied due to reduced site activities.</i></p> <ul style="list-style-type: none"> <li>• Consult with Estates/ water hygiene contractor to determine what steps (if any) need to be taken prior to reopening.</li> <li>• Identify all buildings and internal/ external areas of the site that are likely to be unoccupied after reopening and review list of infrequently used outlets.</li> <li>• Ensure that all infrequently used outlets are flushed regularly (weekly is recommended as a minimum).</li> <li>• Ensure that persons tasked with actions relating to the legionella written control scheme (e.g. Estates/ third party contractor etc.) are advised of any changes.</li> </ul>	<ul style="list-style-type: none"> <li>• Estates RA – Estates Manager</li> <li>• ClearWater water hygiene company reports and RA</li> <li>• Estates</li> <li>• H&amp;S</li> <li>• Caretaker/estates staff to flush all buildings prior to re-occupancy, weekly if possible</li> </ul>	<b>HS14</b>
<b>Students learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/ emotional wellbeing.</b>	<p><i>Students.</i></p> <p><i>Aches and pains from adopting poor posture whilst using DSE.</i></p> <p><i>Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends.</i></p>	<p><i>Even after reopening, you're still likely to have a significant number of students learning at home, and you'll need to take steps to protect and promote their health, safety and welfare. Public Health England has produced some useful guidance on the mental health and wellbeing aspects of COVID-19 available <a href="#">here</a>, together with guidance for parents and carers available <a href="#">here</a>.</i></p> <ul style="list-style-type: none"> <li>• Provide students with guidance on how to safely learn at home. Example top tips document here <a href="#">Top Tips for Students Learning from Home</a>.</li> <li>• Provide students learning from home with information on who they can speak to if they need help/ support (e.g. teaching staff, personal tutor, IT support etc.).</li> <li>• Review communication channels for academic and pastoral support.</li> </ul>	<ul style="list-style-type: none"> <li>• SLT – Lead on policy/procedure review</li> <li>• Updates to all students - Student Services</li> <li>• Regular communications</li> <li>• College Website updates - MAC</li> <li>• Lecturers</li> </ul>	<b>HS15</b>

Description of Hazard	Who could be harmed and how?	Existing Control Measures / mitigations to be implemented	Additional Action Required? (Yes / No)	Action Ref. No.
<p><b>Fear/ anxiety caused by returning to site.</b></p>	<p><i>Staff, students, and parents/ carers.</i></p> <p><i>Staff, students, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the site.</i></p>	<p><i>Considerations:</i></p> <p><i>Individuals will respond in different ways to being asked to return to the site. Some may have little or no concerns, but for others it may cause high levels of fear and anxiety and have a negative impact on their mental health. It is important to try to establish the likely impact that returning to the site will have on mental health and take steps to alleviate worries or concerns where possible.</i></p> <ul style="list-style-type: none"> <li>• <i>Managers at all levels to have conversations with staff and use questionnaires to identify those who have serious concerns about returning to the workplace and who may suffer negative mental health effects if asked to do so.</i></li> <li>• <i>Provide staff, students and parents/ carers with details of the measures taken to minimise the risk of them contracting the virus at the site.</i></li> <li>• <i>Identify any specific concerns that employees, students, and/or parents/ carers have (e.g. certain activities or areas of the site) and address these concerns where possible.</i></li> <li>• <i>Make reasonable adjustments where possible to alleviate concerns.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>SLT – Lead on policy/procedure review</b></li> <li>• <b>Staff Wellbeing -HR</b></li> <li>• <b>Student Wellbeing Advisor– SS</b></li> <li>• <b>Health Assured Staff wellbeing - HR</b></li> </ul>	<p><b>HS16</b></p>
<p><b>Lack of adequate communication related to COVID-19 procedures to staff, students, parents/ carers, contractors and visitors</b></p>	<p>All</p> <p>Staff, students, parents, contractors and visitors not being made aware of procedures</p>	<ul style="list-style-type: none"> <li>• <i>Tell students, parents/ carers or any visitors, such as suppliers, not to come to College if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection);</i></li> <li>• <i>Tell parents that if their child needs to be accompanied at College, only one parent should attend;</i></li> <li>• <i>Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</i></li> <li>• <i>Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</i></li> <li>• <i>Ensure parents and young people are aware of recommendations on transport to and from College (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>;</i></li> <li>• <i>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful;</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>SLT – Lead on policy/procedure review</b></li> <li>• <b>Staff Wellbeing -HR</b></li> <li>• <b>Student Wellbeing Advisor– SSS</b></li> <li>• <b>Health Assured Staff wellbeing - HR</b></li> <li>• <b>Virtual Induction once site ready - Marketing and Communications Department, SSS</b></li> <li>• <b>Transport to liaise with contract providers</b></li> <li>• <b>Estates to liaise with cleaning, catering and other contractors</b></li> </ul>	<p><b>HS17</b></p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures / mitigations to be implemented	Additional Action Required? (Yes / No)	Action Ref. No.
		<ul style="list-style-type: none"> <li>• <i>Communicate clearly with contractors and suppliers that will need to prepare to support the plans for re-opening for example, cleaning, catering, food supplies, hygiene suppliers</i></li> <li>• <i>Discuss with cleaning contractors the additional cleaning requirements and agree additional hours to allow for this.</i></li> </ul> <p><i>Employers have a duty to consult employees on health and safety. Staff should be involved in assessing workplace risks and the development and review of workplace health and safety policies. Staff should be encouraged to identify, speak up and provide feedback on risks and control measures.</i></p> <ul style="list-style-type: none"> <li>• <i>Develop communication plan to consider both internal and external communications.</i></li> <li>• <i>Liaise with contractors/ in-house staff and suppliers (e.g. cleaning, catering, food supplies, hygiene supplies etc.) to ensure that they are aware of the College's needs upon reopening</i></li> <li>• <i>Compile and issue formal communications to students and parents/ carers to advise them of key information including:</i> <ul style="list-style-type: none"> <li>○ <i>That they and/or their child/ren must not enter the site if they are displaying any symptoms of COVID-19 and to follow the <a href="#">Stay at home: guidance for households with possible coronavirus (COVID-19) infection</a>;</i></li> <li>○ <i>That only one parent is permitted to attend the site for drop off/ pick up;</i></li> <li>○ <i>Not to gather at the gates/entrances/doors and to maintain social distancing;</i></li> <li>○ <i>Procedures for pre-arranged appointments (i.e. where they should report upon arrival, hygiene procedures, how social distancing will be maintained etc.);</i></li> <li>○ <i>Copies of relevant risk assessments to demonstrate how the College intend to minimise the risk; and</i></li> <li>○ <i>Advice on use of public transport (i.e. they could be directed to read the <a href="#">safer travel guidance for passengers</a> and to avoid travelling during peak times) , or where the College will be providing transport for students, the procedures for them to follow and measures in place to minimise the risk.</i></li> </ul> </li> <li>• <i>Compile and issue formal communications to staff to advise them of key information including:</i></li> </ul>		

Description of Hazard	Who could be harmed and how?	Existing Control Measures / mitigations to be implemented	Additional Action Required? (Yes / No)	Action Ref. No.
		<ul style="list-style-type: none"> <li>○ <i>That they must not enter the site if they are displaying any symptoms of COVID-19 and to follow the <a href="#">Stay at home: guidance for households with possible coronavirus (COVID-19) infection</a>;</i></li> <li>○ <i>Procedures to follow should either they or either a student/ visitor/ contractor etc. develop COVID-19 symptoms whilst on site;</i></li> <li>○ <i>Social distancing and hygiene procedures;</i></li> <li>○ <i>Any changes to fire or first aid procedures;</i></li> <li>○ <i>Timetable changes (timings, locations etc.);</i></li> <li>○ <i>That parents/ visitors must not enter the buildings unless they have a pre-arranged appointment;</i></li> <li>○ <i>Copies of relevant risk assessments to demonstrate how you intend to minimise the risk; and</i></li> <li>○ <i>Advice on use of public transport (i.e. they could be directed to read the <a href="#">safer travel guidance for passengers</a> and to avoid travelling during peak times). N.B. COVID-19 staff induction that can be provided to all staff prior to their return to site that can be used as a formal process to cover all of the above. This could be delivered online (e.g. via a virtual training session, video tutorial etc.).</i></li> <li>○ <i>Also consider a formal induction for students. It is recommended that inductions are recorded as evidence of training</i></li> </ul>		

This risk assessment has been completed in accordance with **The Management of Health & Safety at Work Regulations 1992** and the **Health & Safety at Work Etc. Act 1974** to the best knowledge and understanding of the assessors.

Compiled by John Freel  
Signature   
Date 14/06/2020

Approved by  
Signature  
Date



## Action Plan

Action Ref. No.	Action Required	Completion Deadline	Responsible Person(s)	Date Completed
HS01	Consumables, Perspex screens, soaps, gels, stock reserve, SLT lead JM, online accident reporting and management systems	Sept 2020 / OR before sites re-open	Estates, H&S, KGB,	ongoing
HS02	Questionnaire to staff, students, contractors, SLT Lead HR to appoint lead for both (HR)	Sept 2020 / OR before sites re-open	HR, H&S, Estates,	
HS03	PPE, screens, consumables (masks), FRA	Sept 2020 / OR before sites re-open	H&S, Estates	
HS04	Discipline, policy review, isolation rooms, briefings daily and weekly via staff notices and website updates	Sept 2020 / OR before sites re-open	PWG, JP, MAC, H&S, Estates	
HS05	SLT policy and procedural review	Sept 2020 / OR before sites re-open	PWG, JP, H&S	
HS06	Student cohorting/bubble grouping, time tabling, floor marking and signage, re-design classroom and office spaces. Dept Heads to lead social distancing measures within their areas.	Sept 2020 / OR before sites re-open	Student Services, Curriculum, H&S, Estates, Dept Heads	
HS07	Review time tables, safer travel information and briefings, review safety measures and risk assessments implemented by contract providers (Transport for contract travel providers, Estates for other contractors)	Sept 2020 / OR before sites re-open	SLT, Curriculum, Student Services, Transport	
HS08	Check hand washing facilities in place, ensure stocks of consumables (soap, hand gel paper towels etc. - Estates), review disciplinary policy (HR/SLT), email updates and briefings/reminders (MAC), issue information to contractors, agree responsibilities with cleaning contractors (Estates)	Sept 2020 / OR before sites re-open	H&S, Estates, SLT, PWG, MAC	
HS09	Review lettings, contractors and external hires – identify which bookings, events, contractor visits etc can be cancelled and which need to continue, issue information to contractors/with event bookings, briefing information held at reception,	Sept 2020 / OR before sites re-open	SLT, Estates, Reception Staff, Conferencing	
HS10	Confirm contractors that must visit site for essential reasons, provide briefing to all contractors, hold briefing information at reception, confirm contractor sign in/out arrangements, Estates to obtain covid secure risk assessments from any contractors coming onto site	Sept 2020 / OR before sites re-open	SLT, Estates, Contractors, Reception	
HS11	Ensure stocks of consumables (soap, alcohol gel, paper towels, cleaning supplies etc.) are available on all sites, confirm responsibilities with cleaning contractors, identify high touch points for hourly cleaning (Estates to lead)	Sept 2020 / OR before sites re-open	H&S, Estates, Cleaning Contractors, Finance	
HS12	Review FRA, ensure no fire exits obstructed by social distancing measures, hold fire drills at all sites in new term, Dept Heads review PEEPS within their department	Sept 2020 / OR before sites re-open	SLT, H&S, Dept Heads	

<b>HS13</b>	Review first aid guidance and publish to all first aiders, source PPE (finance to approve expenditure) and ensure supply available at all sites, train first aiders in new procedures	Sept 2020 / OR before sites re-open	Finance Estates, H&S, L&D,	
<b>HS14</b>	SLT/Curriculum to confirm which buildings/areas will have reduced usage moving forward, Estates to liaise with external specialist contractor and review written control schemes and legionella risk assessments, Estates to oversee regular flushing, Estates to ensure all buildings have written control scheme in place and/or have samples taken prior to being reoccupied	Sept 2020 / OR before sites re-open	Estates, H&S, SLT/Curriculum	
<b>HS15</b>	SLT review need for updated/amended policies or procedures, Student Services and Curriculum staff provide regular updates and advice to learners working remotely, MAC manage communications via College website, social media, and other channels	Sept 2020 / OR before sites re-open	Student Services, SLT, Curriculum, MAC	
<b>HS16</b>	SLT to confirm arrangements and timeframe for reopening sites, ensure staff continue to work at home where possible, Dept. Heads discuss individual concerns with staff, escalate any issues to HR, Student Services lead on learner welfare	Sept 2020 / OR before sites re-open	SLT, HR, Student Services, Dept. Heads	
<b>HS17</b>	SLT/Student Services/HR draft and oversee communications to staff and students (letters and emails etc), H&S maintain College wide risk assessment, MAC to manage communication delivery (email, website updates etc.), Transport & Estates ensure that risk assessments are exchanged with contracted providers, MAC and Dept. Heads to develop local induction videos	Sept 2020 / OR before sites re-open	SLT, HR, Student Services, H&S, Transport, Estates, MAC	

Next review due:

<b>25/05/2020</b>
<b>31/05/2020</b>
<b>03/06/2020</b>
<b>02/07/2020</b>
<b>01/08/2020</b>