

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 GENERAL RISK ASSESSMENT

This risk assessment has been produced in light of the COVID-19 Pandemic and be completed and used in conjunction with existing risk assessments for college areas and or activities. Risk Assessments elements have been identified to ensure the safety of both staff and students at all times.

DEPARTMENT/ACADEMY/UNIT	COVID-19 College Risk Assessment
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ASSESSMENT AREA & ACTIVITY	
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DESCRIPTION OF ACTIVITY	
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PURPOSE/METHOD OF WORK

To ensure necessary measures have been implemented in-line with current Government guidance so to monitor and manage risks associated with the COVID-19 pandemic including but not exhaustive of:

- Social distance working and reduced and co-ordinated classroom movement
- Appropriate class sizing
- Increased personal hygiene measures
- Assessment of equipment for planned lessons and managing the risk of cross contamination
- Response to any person displaying symptoms on campus

Cleaning of classrooms will form part of the contractor cleaning schedule - a completed cleaning log stating date and time will be available in each room.

SPECIFIC LEGISLATIVE REQUIREMENTS
<i>The Health Protection (Coronavirus) Regulations 2020</i> Health & Safety at Work etc. Act Management of Health & Safety at Work Regulations Control of Substances Hazardous to Health Regulations Electricity at Work Regulations Personal Protective Equipment at Work Regulations Provision and Use of Work Equipment Regulations Workplace (Health, Safety & Welfare) Regulations

LEVEL OF SKILL/TRAINING REQUIRED
Qualified Teacher/lecturer/Learning Coach

CHEMICALS/MATERIALS	DATE
Sanitiser Disinfectant	Ongoing Ongoing

SPECIFIC WORK EQUIPMENT PROVIDED

RISK ASSESSMENT

MAIN HAZARDS IDENTIFIED	AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Social distance working	Students and Teachers	<ul style="list-style-type: none"> • Adherence to government guidelines of social distancing and keeping 2 metres apart. • Furniture is arranged and teacher zone appropriately marked so staff and students are seated at the required distance. • Students should remain at their desks to manage reduced movement around the classroom and return to the same desk for all lessons.

MAIN HAZARDS IDENTIFIED	AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
		<ul style="list-style-type: none"> Keep doors and windows open to aid ventilation and entrance/exit to classrooms.
Appropriate class sizing	Students	<ul style="list-style-type: none"> Class sizes are reduced to a maximum of 6 at any one time - to reduce should the space be smaller applying the 2 meter rule. For classrooms in use, numbers have been confirmed by H&S representatives.
Increased personal hygiene measures	Students and Teachers	<ul style="list-style-type: none"> Sanitiser provided in each classroom Antibacterial wipes provide in each classroom Tissues provided in each classroom] Providing regular reminders to maintain personal hygiene standards. Ensure signage is displayed promoting good personal hygiene rules Clean down chairs, desks and doors handles after each use in between any scheduled cleaning
Assessment of equipment and the risk of cross contamination	Students	<ul style="list-style-type: none"> Advice students to not share any personal belongings during lesson Ensure equipment has been cleaned prior and after each use Offer the use of PPE should it be appropriate to reduce the risk of cross contamination.
Response to any person displaying symptoms	Students and Teachers	<ul style="list-style-type: none"> Notify Health & Safety lead immediately. Teacher to use PPE to reduce spread of infection. Person to be removed from the classroom and escorted safety to the designed medical room. Classroom to be closed with no further use until it has been cleaned and decontaminated following government cleaning guidelines
Substances	Students	<ul style="list-style-type: none"> Sanitiser accessible in each classroom Only non-toxic paints and glues etc. to be used.

MANUAL HANDLING RISK	
Has a manual handling risk been identified?	YES/NO
Is the risk considered to be	LOW/MED/HIGH
Is a further detailed assessment required?	YES/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	
Is training and instruction required	YES/NO
Is there need for special accommodation	YES/NO
Is there need for test/examination	YES/NO
Is all P. P. E. compatible	YES/NO

FREQUENCY OF MONITORING				
Weekly	3 Months	6 Months	1 Year	> 1 Year

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years

Signed:

Job Title:

Date: