Risk Assessment Coronavirus

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Approved by	Executive Team
Contact	Health & Safety Consultants, Estates
Review frequency	Weekly

Waltham Forest College

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:

- Department for Education publication "Further education COVID-19 operational guidance dated 27th August 2021
- Department for Education publication "Contingency framework: education and childcare settings" dated 25th June 2021
- Department for Education publication "Use of PPE in education, childcare and children's social care"
- Public Health publication "COVID-19: cleaning on non-healthcare settings outside the home" dated 19th July 2021
- Public Health publication "Stay at home: guidance for households with possible or confirmed coronavirus (COVIS_19) infection dated 19th July 2021
- Public Health publication "Guidance on protecting people who are clinically extremely vulnerable from COVID-19" dated 19th July 2021
- HSE publication "Coronavirus (COVID-19): advice for pregnant employees dated 21st June 2021
- HSE publication "Ventilation and air conditioning during the COVID-19 pandemic dated 19th July 2021
- NHS guidance "When to self-isolate and what to do" dated 19th July 2021
- Information from Waltham Forest Council Public Health Department 18th June 2021
- Department for Transport publication "COVID-19: Safer travel guidance for passengers" dated 19th July 2021

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	COVID-19	**Original Assessment Date**	24.08.2020
		Last Reviewed	17.09.2021

Assessment Completed By	Nicholas Brick	**Persons At Risk**	Staff/ Students / Visitors/Contractors

Risk Rating	The level of risk is regarded as tolerable with the controls implemented

No.	HAZARD	WHO MIGHT BE HARMED	IMPLEMENTED CONTROLS	RISK RATING WITH CONTROLS IN PLACE	ADDITIONAL ACTIONS REQUIRED (IF ANY)
1.	Travel to and from College	Staff and Students	• Walking or cycling to and from College is encouraged • Staff and students reminded reminded of the Department for Transport guidance "COVID-19: safer travel guidance for passengers" and links into local council websites to plan routes to and from work	Low	None
2.	Spreading or getting coronavirus by not washing hands or not washing them adequately	Staff Students Visitors Contractors	• 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
3.	Spreading or getting coronavirus in common use areas (canteens, corridors, offices, classrooms, entrance/exit points and lifts)	Staff Students Visitors Contractors	• 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-isolating and information provided on what to do if they develop symptoms whilst in the college • Due to a rise in local cases of COVID-19 and the Indian/Delta variant staff, students and visitors are encouraged to wear masks in all communal areas. • Face mask are provided free of charge to all staff, students and visitors (available from Reception or the Estates Department) • Face masks do not need to be worn in classrooms or other teaching areas unless other controls cannot be implemented • Face visors or shields should not be routinely worn as an alternative to face covering • 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.)	Low	None

			• Lifts restricted to essential use only • Acrylic screens installed in areas where practicable when there is likely to be significant close interaction between staff and students and the public e.g. Reception, LRC, Learner Services etc. • Acrylic screens installed in staff rooms where necessary • 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			
4.	Spreading or getting coronavirus by not cleaning surfaces, equipment and workstations	Staff Students Visitors Contractors	• Surface wipes or sanitising spray and disposable paper towel and 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 • Clear desk policy introduced to enable satisfactory cleaning • Restricted use of shared equipment but if shared use is necessary, cleaning wipes or sanitiser spray are available for sanitising equipment	Low		None
5.	Spreading or getting coronavirus by not social distancing	Staff Students Visitors Contractors	• Social distancing requirements are no longer a standard Government/DfE requirement, but staff and students reminded in communications that they should be mindful that the closer are to somebody the greater the risk of contracting the virus • Where practicable, acrylic screens are used in offices as a barrier between people • Lifts restricted to essential use only with appropriate signage displayed • Capacities for toilets shown on the outer doors to encourage informal social distancing	Low		None
6.	Poor workplace ventilation leading to the risk of coronavirus spreading	Staff Students Visitors Contractors	• 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 maintained and inspected and where possible set to allow the maximum amount of external air to be circulated	Low		None

| 7. | Staff or students attending the college who have the virus but are asymptomatic | Staff Students Visitors Contractors | • Asymptomatic test centre set up so that staff and students may take asymptomatic testing upon their first attendance at College in compliance with DfE operational guidance
• Availability of asymptomatic testing communicated to staff and students
• COVID-19 self-test kits available from the test centre and the Estates office in 216 with their availability promoted by communications to staff and students and posters displayed.
• Staff and students encouraged to report all test results to NHS Test and Trace service
• Systems in place to ensure anybody who is tested positive within the College leaves the building without putting others at risk
• Staff and students encouraged to report all test results to NHS Test and Trace service
• Communications sent to all staff and students to encourage them to get vaccinated
• Arrangements and procedures comply with Department for Education "Further education coronavirus (COVID-19) operational guidance" updated July 2021 | Low | | None |
| 9. | Mental health and wellbeing affected through anxiety about coronavirus | Staff Students | • Regular communications with staff by the Principal, H.R and managers to inform on the current situation and points of referral for concerns.
• Availability of H.R. staff to discuss concerns
• Counselling services through the employee assistance programme
• Dedicated e-mail address for staff to raise coronavirus concerns if they are unable to contact their line manager
• Scheduled meetings with trade union representatives to support effective two-way communication on coronavirus concerns or arrangements
• Personal workplace risk assessment arrangements for staff as necessary
• Regular contact with students by teaching staff and support available through the Be Safe team etc.
• All staff made aware of COVID-19 control measures through the Principal's Update and the Return to Work Arrangements | Low | | None |

			• 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 (CEV)	Staff	• Staff who are CEV should follow the same advice and guidance as other individuals. But should raise any specific concerns in the first instance with their line manager.	Low	None
12.	Pregnant staff and students	Staff	• Pregnant staff and students should follow the general guidance and controls measures. • Individual risk assessments will be undertaken for all pregnant staff and students and will be encouraged to be vaccinated if not already by reference to pregnancy, breastfeeding, fertility and coronavirus (COVID-19) vaccination on NHS.UK	Low	None
13.	**First Aid**	**Staff**	• **First Aiders provided with appropriate PPE/RPE (fluid repellent surgical mask, disposable gloves, eye protection and apron or other covering)** • **First aiders to be mindful of COVID-19 risks and whenever possible keep a distance from patients and ask patients to examine/treat themselves under First Aider's guidance** • **Appropriate hygiene controls followed** • **CPR given with mouth and nose covered by a cloth or towel**	**Low**	**None**
14.	**Educational Visits**	**Staff and Students**	• **Educational visits including residentials are permitted from 17th May 2021 but are risk assessed to ensure COVID-secure measures are in place** • **Trips will be kept to a minimum with groups restricted to a maximum of 30 students to manage transmission risks. If larger groups are needed, they will be split into smaller groups to maintain manageable bubbles.** • **Staff and students should undertake COVIDS-19 lateral flow tests twice weekly and in particular before the visits and immediately after the visit.**	**Low**	**None**
15.	**Inadequate controls or localised outbreak**	**Staff and students**	• **Inspections made of all learning environments and offices to ensure adequate supplies of hand sanitiser, sanitising wipes or spray and disposable paper towel and tissues are readily available** • **Inspections made of all sanitising stations to ensure they dispense sanitising gel** • **Additional presence of managers to monitor and support compliance with controls**	**Low**	**None**

			• Risk assessment reviewed weekly • Outbreak management plan produced		

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**