

RISK ASSESSMENT



Risk Assessments for: College COVID 19

Date: 17/08/2021

Assessor Name: DoFE/Head of Estates/Assistant Head of Estates

Sources: WHO, NHS, DfE and NASUWT

What are the hazards	Who might be harmed and how	Risk rating without controls in place	Current control measures	Risk Rating with control measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action reqd and by Whom	Date action required by
<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),</p>	<p>College employees parents, students and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	H	<p>General Measures College Employees are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>College leaders are advised to follow the NHS and DfE guidance for employers and colleges on COVID-19. Covid-19 Guidance to-employers https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision</p>	M	<p>College leaders should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p> <p>Business continuity emergency team (BCET) will meet every month during the autumn term. This will be reviewed in line guidance.</p>		

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		<p>System of controls</p> <ul style="list-style-type: none"> • Ensure good hygiene for everyone • Maintain appropriate cleaning regimes • Keep occupied spaces well ventilated • Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 <p>Attending the setting</p> <p>No child or adult will attend the setting if;</p> <ul style="list-style-type: none"> • they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) • have tested positive in the last 10 days or are living with someone who has • They have arrived from a red list country in the last 10 days • They have not been double vaccinated in the UK and have returned from an amber list country in the last 10 days <p>Contact Tracing</p> <p>Contact tracing will be undertaken by NHS Test and Trace</p> <p>The college will co-operate with NHS T&T if contacted by them for assistance in identifying close contacts.</p> <p>Close contacts of a positive case will be advised to take a PCR test</p> <p>Close contacts of a positive case who have not been double vaccinated in the UK and are over the age of 18yrs and 4 months will be required to isolate for 10 days</p>	<p>These controls will be reviewed whenever there is an update in guidance from the UK government</p> <p>All staff are encouraged to get the vaccine</p> <p>This risk assessment will be shared with all members of staff</p> <p>Any contractors/visitors will be advised of any control measures they are required to adopt whilst on site.</p>		
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		<p>Children under the age of 18ys and 6 months will not be required to isolate if identified as a contact of a positive case.</p> <p>Adults who have been double vaccinated in the UK will not be required to isolate if identified as a contact of a positive case.</p> <p>Outbreak</p> <p>In the event of several positive cases in the school setting the school will liaise with the DfE</p> <p>Other measures</p> <p>Where possible contact with parent’s or other non-college staff is conducted remotely, via telephone or video link.</p> <p>Staff are advised to only physically meet with parents or other non-college staff if they are satisfied that doing so is consistent with government advice.</p> <p>Staff are asked to not touch/shake hands with parents/students.</p> <p>Student Behaviour Policies will be updated to cover COVID-19 related incidents</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, staff will be advised of situations where additional PPE is required.</p>		<p>If instructed by the Director of Public Health, The college will implement the measures (as deemed applicable) within their Covid 19 risk assessment which has been in place prior to step 4 of the roadmap</p>		
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		<p>Ventilation</p> <p>Where it is possible to do so, windows are open to increase ventilation.</p> <p>Where it is safe to do so internal doors are open to increase ventilation and air flow.</p> <p>Fire doors which protect escape routes are not propped open.</p> <p>Mechanical ventilation systems have been set to only circulate fresh outside air.</p> <p>Asymptomatic testing</p> <p>Staff will be advised to continue to carry out twice weekly LFD testing at home for any periods they are coming onto the school site.</p> <p>Any staff testing positive on LFD will self-isolate and get a PCR test</p> <p>All students will have 2 tests on return to college in the autumn term. 1 test will be done on site and the other at home.</p> <p>Adult students will be given 2 tests to be done at home before returning to college.</p> <p>The tests will be taken 3 – 5 days apart</p> <p>Following the 2 on site tests pupils should continue with twice weekly at home testing.</p> <p>Any pupil testing positive on LFD will self-isolate and get a PCR test</p>		<p>Poorly ventilated areas are to be identified and consideration given as to how fresh air flow can be improved</p> <p>This will be reviewed at the end of September</p>		
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		<p>Staff and students must report their result to NHS Test and Trace and they should share their result with college.</p> <p>Face coverings</p> <p>Face coverings are not mandatory from 8th Sept for students, staff and visitors</p> <p>Bubbles</p> <p>It is no longer necessary to keep students in consistent bubbles.</p> <p>Reception signing in and out E.g. Staff, visitors and contractors</p> <p>Where possible contact with parent's, visitors or other non-college staff is conducted remotely, via telephone, video call or e-mail</p> <p>Screens and any partitions will stay in place</p> <p>Hygiene stations are in place, with instructions to use it, prior to entering the building</p> <p>In Class</p> <p>In order to protect teaching and learning, Teaching and support staff in class should try to avoid being a close contact</p> <p>Face masks in class are optional for staff and students from 8th September</p> <p>Lunchtimes/consumption of food</p>		<p>Face coverings are recommended and expected to be worn in crowded spaces where an individual may come into contact with people they do not normally meet e.g. enrolment periods</p>		
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		<p>Clear signage on hygiene, hand washing and the use of hand sanitizers</p> <p>Hand washing before and after eating food Hand washing before and after touching/preparing food</p> <p>The use of water fountains will be permitted however these will be for the refilling of personal bottles only and users will not be able to drink directly from them.</p> <p>All staff kitchens and brew areas are to be cleaned before and after each use.</p> <p>Office/Support staff</p> <p>Plastic screens will remain in place.</p> <p>Movement between offices and sites should be kept to a minimum.</p> <p>Face to face communication will be kept to a minimum. Meetings will be done remotely where possible.</p> <p>Clinically extremely vulnerable persons (CEV) Learners</p> <p>Clinically extremely vulnerable students should attend their college unless they have been advised not to by their GP or clinician.</p> <p>The college will make appropriate arrangements to enable them to continue their education at home.</p> <p>Young people who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend their educational setting if eligible for face to face education.</p>				
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		<p>Staff</p> <p>CEV staff members can attend the workplace. Those who have been identified in this group will have an individual risk assessment completed to assess how they will be supported. Those living with someone who is clinically extremely vulnerable can still attend work.</p> <p>Clinically vulnerable people</p> <p>Staff and students who are clinically vulnerable can attend work/education setting. They should follow the system of controls to minimise the risks of transmission. People who live with those who are clinically vulnerable can attend the setting.</p> <p>Staff who are pregnant</p> <p>College staff should ensure HR are aware of any staff that are pregnant to ensure risk assessments are conducted.</p> <p>Staff or students arriving at college unwell or become unwell whilst in college</p> <p>They will be sent home and advised to follow the staying at home guidance to self-isolate for 10 days and arrange to have a test. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Whilst a student is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door.</p> <p>If possible a window will be opened for ventilation Where it is not possible to isolate them, staffs have been advised to move them to an area which is at least 2 metres away from other people.</p> <p>The area around the person with symptoms will be cleaned and disinfected with standard cleaning products after they have left</p>				
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Students that need to go to the bathroom while waiting to be collected are told if possible to use a separate bathroom.

