

Risk Assessment Covid19 – safe re-opening of the college from 15 June 2020

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
<p>Use of offices and staffrooms</p>	<p>Spread of Covid-19 Coronavirus due to close contact</p>	<p>Transmission of virus through: Physical contact with contaminated surfaces Inadequate physical distancing Inhalation of airborne virus Inadequate personal hygiene</p>	<p>High</p>	<p>On arrival at college – All staff, and students will be asked to wash their hands or sanitise as soon as possible after arriving at college. This will be by direct intervention and posters/signs at the entrance.</p> <p>Gel Hand Sanitiser stations that are located in several common areas or where washing facilities not readily available.</p> <p>Social Distancing - reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England (PHE).</p> <p>Managers to assess all office spaces to ensure: Adjacent desks are not to be occupied at the same time. Opposite desks are not to be occupied at the same time. A max occupancy rate will be determined, and additional office chairs will be removed. Disinfectant spray and sanitiser supplied in each room for users to wipe down keyboards and work surface prior to use. Each employee is responsible for cleaning his/her own workstation. Cleaners will clean</p>	<p>Medium</p>	<p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure social distancing is adhered to in the workplace.</p>

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				<p>floors, touch points and empty waste bins. If a confirmed case of Covid 19 is reported the entire office will be fumigated & sealed for 48 Hrs.</p> <p>All staff must cooperate with office re-arrangement and planning to ensure social distancing.</p> <p>Managers to review work schedules including start & finish times to reduce the number of workers on site at any one time.</p> <p>Social distancing also to be adhered to in designated smoking areas.</p> <p>Food & refreshment preparation: Shared kitchen facilities should be avoided during the Covid crisis. Staff are advised not share to food and not handle other people's cutlery & cups.</p> <p>Preferably employees are to provide meals and drinks in personal cool packs or thermos and avoid the use of common fridges & kettles.</p>		

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Cleaning and disinfection	Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation	Risk to building users of exposure to virus via: Physical contact with contaminated surfaces Inhalation of airborne virus; inadequate personal hygiene; Inadequate distancing	High	Standard cleaning routines in place for all areas which have not been occupied for 5 calendar days Regular thorough cleaning and disinfection routines employed in all areas which have been occupied within the previous 5 days Thorough cleaning and disinfection of any area occupied by person with suspected case of Covid19 Information posted in key areas, regularly refreshed on laminated washable posters	Medium	Monitoring and audit of cleaning standards by Operations Manager Appropriate action taken in cases where there is failure to adhere to hygiene standards Refer to Cleaning and Disinfection Procedure
Travel	Spread of Covid-19 Coronavirus due to close contact while commuting to work.	Exposure to virus via anyone else who physically comes in contact with you in relation to your journey	High	Staff and students advised not to share vehicles or cabs, where suitable distancing cannot be achieved. If public transport is necessary, travel outside the busier times. If possible, travel alone (car, bike, walk) Avoid travel to other campuses for meetings - use video conference calls instead of face to face meetings. Avoid making long journeys on public transport, use private vehicles if possible.	Medium	Wash your hands thoroughly as soon as possible after arriving at college or home.
Contractors and Subcontractors	Spread of Covid-19 Coronavirus due to contact with college contractors and subcontractors	Transmission of virus through: Physical contact with contaminated surfaces	High	Social Distancing - reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England (PHE).	Medium	

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		<p>Inadequate physical distancing Inhalation of airborne virus Inadequate personal hygiene</p>		<p>The Operations Manager will ensure: All contractors are to provide the college with updated Risk Assessments and Safe Work Method Statements that will outline their companies Covid 19 safe work practices. The Operations Manager will submit them to the Health and Safety Officer to review to ensure that they are suitable and sufficient.</p> <p>Redesigning processes as required to ensure social distancing is in place. Wherever possible maintenance and project works outside of class times or in an isolated area.</p>		
Use of sanitary facilities	<p>Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation</p>	<p>Exposure to virus via: Physical contact with contaminated surfaces Inhalation of airborne virus Inadequate physical distancing Inadequate personal hygiene standards</p>	High	<p>Thorough cleaning and disinfection routines in place for all toilet areas throughout day including door Soap and paper towels provided and maintained Hand dryers taken out of use if feasible Laminated cleanable information posters in place, moved around regularly Alternate cubicles taken out of use Notices advising toilet lids to be lowered before flushing Limits on numbers using facilities</p>	Medium	<p>All legionella monitoring and disinfection routines to be implemented and remedial work undertaken before college re-opens</p> <p>Refer to Cleaning and Disinfection Procedure</p>

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Student attendance	Mixing with others increases risk of virus transmission	Transmission of virus through: Physical contact with contaminated surfaces Inadequate physical distancing Inhalation of airborne virus Inadequate personal hygiene	High	On arrival at college – All staff, students and visitors will be asked to wash their hands or sanitise as soon as possible after arriving at college. This will be by direct intervention and posters/signs at the entrance. Gel Hand Sanitiser stations that are located in several common areas or where washing facilities not readily available. Students and parents briefed before joining courses regarding: Physical distancing Virus transmission routes Personal responsibilities Arrival and departure from college managed by staff / queue distancing Students that do not have scheduled lessons must not attend college	Medium	<i>Adapt current rules for students to incorporate COVID19 guidance</i>
Use of classrooms and workrooms	Mixing with others increases risk of transmission between asymptomatic carriers Failure to clean and disinfect surfaces & equipment / ventilate rooms	Transmission of virus through: Physical contact with contaminated surfaces Inadequate physical distancing Inhalation of airborne virus Inadequate personal hygiene	High	Size of group in classroom determined in advance of occupation to facilitate the following: Layout reconfigured to ensure: 2m space between each person at all times Sufficient space left between staff and student desks Student desks face walls / windows where practicable and do not face each other	Medium	Where practicable, alternative rooms to be used to allow the whole group to be taught. If unable to do so alternative arrangements will be developed. Possible adaption of Refectory or Concourse space/

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				<p>All non-essential equipment and materials locked away to prevent unnecessary handling</p> <p>Students provide and use own equipment and materials, as appropriate</p> <p>Shared equipment including desks to be cleaned / disinfected before & after each use by a different person (disinfectant spray and sanitiser supplied in each room)</p> <p>Personal Protective Equipment not to be shared</p> <p>Encourage everyone to regularly wash hands or use hand sanitiser from Hand Sanitiser stations that are located in a number of common areas.</p> <p>Classroom and office doors may be held back in the open position to minimise touching handles but must be closed whenever the room is vacated.</p> <p>Room occupation:</p> <p>Students remain in one room if feasible with staff moving around site to reduce numbers of people moving around the building)</p> <p>Room ventilated for 10 minutes before arrival of students and surfaces are cleaned & disinfected as necessary</p> <p>Door kept open while students arrive</p>		<p>Facemasks/ protective equipment / screening will be used</p> <p>Designate an isolation room on site – able to be cleaned and disinfected easily, with adjacent toilet</p> <p>Identify other spaces which can be quickly repurposed in the event of multiple students becoming ill / needing to leave the college</p> <p><i>Develop rules for students in the classroom to incorporate COVID19 guidance</i></p> <p>Refer to Procedure for dealing with a case of Covid19 in First Aid</p>

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				<p>Late arrivals admitted at discretion of staff member or prohibited from joining class.</p> <p>One-way circulation in place in classrooms indicated by signage, where feasible, to limit crossing paths.</p> <p>Students are directed to leave room in small groups at end of lesson to ensure physical distancing.</p> <p>Any student who becomes unwell: Puts on a facemask, leaves the classroom immediately and goes to the designated isolation room while staff member alerts a first aider via the emergency number 6226</p> <p>Room is ventilated for 10 minutes after students leave and door then locked.</p>		
Managing movement around college	Overcrowding and mixing of students	Transmission of virus through: Inadequate physical distancing Physical contact with contaminated surfaces Inhalation of airborne virus Inadequate personal hygiene	High	Signage applied to floors and walls All movement along corridors and stairs is kept to the left-hand side. One-way circulation systems in place in designated corridors and stairs, clearly indicated by appropriate signage Barriers and queue 'mazes' are installed inside and outside buildings as appropriate to control the 'traffic' flow. Signage and floor markings aid physical distancing in all indoor areas and outdoor	Medium	Maglocks installed on doors to enable them to be kept open, reducing need for contact with doors / door handles Staff monitor traffic flows and adjust layouts accordingly

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				areas where there are pinch points including entrances and exits.		
Use of lifts	Overcrowding and mixing of students Exposure by touching contaminated surfaces	Transmission of virus through: Inadequate physical distancing Physical contact with contaminated surfaces Inhalation of airborne virus Inadequate personal hygiene	High	Lifts used by one person at a time (some lifts already restricted to key holders) Users of lift use hand sanitiser on exit from lift	Medium	Cleaner cleans lift controls beginning middle and end of day
Breaks	Overcrowding and mixing of students Exposure by touching contaminated surfaces	Transmission of virus through: Physical contact with potentially contaminated surfaces Inhalation of airborne virus	High	Stagger breaks through timetabling Adjust benches outside by physical marking, regularly disinfect as appropriate Take vending machines out of use or regularly disinfect them Social distancing rules also apply outside and in the designated smoking area etc	Medium	
Specialist teaching area – Sports/Gym	Overcrowding and mixing of students/ staff Exposure by touching contaminated surfaces	Transmission of virus through Physical contact with potentially contaminated equipment Inhalation of airborne virus	High	Group sports e.g. using ball are prohibited All equipment disinfected before and after each use (disinfectant spray and sanitiser supplied) Where possible students arrive at college dressed for sports instead of changing on site / using showers Sports undertaken outside wherever feasible Layouts in gym areas rearranged to ensure physical distancing	Medium	Encourage everyone to regularly wash hands or use hand sanitiser from hand sanitiser stations that are located in a number of common areas.

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				Ventilation by opening windows for 10 minutes		
Specialist teaching areas: Construction / Art / Motor Vehicle / Engineering / Animal Management / Science / Hairdressing and Beauty Therapy	Overcrowding and mixing of students Exposure by touching contaminated surfaces	Transmission of virus through: Inadequate physical distancing Physical contact with potentially contaminated surfaces Inhalation of airborne virus Inadequate personal hygiene	High	Students must provide their own materials / equipment as much as possible to avoid sharing All shared equipment and surfaces disinfected before and after each use (disinfectant spray and sanitiser supplied in each room) Classroom layouts rearranged to ensure physical distancing of 2m between individuals All non-essential equipment and materials to be made inaccessible to prevent unnecessary handling Personal Protective Equipment not to be shared	Medium	Encourage everyone to regularly wash hands or use hand sanitiser from hand sanitiser stations that are located in a number of common areas.
Specialist teaching areas - Catering	Overcrowding and mixing of students Exposure by touching contaminated surfaces	Transmission of virus through: Inadequate physical distancing Physical contact with potentially contaminated surfaces Inhalation of airborne virus Inadequate personal hygiene	High	Maintain high standards of hygiene Avoid sharing equipment Review student numbers for practical tasks Suspend public-facing work	Medium	

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Staff on-site/ off-site / between sites	Exposure to virus of people Extremely clinically vulnerable, clinically vulnerable and vulnerable(non-clinical) to covid19, including those shielding	Exposure to Covid19 increases the risk of severe illness to staff who: Are over 70 years old, Are pregnant Have specific medical conditions which increase vulnerability to infection	High	Staff work at home where practicable for at least part of week Vulnerable staff: Staff to inform HR and line manager of any vulnerability HR identifies and deals with each case on an individual basis through risk assessment. Virtual meetings held wherever feasible	High	<i>Devise procedure for Staff, visitors, contractors in relation to Covid19</i>
Emergency evacuation	Spread of Covid-19 Coronavirus due to close contact.	Large gatherings increase transmission of virus through inadequate physical distancing	High	The Operation Manager/H&S Officer will be responsible for the following: Fire Drills. No Fire Drills to be conducted until further notice. H&S training to continue. May be adapted for student use in new academic year. Fire Alarm tests. Fire alarm (bell) test to continue as normal. Fire Alarm – real event. Estates staff check location and only confirm evacuation if a genuine fire is evident or suspected. All staff to act as fire wardens and ensure evacuees maintain social distancing while leaving building and gathering in Fire Assembly Point.	High	

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				<p>Only evacuate effected buildings to limit numbers in Fire Assembly Point to controllable size.</p> <p>PEEP Managers to identify staff and students requiring a PEEP and notify the Health and Safety Officer.</p>		
Dealing with a suspected or proven case of Covid19	Exposure to Covid19 virus	All staff in contact with symptomatic person including first aiders	High	<p>Symptoms of Covid-19 – if anyone becomes unwell with a new continuous cough or a high temperature <i>in the workplace</i>, they will be assisted by the college nurse, or in her absence a college first aider, and advised to follow the stay at home guidance.</p> <p>The college may require students in a group to have their temperature tested prior to starting the planned activity.</p> <p>If the patient is not able to travel home by themselves, they are to be relocated in the designated isolation room with nearby toilet facilities.</p> <p>Always maintain social distancing.</p> <p>If confirmed that a member of staff or public has developed Covid-19 and were recently on site (including where a member of staff</p>	High	Refer to Procedure for dealing with a case of Covid19 in First Aid

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				has visited other work place premises), The College Nurse/HR will contact PHE to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Appropriate PPE provided to staff dealing with suspected case Contact tracing of staff and students Full cleaning and disinfection routine applied to isolation room including toilet		
Provision of first aid	Potential exposure to Covid19 virus	College Nurse First aiders	High	Follow procedure for dealing with a case of Covid19 in First Aid	Medium	Review first aid risk assessment with College Nurse
Name of Assessor:		Signature of Assessor:			Date:	

Each curriculum area/ department to address the following:

- The need for physical distancing of 2m between each individual
- How high standards of hygiene in each curriculum area / department are to be maintained - what additional cleaning & disinfection is required?
- The need to prevent transmission of the virus through barrier methods including screens, gloves and facemasks where physical distancing is not feasible. Can mirrors be positioned to aid a tutor in viewing practical tasks?
- How to limit the unnecessary mixing of students and staff within classrooms and common areas

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- **What additional training, information and communications are needed for staff and students to ensure the new hygiene standards are maintained while working/ studying**
- **Consider any specific risks to the health and safety of individuals with health conditions, whether temporary or permanent; disabilities, including sensory / mobility impairments/ new/expectant mothers**

For Estates:

Summary of practical measures for building services operation

- **1. Secure ventilation of spaces with outdoor air**
- **2. Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time**
- **3. At nights and weekends, do not switch ventilation off, but keep systems running at lower speed**
- **4. Ensure regular airing with windows (even in mechanically ventilated buildings)**
- **5. Keep toilet ventilation 24/7 in operation**
- **6. Avoid open windows in toilets to assure the right direction of ventilation**
- **7. Instruct building occupants to flush toilets with closed lid**
- **8. Switch air handling units with recirculation to 100% outdoor air**
- **9. Inspect heat recovery equipment to be sure that leakages are under control**
- **10. Switch fan coils either off or operate so that fans are continuously on**
- **11. Do not change heating, cooling and possible humidification set points**
- **12. Do not plan duct cleaning for this period**
- **13. Replace central outdoor air and extract air filters as usually, according to maintenance schedule**
- **14. Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection**