

Risk Assessment Coronavirus



Date of issue	04.01.2021
Approved by	Executive Team
Contact	Health & Safety Consultants, Estates
Review frequency	Weekly

RISK ASSESSMENT CORONAVIRUS

Introduction

This risk assessment takes into consideration the know risks arising from COVID-19 and best practice advice and guidance on managing those risks specifically within workplaces and educational establishments. These have been collated from guidance issued by the Government through the Department for Education, the Health and Safety Executive, the AoC and trades unions within the following publications:

- AoC and trades unions “Planning guide for further education colleges from September 2020” undated
- Department for Education “Coronavirus (COVID-19): implementing protective measures in education and childcare settings dated 1st June 2020
- Department for Education “What FE colleges and providers will need to do from the start of the 2020 autumn term” dated 15th July 2020
- Department for Education “Further education (FE) autumn term guidance” updated 29th August 2020
- Department for Education “What parents and carers need to know about early years providers, schools and colleges in the autumn term” dated 21st August 2020
- Department for Education “Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment” updated 22nd October 2020
- Government “New National Restrictions from 5th November 2020” last updated 6th November 2020
- Government “Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person” last updated 14th December 2020
- Government “Education and childcare during coronavirus – Further Education (FE) operational guidance” dated 30th December 2020
- Health and Safety Executive publication “What to include in your COVID-19 risk assessment” dated July 2020

Government websites are monitored daily for new or revised guidance on the risks and controls which should be put into place to mitigate risks.

Area or Activity Assessed	Covid19	Original Assessment Date	24.08.20
		Last Reviewed	04.01.21

Assessment Completed By	Nicholas Brick	Persons At Risk	Staff/ Students / Visitors/Contractors
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Risk Rating	The level of risk is regarded as tolerable with the controls implemented
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No.	HAZARD	WHO MIGHT BE HARMED	IMPLEMENTED CONTROLS	RISK RATING WITH CONTROLS IN PLACE	ADDITIONAL ACTIONS REQUIRED (IF ANY)
1.	Building systems/equipment (water, fire safety, gas safety etc.)	Staff Students Visitors Contractors	<ul style="list-style-type: none"> • All Estates equipment and systems have been maintained in accordance with PPM regimes since the college remained open except for a short period • Curriculum equipment is inspected at the start of term as part of new academic year routines • Windows opened to allow good ventilation • Doors left open (not fire doors) to help good ventilation • Air conditioning systems inspected and sanitised 	Low	None
2.	Travel to and from College	Staff and Students	<ul style="list-style-type: none"> • Walking to and from College is promoted and the introduction of the Bicycle Purchase Scheme • Managers mindful of peak travel periods on public transport and due consideration given to the start and finish times of staff but balanced against business needs • Face masks provided to all staff at the “Welcome Back” presentations which may be used on public transport 	Low	None
3.	Spreading or getting coronavirus by not washing hands or not washing them adequately	Staff Students Visitors Contractors	<ul style="list-style-type: none"> • Posters displayed to remind of the need to wash/sanitise hands more frequently • Sanitiser stations at entrance and exit points • Sanitiser stations throughout the College • Sanitiser stations include guidance on how to sanitise hands • Sanitiser provided in each classroom/learning area and office • Hot and cold running water and soap in each toilet 	Low	None
4.	Spreading or getting coronavirus in common use areas (canteens, corridors, offices, classrooms,	Staff Students Visitors Contractors	<ul style="list-style-type: none"> • Information provided to staff and students informing them not to attend college if they have coronavirus symptoms or if they should be self-isolating • Information provided to visitors informing them not to enter the college if they have coronavirus symptoms or if they should be self- 	Low	None

	entrance/exit points and lifts)		<p>isolating and information provided on what to do if they develop symptoms whilst in the college</p> <ul style="list-style-type: none"> • The wearing of face masks or face coverings in common areas is compulsory for all College occupants • Café on 4 and other communal refreshment areas closed • Entrance/exit areas configured to manage the flow of people • Where possible, staircases are divided into one-way routes • Signage displayed to manage the flow of people (Keep Left etc.) • Lifts restricted to essential use only • Where necessary, re-configured staff rooms to enable social distancing and alternative work- spaces provided • Occupancy levels set for classrooms and all other teaching areas to enable social distancing • Additional controls in place where social distancing is impracticable through the provision of PPE/RPE and revised safe systems of work • Acrylic screens installed where it is not possible to maintain social distancing or where there is likely to be significant closer inter-action with people e.g. LRC, Student Services, Reception and Hair and Beauty Reception • Staff attendance at college is managed to enable social distancing and where possible face to face meetings are reduced by the use of online meeting facilities • Blended learning and other strategies to control the number of students and staff needing to be in college at any one time • Timetabling to limit staff and student movements and to enable the creation of groups/bubbles • Tissues and bins provided to encourage “Catch it, Bin it, Kill it” • Coronavirus isolation room set up and arrangements in place for managing and supporting anybody who develops symptoms in college 		
5.	Spreading or getting coronavirus by not cleaning surfaces, equipment and workstations	Staff Students Visitors Contractors	<ul style="list-style-type: none"> • Surface wipes provided in each office and learning area • Revised and enhanced cleaning regimes and a focus on the cleaning of touch points e.g. banisters, door handles, tables, table surfaces, chairs etc. • Waste bins available in all learning areas and offices • Bins available at entrances and can be used for disposable face masks • Bins emptied at least daily and sanitised 	Low	None

