

1. **STOP!** Assess the risks! 2. **THINK!** How to reduce the risks. 3. **ACT** to ensure safe operations



Department: Estates - Health and Safety Manager: Ian Wardle H & S Coordinator: Neil Whiteley Assessment Date: 08/09/21 Review Date: 08/11/21

Risk Assessment: **WORKING SAFELY DURING COVID-19**

Note: The College has a duty to protect staff and others from risk to their health and safety by taking preventative measures to reduce workplace risk to the lowest reasonable practicable level. It is recognised that the risk of COVID-19 cannot currently be completely eliminated. This risk assessment aims to ensure that all staff can work safely whilst considering the above and following local and government guidance.

Activity / Objective	Persons Affected	Significant Hazards	Risk Rating (before controls)			Control Measures	Responsible Person	By When	Risk Rating (with controls)			
			H	M	L				H	M	L	
Testing for the Covid 19 Virus	Staff, Students, Governors and Visitors	Asymptomatic spread of the virus			H	Home testing now in place for staff and students	Testing Coordinator	Ongoing			L	
							Students to be tested on site on return to college and then 3-5 days after this. Then a small test facility will be maintained	Testing team				On return to college
							If there is an outbreak then a facility is to be available to recommence mass testing beyond the above mentioned small facility	Estates				Ongoing

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<p>People who need to Self-Isolate</p> <p>To make sure individuals who are advised to stay at home do not physically come to College</p> <p>People returning from countries on government Amber and Red List</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Spread of the Virus</p>	<p>H</p>			<p>Persons displaying symptoms of COVID-19 should not attend college and book themselves in for a PCR test and self-isolate until the outcome is known-</p> <p>Anyone who tests positive on a LFT must undertake a PCR test to confirm the result. They must self-isolate for the required time unless the PCR confirms a negative result.</p> <p>Close contacts of those listed above will only be allowed to return to college if they are under 18 yrs and 6 months or fully vaccinated.</p> <p>Staff who live with someone who has tested positive will be risk assessed for their role to decide upon the most appropriate way for them to work.</p> <p>Staff and students will be enabled to work / learn from home whilst self-isolating if appropriate and they are well enough to do so</p> <p>To follow Government Guidance</p>	<p>Individual</p> <p>Individuals supported by line manager (staff) or Covid Team (students) (Neil, Ian, Liz, Debbie G)</p> <p>SLT</p> <p>HR and Line Manager (staff) Covid team (Students) (Neil, Ian Liz, Debbie G)</p> <p>Tutors / Line Managers</p> <p>SLT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		<p>L</p>
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<p>Communal Areas</p> <p>To minimise risks whilst using common areas</p>	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Visitors</p>	<p>Spread of the virus</p>	<p>H</p>		<p>Students and staff encouraged to wear masks in communal areas</p> <p>Use of outdoor areas to be encouraged for breaks weather permitting</p> <p>Seating and tables reconfigured to allow some social distancing in Refectory and Coffee Shop and maximise airflow and daytime cleaning</p>	<p>Tutors</p> <p>Tutors</p> <p>Estates</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		<p>L</p>
<p>Teaching Rooms including classrooms and workshops</p>	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Visitors</p>	<p>Spread of the virus</p>			<p>Initially seating remaining in rows and teacher socially distanced</p> <p>Sanitising frequent touch points including equipment</p> <p>Follow industry guidance for vocational areas such as Hair, Beauty, Hospitality</p>	<p>Tutors</p> <p>Tutors</p> <p>Tutors</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		
<p>Visitor and Contractor Management Policy</p> <p>To minimise the number of</p>	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Visitors</p>	<p>Spread of the virus</p>	<p>H</p>		<p>Clear guidance on College procedures including social distancing and hygiene will be provided to people on arrival and before arrival via phone, email and College website this will include to</p>	<p>Estates Team</p>	<p>Ongoing</p>		<p>L</p>

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<p>unnecessary visits to College</p> <p>To make sure visitors understand what they need to do to maintain safety</p>	<p>Nursery</p>				<p>carry a mask and use if requested to or they feel the need to use</p> <p>Contractors will continue to be encouraged to use the hand sanitiser when signing in and collecting keys, card access and prior to leaving site as they will touch door handles etc when leaving estate office</p> <p>Nursery will adapt safe working practice as governed by the Government</p> <p>Where visitors are accessing services, such as Hair, Beauty, Hospitality the relevant sector guidance will be followed for staff, students and visitors, as outlined in the departmental risk assessment</p>	<p>Estates Team</p> <p>Nursery Manager</p> <p>Department Managers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			
<p>Cleaning and Disinfection</p> <p>To prevent the spread of the virus by touching contaminated surfaces</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Spread of the virus</p>	<p>H</p>		<p>Hand sanitisers provided across all buildings</p> <p>Ventilation and air conditioning systems checked, reset and confirmed to be fully functional before reopening</p> <p>Windows and doors will be opened frequently to ensure maximum ventilation where possible.</p>	<p>Estates Team</p> <p>Estates Team</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		<p>L</p>	

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					<p>Work areas and equipment will be frequently cleaned between uses using usual cleaning products</p> <p>Frequent cleaning of objects and surfaces that are touched regularly including door handles, keyboards, handrails</p> <p>An enhanced cleaning regime will continue to ensure constant presence of cleaner during opening hours focusing on busy communal areas and heavy contact surfaces</p> <p>Thorough cleaning of welfare facilities on a regular basis</p> <p>Waste facilities are provided throughout the site with frequent emptying of bins</p> <p>Disinfectant spray and wipes provided in meeting rooms, IT training rooms, offices and multi-use areas.</p>	<p>All</p> <p>Estates Team</p> <p>Cleaning Team</p> <p>Estates Team</p> <p>Management</p> <p>Cleaning Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			
Hygiene, Handwashing, Sanitisation facilities and Toilets	Staff Students Visitors	Spread of the Virus	H		Signs and posters around all buildings to raise awareness and promote good handwashing technique, the need to increase handwashing frequency, avoid	Estates Team	Complete			L

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<p>To help everyone keep good hygiene throughout the working day</p>	<p>Contractors</p>				<p>touching your face and to cough or sneeze into a tissue</p> <p>Regular reminders to maintain personal hygiene standards provided via signage, staff bulletins, briefings, College portals and information on display screens</p> <p>Hand washing facilities with soap and hot water in washrooms in all buildings. Hand dryers to be used in preference to paper towels.</p> <p>Multiple hand sanitiser units placed around the campus</p> <p>Clear usage guidance for toilets to ensure high standards of cleanliness with social distancing maintained as much as possible</p>	<p>Management Teams</p> <p>All</p> <p>Estates Team</p> <p>Cleaning team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			
<p>Personal Protective Equipment (PPE) and face coverings</p> <p>To protect the user against</p>	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Visitors</p>	<p>Spread of the virus</p>	<p>H</p>		<p>Staff members requested to carry a face covering (mask) on campus but can relax unless anxious (be cautious)</p> <p>Appropriate PPE for first aid emergencies</p>	<p>All</p> <p>First Aiders</p>	<p>Ongoing</p> <p>Ongoing</p>			<p>L</p>

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health and safety risks										
Work Related Travel To keep people safe when travelling to and from College To avoid unnecessary work travel To protect staff visiting other sites	Staff Students External suppliers Employers	Spread of the virus	H		Staff and students who use public transport must follow government guidance; the wearing of a face covering is down to the individual. Safety measure implemented on College minibuses including mandatory wearing of face coverings for driver and students, limited number of passengers, hand sanitiser available on entry and exit, students to sit in same seats each day, windows open to improve ventilation and safety signage prominent <i>College cars – masks to be worn by passengers</i>	Affected staff / Students Drivers Drivers / Estates Team	Ongoing Ongoing Ongoing			L
Communication and Training To make sure all staff understand COVID-19 related safety procedures	Staff Students	Lack of awareness of COVID-19 risks and safe working		M	Changes in controls to be clearly communicated Briefing session for all staff and students on arrival outlining any new procedures	SLT Tutors	Ongoing Ongoing			

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<p>To make sure all staff and students are kept up to date with how safety measures are being implemented and updated</p>		<p>practices put in place</p>				<p>Top Five Safety Actions outlining the key precautions implemented around College shared with all staff and students and displayed around campus and on social media</p> <p>Focus on the importance of mental health by providing support and counselling service as needed</p> <p>Extensive use of signage and other visual communication to explain changes to access around site, use of communal areas, the need for regular handwashing and other important information to reduce the need for face-to-face contact</p> <p>All COVID-19 documents relevant for staff and students regularly reviewed, updated and accessible in folder on SharePoint</p>	<p>Management / Health and Safety Coordinator</p> <p>SLT</p> <p>Estates</p> <p>Estates</p>	<p>Frequent review in line with government advice</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			
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