

# Waltham Forest College

## Risk Assessment Coronavirus



<b>Date of Issue</b>	<b>24.08.2020</b>
<b>Approved by</b>	<b>Executive Team</b>
<b>Contact</b>	<b>Health and Safety Consultant, Estates</b>
<b>Review Frequency</b>	<b>Weekly</b>

## 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 1<sup>st</sup> June 2020
- Department for Education “What FE colleges and providers will need to do from the start of the 2020 autumn term” dated 15<sup>th</sup> July 2020
- Department for Education “What parents and carers need to know about early years providers, schools and colleges in the autumn term” dated 21<sup>st</sup> August 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.

<b>Area or Activity Assessed</b>	Covid19	<b>Date</b>	24.08.20
		<b>Review Frequency</b>	Weekly
<b>Assessment Completed By</b>	Nicholas Brick	<b>Persons At Risk</b>	Staff/ Students / Visitors/Contractors

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"> <li>• All Estates equipment and systems have been maintained in accordance with PPM regimes since the college remained open except for a short period</li> <li>• Curriculum equipment is inspected at the start of term as part of new academic year routines</li> <li>• Windows opened to allow good ventilation</li> <li>• Doors left open (not fire doors) to help good ventilation</li> </ul>	Low	

			<ul style="list-style-type: none"> <li>• Air conditioning systems inspected and sanitised</li> </ul>		
2.	Travel to and from College	Staff and Students	<ul style="list-style-type: none"> <li>• Walking to and from College is promoted and the introduction of the Bicycle Purchase Scheme</li> <li>• 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</li> <li>• Face masks provided to all staff at the “Welcome Back” presentations which may be used on public transport</li> </ul>	Low	
3.	Spreading or getting coronavirus by not washing hands or not washing them adequately	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Posters displayed to remind of the need to wash/sanitise hands more frequently</li> <li>• Sanitiser stations at entrance and exit points</li> <li>• Sanitiser stations throughout the College</li> <li>• Sanitiser stations include guidance on how to sanitise hands</li> <li>• Sanitiser provided in each classroom/learning area and office</li> <li>• Hot and cold running water and soap in each toilet</li> </ul>	Low	
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"> <li>• Information provided to staff and students informing them not to attend college if they have coronavirus symptoms or if they should be self-isolating</li> <li>• 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</li> <li>• Café on 4 and other communal refreshment areas closed</li> <li>• Entrance/exit areas configured to manage the flow of people</li> <li>• Where possible, staircases are divided into one-way routes</li> <li>• Signage displayed to manage the flow of people (Keep Left etc.)</li> <li>• Lifts restricted to essential use only</li> <li>• Where necessary, re-configured staff rooms to enable social distancing and alternative work- spaces provided</li> <li>• Occupancy levels set for classrooms and all other teaching areas to enable social distancing</li> <li>• Additional controls in place where social distancing is impracticable through the provision of PPE/RPE and revised safe systems of work</li> <li>• Acrylic screens installed where it is not possible to maintain social distancing or where there is likely to be significant closer</li> </ul>	Low	<p>Lowery building to have dedicated entrance and exit.</p> <p>To be implemented by 28.08.20 (NB) Managers to set occupancy levels for staffroom/offices and inform staff of alternative working areas and arrangements by 28.08.20 (all managers)</p>

			<p>inter-action with people e.g. LRC, Student Services, Reception and Hair and Beauty Reception</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Blended learning and other strategies to control the number of students and staff needing to be in college at any one time</li> <li>• Timetabling to limit staff and student movements and to enable the creation of groups/bubbles</li> <li>• Tissues and bins provided to encourage “Catch it, Bin it, Kill it”</li> <li>• Coronavirus isolation room set up and arrangements in place for managing and supporting anybody who develops symptoms in college</li> </ul>		
5.	Spreading or getting coronavirus by not cleaning surfaces, equipment and workstations	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Surface wipes provided in each office and learning area</li> <li>• Revised and enhanced cleaning regimes and a focus on the cleaning of touch points e.g. banisters, door handles, tables, table surfaces, chairs etc.</li> <li>• Waste bins available in all learning areas and offices</li> <li>• Bins available at entrances and can be used for disposable face masks</li> <li>• Bins emptied at least daily and sanitised</li> <li>• Vending machines taken out of service to reduce touch points</li> <li>• Water fountains taken out of service</li> <li>• Clear desk policy introduced to enable satisfactory cleaning</li> <li>• All computer keypads deep cleaned and sanitiser wipes available</li> <li>• Restricted use of shared equipment but if shared use is necessary, cleaning wipes or sanitiser spray are available for sanitising equipment</li> </ul>	Low	Arrangements for sanitising equipment in practical learning areas to be confirmed with teaching staff by 28.08.20 (NB and managers)
6.	Spreading or getting coronavirus by not social distancing	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>• College occupancy levels managed to ensure social distancing is possible</li> <li>• Entrance and exit areas configured to manage the flow of people</li> <li>• Signage displayed to remind people to maintain social distance</li> <li>• Floor markings to remind to social distance</li> <li>• One-way systems in place where practicable</li> <li>• Classroom/teaching area capacities reviewed to enable social distancing and posters displayed detailing capacities</li> </ul>	Low	See no.4 regarding the Lowery building

			<ul style="list-style-type: none"> <li>• Office working reviewed to enable social distancing with additional working spaces allocated and IT equipment provided</li> <li>• Toilet capacities displayed on doors with notices to remind the need to socially distance</li> </ul>		Lowery building to be completed by 25.08.20 and additional internal notice by 28.08.20 (NB)
7.	Poor workplace ventilation leading to the risk of coronavirus spreading	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Windows opened each morning to facilitate good ventilation</li> <li>• Doors left open where possible to allow the flow of fresh air (but not fire doors)</li> <li>• Air conditioning systems sanitised</li> </ul>	Low	
8.	Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff Students	<ul style="list-style-type: none"> <li>• Regular communications with staff by the Principal, H.R and managers to inform on the current situation and points of referral for concerns</li> <li>• Availability of H.R. staff to discuss concerns</li> <li>• Counselling services through the employee assistance programme</li> <li>• Welcome Back presentations for staff on 19.08.20</li> <li>• Dedicated e-mail address for staff to raise coronavirus concerns if they are unable to contact their line manager</li> <li>• Weekly scheduled meetings with trade union representatives to support effective two-way communication on coronavirus concerns or arrangements</li> <li>• Personal workplace risk assessment arrangements for staff who are considered to be clinically extremely vulnerable from COVID-19</li> <li>• Regular contact with students by teaching staff and support available through the Be Safe team etc.</li> <li>• Staff and students sent a video showing changes in the college</li> <li>• Students will be informed of coronavirus control measures in place at their induction to help address any concerns or anxieties</li> </ul>	Low	

		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