			<ul style="list-style-type: none"> • Vending machines taken out of service to reduce touch points • Water fountains taken out of service • Clear desk policy introduced to enable satisfactory cleaning • All computer keypads deep cleaned and sanitiser wipes available • Restricted use of shared equipment but if shared use is necessary, cleaning wipes or sanitiser spray are available for sanitising equipment 		
6.	Spreading or getting coronavirus by not social distancing	Staff Students Visitors Contractors	<ul style="list-style-type: none"> • College occupancy levels managed to ensure social distancing is possible • Entrance and exit areas configured to manage the flow of people • Signage displayed to remind people to maintain social distance • Floor markings to remind to social distance • One-way systems in place where practicable • Classroom/teaching area capacities reviewed to enable social distancing and posters displayed detailing capacities • Office working reviewed to enable social distancing with additional working spaces allocated and IT equipment provided • Toilet capacities displayed on doors with notices to remind the need to socially distance 	Low	None
7.	Poor workplace ventilation leading to the risk of coronavirus spreading	Staff Students Visitors Contractors	<ul style="list-style-type: none"> • Windows opened each morning to facilitate good ventilation • Doors left open where possible to allow the flow of fresh air (but not fire doors) • Air conditioning systems sanitised 	Low	None
8.	Staff or students attending the college who have the virus but are asymptomatic	Staff Students Visitors Contractors	<ul style="list-style-type: none"> • Later flow test pilot introduced in collaboration with Waltham Forest Council with test results available in 30 minutes • Tests available to all staff and some students • All students and staff will have full access to tests at the start of the new term • Systems in place to ensure anybody who is tested positive within the college leaves the building without putting others at risk • Home tests kits made available to all staff so they may take a test before returning to work in the new year and will be able to isolate if a they have positive result 	Low	None
9.	Mental health and wellbeing affected	Staff Students	<ul style="list-style-type: none"> • Regular communications with staff by the Principal, H.R and managers to inform on the current situation and points of referral for concerns 	Low	None

	through isolation or anxiety about coronavirus		<ul style="list-style-type: none"> • Availability of H.R. staff to discuss concerns • Counselling services through the employee assistance programme • Welcome Back presentations for staff on 19.08.20 • Dedicated e-mail address for staff to raise coronavirus concerns if they are unable to contact their line manager • Weekly scheduled meetings with trade union representatives to support effective two-way communication on coronavirus concerns or arrangements • Personal workplace risk assessment arrangements for staff who are considered to be clinically extremely vulnerable from COVID-19 • Regular contact with students by teaching staff and support available through the Be Safe team etc. • Staff and students sent a video showing changes in the college • Students will be informed of coronavirus control measures in place at their induction to help address any concerns or anxieties 		
10.	Staff who are clinically extremely vulnerable	Staff	<ul style="list-style-type: none"> • Due to being in a Tier 4 area, staff who are clinically extremely vulnerable are advised to work from home, where this is not possible, they should not attend college. Staff in this group will have been identified through a letter from the NHS or their GP and may have been advised to shield in the past, most recently November 2020. 	Low	None
11	Pregnant staff	Staff	<ul style="list-style-type: none"> • Pregnant women are considered “clinically vulnerable” or in some cases “clinically extremely vulnerable” and will be risk assessed to determine if any additional controls or measures are necessary 	Low	None
12	Phased return to College under Tier 4	Staff and students	<ul style="list-style-type: none"> • Phased return of students in compliance with Government rules for Tier 4: <ul style="list-style-type: none"> - 4th January, all students taking external exams and assessment that week, vulnerable learners and learners unable to access learning remotely - 11th January, all learners taking exams or formal assessments this academic year or those studying practical vocational programmes - 18th January, all other students 	Low	None

Health and Safety Risk Matrix

Risk Level Guidance

		1 SEVERITY			
		Slightly harmful / minor injury or illness	Harmful injury or illness incurring time loss for subject/s	Serious injury or illness	Life threatening or fatal injury or illness
Probability	2 Unlikely	Low	Low	Low	Med
	Likely	Low	Med	Med	High
	Highly Possible	Med	Med	High	High

	Certain	Med	High	High	High
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