



Form: Risk Assessment Form	Form Reference: USP 010	Issue No: One	Updated: November 2018
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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

GENERAL RISK ASSESSMENT

Activity / Environment / People	COVID-19 Autumn 2020 term	Ref No.	COVID-19 Autumn Term – v2
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Task / Operation / Area Being Assessed	Preparation of opening <u>Palmer's campus</u> for the Autumn 2020 term – College return from Half term break term
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Purpose / Method of Work
<p>GOVERNMENT HAVE ANNOUNCED A NEW NATIONAL LOCKDOWN FOR NOVEMBER 5TH 2020 – DECEMBER 2ND 2020 – THE COLLEGE WILL REMAIN OPEN.</p> <p>Assessing and managing the risk of college operations at both campuses after the October Half Term break. Continue implementation of new working and learning operations on site which will include but is not an exhaustive list:</p> <ul style="list-style-type: none"> • Social distance working • Social distance learning • Importance of personal hygiene – hand washing • Dividing corridors with safety tape and implementing 'Keep left in corridors' measures • Staggered starting times • Staggered break times • Wearing of face coverings in corridors and communal areas

Specific Legislative Requirements
The Health Protection (Coronavirus) Regulations 2020 Health and Safety at Work etc Act Management of Health and Safety at Work Regulations Provision and Use of Work Equipment Regulations Workplace (Health, Safety & Welfare) Regulations Manual Handling Operations Regulations Control of Substances Hazardous to Health Regulations

Level of Skill / Training Required
Awareness of safe practices and procedures for Coronavirus Appropriate level of competence to operate work equipment Awareness of emergency procedures

Chemicals / Materials Involved	HSC No.	Assessment Date
Disinfectant Sanitiser		

Specific Work Equipment Provided
Cleaning equipment

Main Hazards Identified	Who Will be Affected	Control Measures to Reduce The Risk
Spread of the Virus COVID-19 General	Staff Students Contractors Visitors	NHS provides advice on what COVID-19 is, what the risks are, the symptoms, how COVID-19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts): https://www.nhs.uk/conditions/coronavirus-covid-19/

<p>Someone entering the site with COVID-19</p>		<p>Government guidance on hand washing is provided in line with the 20 second rule: https://www.nhs.uk/video/pages/how-to-wash-hands.aspx</p> <p>Additional consideration will be given to members of staff / learners who may be deemed to be at increased risk.</p> <p>Robust cleaning regime in place, frequent contact surfaces such as door handles and light switches are disinfected regularly.</p> <p>Any reported absenteeism from either staff or students that believe they have symptoms of COVID-19 will be told to use the online 111 coronavirus service or call 111 and self-isolate.</p> <p>Posters are displayed around site with information of symptoms of the virus.</p> <p>Any staff or students that notify the college they believe they have symptoms will be sent home and told to follow NHS / Government guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Hand washing and soap facilities available in the toilets.</p> <p>Hand sanitiser available at various locations on site.</p>
<p>Someone becomes ill whilst on site</p>		<p>Person will be moved to a separate room where they can isolate and shut the door and have access to a toilet, supervision will be provided if required.</p> <p>Person will be sent home to self-isolate and to follow NHS / government guidance, this includes getting tested.</p> <p>Close off area and ensure it is not used until it has been thoroughly cleaned and decontaminated.</p> <p>Follow government cleaning guidelines if someone is taken ill on campus. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>If person is confirmed to have contracted COVID-19 and the college is informed of this we will contact the local health protection team and will follow all advice that is given.</p>
<p>College Test and Trace system</p>		<p>COVID-19 Response team created to centralise all COVID-19 related matters and tracking staff and student confirmed cases and implement self-isolating measures to the college community.</p>

<p>Hygiene – hand washing, sanitation facilities and toilets</p>		<p>Staff to provide written evidence that they have maintained 2 metre social distancing during lessons for any confirmed student positive cases in order for staff member not having to self-isolate.</p>
<p>Controlling access and egress to site and movement around the building</p>		<p>Live tracking sheet in operation to capture 'self-isolation' dates with confirmed cases in the college community.</p>
<p>Use of lifts</p>		<p>Signs in place to raise awareness of good handwashing technique, increased frequency, avoid touching face and to cough or sneeze into a tissue (catch it, bin it, kill it) or arm if tissue is not available.</p>
		<p>Providing regular reminders and signage to maintain personal hygiene standards.</p>
		<p>Hand sanitiser available at various locations on site.</p>
		<p>Cleaning of toilets are part of a robust cleaning regime.</p>
		<p>Removal of waste is part of a robust cleaning regime.</p>
		<p>Receptionist present to prevent crowd forming in reception.</p>
		<p>Line markings placed on the floor in reception and all common parts 2 metres apart for queue.</p>
		<p>Front doors are automatically controlled.</p>
		<p>Corridors divided down the middle and 'keep left in corridors' policy implemented with appropriate signage displayed in corridors.</p>
		<p>Adherence to government guidelines of social distancing and keeping 1+ metres apart.</p>
		<p>Regular hand washing and soap available in toilets.</p>
		<p>Hand sanitiser stations placed in various key locations on campus.</p>
		<p>Many doors within the building are held open with automatic releasing hold-open devices to reduce surface contact.</p>
		<p>Reducing movement by discouraging non-essential trips within buildings, encourage use of radios and telephone.</p>
		<p>Reduce capacity occupancy for lifts, encourage use of stairs wherever possible.</p>
		<p>Making sure that people with disabilities are able to access lifts.</p>
		<p>1+ metre social distance guidelines are enforced.</p>

		<p>Hand washing and soap facilities available in the toilets.</p>
		<p>Sneeze / cough screen installed on the reception desk and other people facing desks and areas.</p>
		<p>Hand sanitiser situated in various locations around the campus.</p>
		<p>Staff and students will leave site at staggered times to comply with social distancing.</p>
		<p>Staff will adhere to social distancing and undertake tasks individually wherever possible.</p>
		<p>Face coverings are available at reception for staff and students if needed.</p>
		<p>All staff and students are to wear face coverings in corridors, social and communal spaces.</p>
		<p>All teachers to wear face coverings and or visors when teaching.</p>
		<p>Instructions available on website on how to put on and remove face mask correctly.</p>
		<p>Some teams operating a work from home rota.</p>
		<p>Reduced number of learners on site. 1/3 of lessons delivered remotely.</p>
		<p>Signs in place to highlight key information regarding COVID-19 (Washing hands / COVID-19 Symptoms).</p>
		<p>Introduce staggered start times for classes to reduce congestion and contact times.</p>
		<p>Students grouped into educational 'bubbles'. A levels and Vocational.</p>
		<p>A Level 'bubbles' will have their lessons in different classrooms, cleaning materials are available for use.</p>
		<p>Lunch breaks are staggered for 'bubbles'.</p>
		<p>Each 'bubble' has a designated social area. Hand sanitiser, tissues and wipes are available in each social area.</p>
		<p>Vocational students will be on site for 3 days for their normal lessons.</p>
		<p>Student expectations – all students are to abide by all the COVID-19 health & safety measures that have been put in place as well as the college's 'Golden Rules', failure to do so can result in disciplinary procedures.</p>

Staff cross campus working		Student guide sent to each student prior to the term starting.
		Stop all non-essential visitors.
		Discourage all unnecessary cross campus travel.
		SMT to approve any cross campus working.
		Consider platforms such as Microsoft teams or Zoom to eliminate the need to travel between campuses.
Clinically vulnerable staff / students Those with serious underlying health conditions or pre-existing medical conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter	Staff Students	Staff that have been classed as clinically extremely vulnerable can attend work from the 1 st August 2020, Managers will discuss with staff members if they have any concerns prior to returning. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
		Students that who have been classed as clinically extremely vulnerable due to a pre-existing medical conditions can attend college, this will be reviewed by the relevant area. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version
Use of building facilities Access to toilets Smoking area	Staff Students Contractors Visitors	Hand washing and soap facilities available in the toilets.
		Toilets are cleaned and disinfected on a regular basis throughout the day.
		Some sinks and urinals taken out of action to help maintain social distance measures.
		Route to toilets are kept clear with no obstructions.
		Reduced number of people permitted in toilets at one time.
		Staff smoking area reduced to single person use at all times.
		Student smoking area reduced capacity to maintain social distancing.
Classrooms General use	Staff Students Contractors	Cleaning of Classroom form part of a robust cleaning regime.
		Classrooms cleaned during the day by contracted cleaning team for any timetabled 'bubble' cross overs.

<p>Set up of room – social distancing</p> <p>Use of computer equipment</p>		<p>This process is reviewed regularly due to changes in the programmed timetable.</p>
		<p>Hand sanitiser, tissues and wipes are available in each classroom.</p>
		<p>Wipes available in classrooms for staff/students to wipe down desks and chairs.</p>
		<p>All lessons are taught within each educational 'bubble'.</p>
		<p>All teachers to wear face coverings and or visors when teaching.</p>
		<p>Furniture is arranged so all students are facing the front of the class and not sitting face to face.</p>
		<p>Floor area around teacher's desks marked out with hazard warning tape for a 'safe teaching zone'.</p>
		<p>Computer equipment (keyboards, mouse and screen) and work stations are cleaned and disinfected before use.</p> <p>Computer chairs cleaned and disinfected before use.</p>
<p>Cleaning</p> <p>Cleaning after someone is taken ill on site</p>	<p>Staff Learners Visitors Contractors</p>	<p>Cleaners on site every morning/afternoon to undertake robust cleaning regime.</p>
		<p>Cleaner present on site throughout the day.</p>
		<p>All contact areas (door handles, light switches, locks, toilet flush, and taps etc.) are disinfected on a regular basis throughout the day.</p>
		<p>Opening windows to encourage ventilation and fresh air.</p>
		<p>Classrooms cleaned during the day by contracted cleaning team for any timetabled 'bubble' cross overs. This process is reviewed regularly due to changes in the programmed timetable.</p>
		<p>Close off area and ensure it is not used until it has been thoroughly cleaned and decontaminated.</p>
		<p>Follow government cleaning guidelines if someone is taken ill on campus.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
<p>Contractors / Visitors on site</p>	<p>Staff Learners Visitors Contractors</p>	<p>Encouraging visits to occur via remote systems such as Microsoft teams / Zoom.</p>
		<p>Adherence to government guidelines of social distancing are explained prior to any visit.</p>

<p>Interaction with contractors undertaking relevant works</p> <p>Emergency procedures</p>		<p>Provide clear guidance on social distancing and hygiene measures in place on arrival, for example, signage, website information, by telephone or email correspondence.</p> <p>Sneeze / cough screen installed on the reception desk.</p> <p>Hand sanitiser available on reception.</p> <p>Hand washing and soap facilities available in toilets.</p> <p>Stop all non-essential visitors.</p> <p>Limit the number of visits at any one time.</p> <p>All visitors authorised by SMT.</p> <p>Visitors greeted by member of staff and escorted keeping 2 metre social distancing where possible to do so.</p> <p>Keep a record of all visitors and contractors.</p> <p>Record kept at Reception with sign in/out tablet.</p> <p>Scheduling contractor works outside college hours, for example, early mornings, after college hours.</p> <p>All safety agreements in place prior to works being undertaken.</p> <p>Emergency procedures explained and escapes routes shown to contractors prior to works being commenced.</p> <p>Emergency procedures explained to visitors by host.</p> <p>Contractor provides and wears own PPE equipment.</p>
<p>Meetings</p>	<p>Staff Visitors</p>	<p>Only absolutely necessary meeting participants should attend.</p> <p>Attendees should be two metres apart from each other at all times.</p> <p>Rooms should be well ventilated / windows opened to allow fresh air circulation if possible.</p> <p>Consider holding meetings in open areas where possible.</p> <p>Using remote working tools to avoid in-person meetings if at all possible.</p> <p>Avoid transmission during meetings, for example, avoiding sharing pens.</p> <p>Provide hand sanitiser in meetings.</p>

		For areas where regular meetings take place, using floor signage to help people maintain social distancing.
Emergency / safety procedures Fire First Aid provision	Staff Students Visitors Contractors	Students are told of the Emergency procedures and escapes routes whilst on site.
		Hand sanitiser added to the emergency grab bag held at reception.
		Fire Marshalls / all staff charged with ensuring social distancing whilst at the assembly point.
		First aiders provided with PPE.
		Dedicated area to administer first aid.
		Advice on CPR and resuscitation in the workplace is taken from UK Gov & the Resuscitation Council: https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov
		Where possible, it is recommended that you do not perform rescue breaths; perform chest compressions only.
After any first aid incident, wash hands and area where treatment was provided.		
Canteen /Restaurants Facilities	Staff Students Visitors Contractors	Canteen operating at a reduced capacity, pre packed/pre pared food only.
		Vending machines contact points are disinfected on a regular basis throughout the day.
		Hand sanitiser located next to water machines/fountains.
		Cleaning of water machines/fountains form part of a robust cleaning regime.
Offices / Staff rooms Sharing work space	Staff	Audit of all staff rooms carried out on both campuses by the H&S team to establish capacity and socially distanced working.
		Reduced number of staff working on site.
		Staff able to work in offices on their own.
		Offices cleaned prior to use each morning.



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Office set up		All offices provided with hand sanitiser, tissues and wipes.		
		Adhering to the College clear desk policy.		
		Avoid the use of 'hot desks' and work spaces.		
		Clearing work spaces and removing waste and belongings at the end of each day.		
		Office furniture rearranged to ensure staff can work 1+ metres apart or other safety measures are put in place such as screen dividers.		
		If desks and work stations cannot be rearranged ensure staff are working side by side rather than face-to-face. Teachers able to work in classrooms where possible to do so.		
		Cleaning of staff rooms are part of a robust cleaning regime.		
		Stagger break times as best as possible.		
		Using safe outside areas for breaks.		
		Creating additional space by using unused classrooms due to reduced timetable.		
		Encourage staff to bring in their own food.		
		Encourage staff to remain on site during break periods.		
Staff room facilities		Rearrange furniture to maintain spacing and reduce face to face interactions.		
		Ensure rubbish is cleared away by every member of staff and not left for other members of the team.		
		Deliveries	Staff Visitors Contractors	All personal deliveries should be strongly discouraged.
				All deliveries sent to the Estates office.
				Introduce greater handwashing for workers handling goods and merchandise and providing hand sanitiser if washing facilities are not available.
				Deliveries should be left in an isolated location for more than 72 hours before being distributed.
	Consideration taken to reduce frequency of deliveries, i.e. order larger quantities.			
	Keep number of staff members to a minimum handling goods and deliveries.			
Printers	Staff Students Contractors	Limit or restricting use of shared printers (reprographics and printers located at various areas).		

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		Additional support from Reprographics and Curriculum Admin team to help teaching staff.
Stress / anxiety Staff and students	Staff Students	HR team available to support all staff.
		The college has access to external agencies (Employee Assistance Programme) for staff to contact if needed. Education Support Partnership - 08000 856148
		Student services available to support all students.
Trips Organised trips	Staff Students	All trips cancelled until further notice.
Lettings	Staff Students Visitors Contractors	All external lettings cancelled until further notice.

Manual Handling Risk	
Has a manual handling risk been identified?	NO
Is the risk considered to be	Low
Is a further detailed assessment required?	NO
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.	

Personal Protective Equipment Required	
Gloves Facemasks Eye protection	
Is training and instruction required	NO
Is there need for special accommodation	NO
Is there need for test/examination	NO
Is all P. P. E. compatible	YES

Frequency of Monitoring				
Ongoing	3 Months	6 Months	1 Year	> 1 Year
√				

Assessment Review Period				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years
√				

Risk Assessor David Tracey

Post/Title Deputy Estates & Compliance Manager

Date November 2020

Steven Hendy – Chief Operating Officer (11 November 2020)