The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.
The college will engage with the NHS test and trace process.

There is a dedicated Public Health e mail which Colleges/colleges may contact for further advice and clarification on actions to be taken.
Covid-19@tameside.gov.uk

First Aid
A first aid needs assessment has been completed to determine first aid provision based on the workplace setting, occupants and the hazards and risks that may be present in college

Assistance should be given from a safe distance as far as possible to minimise the time in a shared breathing zone.

When responding to incidents, PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary. The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other body fluids.

After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

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		<p>Educational Visits</p> <p>A full risk assessment must be completed before a trip can take place and ensure adequate insurance is in place.</p> <p>College should request the protective measures information from the venue prior to any visit.</p> <p>External Work placements</p> <p>Work placement can take place however training providers and employers must do everything possible to make the placement safe and protect others.</p> <p>Risk assessments must be completed in conjunction with staff, students and organisations.</p> <p>Sport and Physical Education</p> <p>College should ensure compliance with this guidance:</p> <p>https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers.</p> <p>https://www.sportengland.org/how-we-can-help/coronavirus</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</p> <p>Performing Arts</p> <p>Activities should be undertaken in line with the guidance for professionals and non-professionals The following guidance should be referred to:</p>		<p>The Risk Assessment for Sport should be read in conjunction with this main document</p> <p>The Risk Assessment for Performing Arts should be read in conjunction with this main document</p>		
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		<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>Public facing facilities</p> <p>Public facing facilities that are used for the purpose of training, for example hair salons, restaurants and gums, can operate in line with any local or national restrictions.</p> <p>Further guidance: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p>				
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Mental health and well being	College employees and students Stress related ill Health	M	<p>Employees are encouraged to discuss any issues/problems they may have with their line manager. Guidance can be sought from HR.</p> <p>College will identify young people who may need additional support and ensure we have appropriate mental health and wellbeing support in place</p>	L			

Review Date	Reviewed By	Amendment
07/09/20	Director – Finance & Estates	Reviewed in line with local authority guidance
01/10/20	Assistant Head of Estates	Additional controls added (car sharing, refreshment area, desk layout, screens and hygiene keys)
01/10/20	Assistant Head of Estates	The use of NHS test and trace app added
07/10/20	BCET group	Amendments from 01/10/20 reviewed – Additional seating plan, entering other offices
10/11/20	Assistant HOE	Amendments following new guidance (5 th Nov lockdown) - Change in sport
10/11/20	Director – Finance & Estates	Additions for public facing facilities/extremely clinically vulnerable/water fountains/isolation period changed from 7 to 10 days
12/01/21	Director F&E/HOE/Asst HOE	National lockdown guidance Jan 21 - Additional measure added (asymptomatic testing)/Change to home working/Change to those living with ECV/Added pregnancy guidance/added exams guidance/change to sport, PA and public facing facilities / ensured links are up to date
25/02/21	Director F&E/HOE/Asst HOE	Reviewed in line with Feb 21 guidance – Return of students 8 March 2021. Changes = Home Testing, face coverings and additional mitigation measures.
24/03/21	HOE/Asst HOE	Reviewed statements on exemption from wearing face coverings, circulation around college and CEV guidance
12/05/21	Director F&E	Full review of RA in line with FE COVID19 operational guidance May 2021
07/06/21	Assistant HOE	Update to face covering policy in line with local population health guidance
17/08/21	Director of F&E	Updated in line with revised FE operational guidance and LA risk assessment

This Risk assessment is subject to change in line with any new government guidance.

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Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence