

Risk Assessment Coronavirus



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

RISK ASSESSMENT CORONAVIRUS

Introduction

This risk assessment takes into consideration the known 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
- Health and Safety Executive guidance “First aid during coronavirus (COVID-19) pandemic
- Department for Education “Further education guidance for restricting attendance during the national lockdown” dated January 2021
- Government “Coronavirus (COVID-19) asymptomatic testing in schools and colleges” updated 30th March 2021
- Department for Education “Further education coronavirus (COVID-19) operational guidance” updated 6th April 2021
- Government “Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19” updated 16th April 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	21.04.2021

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 and then at least termly 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 for staff 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, entrance/exit points and lifts)	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-isolating and information provided on what to do if they develop symptoms whilst in the college • The wearing of face masks or face coverings in all areas is compulsory for all College occupants unless an individual is exempt from wearing them due to a physical impairment or disability, illness or mental health difficulties (will be reviewed on 17th May 2021) • Face masks provided to all staff and students • Face visors or shields should not be routinely worn as an alternative to face coverings • 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” 	Low	None
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			<ul style="list-style-type: none"> • 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 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 • 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 	Low	None
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 (if not possible social distancing mitigations will be implemented) • 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	Staff Students	<ul style="list-style-type: none"> • Asymptomatic testing of staff and students will be encouraged and promoted through discussions and staff and student communications 	Low	None

	college who have the virus but are asymptomatic	Visitors Contractors	<ul style="list-style-type: none"> • Test centre set up within the College with results available in 30 minutes • Systems in place to ensure anybody who is tested positive within the College leaves the building without putting others at risk • Home testing kits made available to staff from 11th March 2021 with clear instructions and guidance on how to report results to both NHS Test and Trace and the College • Home testing kits made available for students from 18th March 2021 with clear instructions and guidance on how to report results to both NHS Test and Trace and the College • Home testing notices/posters displayed to encourage home testing and promoted in e-mails to staff and students • Asymptomatic testing available in College for those students who are unable or unwilling to test themselves at home • Arrangements and procedures comply with Department for Education "Further education coronavirus (COVID-19) operational guidance updated 6th April 2021 		
9.	Mental health and wellbeing affected through isolation or anxiety about coronavirus	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. • 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 • 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 	Low	None
10.	Staff who are clinically extremely vulnerable (CEV)	Staff	<ul style="list-style-type: none"> • From 1st April 2021 CEV staff are no longer advised to shield and must follow national restrictions which are in place for everyone 	Low	None

			<ul style="list-style-type: none"> CEV staff are advised to continue to work from home where possible but if they cannot work from home they should now attend their workplace 		
11.	Staff who are clinically vulnerable	Staff	<ul style="list-style-type: none"> Staff who are clinically vulnerable can attend work. Where necessary individual risk assessments will be undertaken to ensure risk controls are adequate for specific individuals. 		
12.	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
13.	First Aid	Staff	<ul style="list-style-type: none"> 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.	Impact of National lockdown and return to College from 8 th March 2021	Staff and students	<ul style="list-style-type: none"> College complies with attendance rules and guidance for staff and students set out in the Government publication “Further education coronavirus (COVID-19) operational guidance” 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 New signage displayed at the entrance and other prominent points to remind all College users of the need to wear face coverings or masks at all times unless they are exempt Contractors undertaking refurbishment works undertake COVID-19 lateral flow tests Temporary catering facilities provided and situated at an external area to enable social distancing and where the risk of transmission of the virus is less than if inside a building All staff and students have received information regarding their return to College including a reminder of COVID-19 risk controls and the necessary arrangements to follow Additional presence of managers to monitor and support compliance with controls 	Low	None

			<ul style="list-style-type: none"> • Face masks readily available at the main entrance for staff or students who may require them 		
15.	Educational Visits	Staff and Students	<ul style="list-style-type: none"> • Educational day visits permitted from 12th April 2021 but are risk assessed to ensure COVID-secure measures are in place • Domestic residential education visits may not be undertaken before 17th May 2021 and then only if they are conducted in line with relevant COVID-secure guidance and coronavirus (COVID-19) regulations in place at that time. 	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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