



Form: Risk Assessment Form

Form Reference: USP 010

Issue No:  
One

Updated: June  
2020

## MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

### GENERAL RISK ASSESSMENT

<b>Activity / Environment / People</b>	COVID-19 Reopening up after lockdown	<b>Ref No.</b>	<b>COVID-19 Reopening</b>
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<b>Task / Operation / Area Being Assessed</b>	Opening up <u>Palmers Campus</u> after COVID-19 lockdown period for core staff
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#### Purpose / Method of Work

Assessing and managing the risk of reopening both campuses after the coronavirus lockdown period for staff and students. Implementing new working and learning operations on site which will include but is not an exhaustive list:

- Social distance working
- Social distance learning
- Importance of personal hygiene – hand washing
- One way foot traffic routes
- Reduced class sizes
- Staggered starting times
- Staggered break times

#### Specific Legislative Requirements

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

Disinfectant  
Sanitiser

#### HSC No.

#### Assessment Date

#### Specific Work Equipment Provided

Cleaning equipment

#### Main Hazards Identified

Reopening and occupation of building after lockdown  
 Exposure to biological agents

#### Who Will be Affected

Staff  
 Students  
 Contractors  
 Visitors

#### Control Measures to Reduce The Risk

During the lockdown period, the Estates team have attended site 3x mornings a week to flush all water systems.

All cold water tanks on both campuses have been chlorinated and will be flushed through prior to opening the buildings.

Undertake legionella screening samples prior to buildings opening.

Air Con systems have been serviced at the Seevic and Palmer's campuses.

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<p>Emergency alarm systems Fire Alarm</p> <p>H&amp;S compliance inspections Fire Alarm / Fire Extinguisher / Lift / LOLER /</p> <p>Exposure to dust</p>		<p>Fire Alarm systems have been continually tested on a weekly basis.</p> <p>All building compliance inspections have been carried out, for example, Fire alarm inspections, fire extinguisher inspections, lift inspections, LOLER inspections according to the annual schedule.</p> <p>The building will undergo a full site clean prior to opening.</p>
<p>Spread of the Virus COVID-19 General</p> <p>Someone entering the site with COVID-19</p> <p>Someone becomes ill whilst on site</p>	<p>Staff Students Contractors Visitors</p>	<p>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): <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Government guidance on hand washing is provided in line with the 20 second rule: <a href="https://www.nhs.uk/video/pages/how-to-wash-hands.aspx">https://www.nhs.uk/video/pages/how-to-wash-hands.aspx</a></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.</p> <p>Hand washing and soap facilities available in the toilets.</p> <p>Hand sanitiser available at various locations on site.</p> <p>Person will be sent home to self-isolate and to follow NHS / government guidance.</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. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>

<p>Hygiene – hand washing, sanitation facilities and toilets</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>Deactivating the turnstiles at the Seevic campus to prevent congestion in reception and installing barriers to divert foot traffic.</p>
		<p>One way system devised to enter / exit / move around site including signage.</p>
		<p>Maximum of 5 staff from any learning area and 6 students per learning space.</p>
		<p>Adherence to government guidelines of social distancing and keeping 2 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>Staggering start and finish times for staff to reduce crowding at entrance points.</p>
		<p>Increased exit points to reduce congestion.</p>
		<p>2 metre social distance guidelines are enforced.</p>
<p>Controlling access and egress to site and movement around the building</p>		
<p>Use of lifts</p>		
<p>Coming to work and leaving work</p>		
<p>Staff / Student / Visitors / Contractor safety</p>		

<p>Staff cross campus working</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 as and when areas re-open.</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>Staff have the choice of wearing PPE masks and equipment which will be provided.</p> <p>Instructions available on website on how to put on and remove face mask correctly.</p> <p>Reduced number of staff working on site.</p> <p>Reduced number of learners on site.</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 have allotted time slots to meet with teachers on a one-on-one basis.</p> <p>Stop all non-essential visitors.</p> <p>Discourage all unnecessary cross campus travel.</p> <p>SMT to approve any cross campus working.</p> <p>Consider platforms such as Microsoft teams or Zoom to eliminate the need to travel between campuses.</p>
<p>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</p>	<p>Staff Students</p>	<p>Staff that have been classed as clinically extremely vulnerable should not attend work. Subject to risk assessment by HR team.</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Students that who have been classed as clinically extremely vulnerable due to a pre-existing medical conditions should not attend college.</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protectingextremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-">https://www.gov.uk/government/publications/guidance-on-shielding-and-protectingextremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-</a></p>

		<a href="#">protecting-people-most-likely-to-get-unwellfrom-coronavirus-shielding-young-peoples-version</a>
Use of building facilities	Staff Students Contractors Visitors	Hand washing and soap facilities available in the toilets.
Access to toilets		Toilets are cleaned and disinfected on a regular basis throughout the day.
		Route to toilets are kept clear with no obstructions.
		Reduced number of people permitted in toilet at one time.
Smoking area		Staff smoking area reduced to single person use at all times.
		Student smoking area at the Palmer's campus to be closed.
	Student smoking area at the Seevic campus to be closed.	
Classrooms General use	Staff Students Contractors	Cleaning of Classroom form part of a robust cleaning regime.
Set up of room – social distancing		Hand sanitiser available in each classroom.
		Adherence to government guidelines of social distancing and keeping 2 metres apart.
		Furniture is arranged so member of staff and students are seated at 2 metre distances within the room to adhere to social distancing.
Class capacity		Class sizes are reduced to a maximum of 6 in phase 1.
Use of computer equipment		Computer equipment (keyboards, mouse and screen) and work stations are cleaned and disinfected before use.
Cleaning	Staff Learners Visitors Contractors	Computer chairs cleaned and disinfected before use.
		Cleaners on site every morning/afternoon to undertake robust cleaning regime.
		Cleaner present on site throughout the day.
		All contact areas (door handles, light switches, locks, toilet flush, and taps etc.) are disinfected on a regular basis throughout the day.
		Opening windows to encourage ventilation and fresh air.
		All contact areas (door handles, light switches, locks, toilet flush, and taps etc.) are disinfected on a regular basis throughout the day.

<p>Cleaning after someone is taken ill on site</p>		<p>Opening windows to encourage ventilation and fresh air.</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.   <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></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 and keeping 2 metres apart explained prior to visit.</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 to 2 metre social distancing where absolutely necessary.</p>
		<p>Keep a record of all visitors and contractors.</p>
		<p>Record kept at Reception with sign in out tablet not used.</p>
<p>Interaction with contractors undertaking relevant works</p>		<p>Scheduling contractor works outside college hours, for example, early mornings, after college hours.</p>
<p>Emergency procedures</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>

Meetings	Staff Visitors	<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> <p>For areas where regular meetings take place, using floor signage to help people maintain social distancing.</p>
<p>Emergency / safety procedures Fire</p> <p>First Aid provision</p>	<p>Staff Students Visitors Contractors</p>	<p>Students are told of the Emergency procedures and escapes routes whilst on site.</p> <p>Fire procedure updated to reflect changes in operation.</p> <p>Hand sanitiser added to the emergency grab bag held at reception.</p> <p>Fire Marshalls / all staff charged with ensuring social distancing whilst at the assembly point.</p> <p>First aiders provided with PPE.</p> <p>Dedicated area to administer first aid.</p> <p>Advice on CPR and resuscitation in the workplace is taken from UK Gov &amp; the Resuscitation Council:  <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a>   <a href="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">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</a></p> <p>Where possible, it is recommended that you do not perform rescue breaths; perform chest compressions only.</p> <p>After any first aid incident, wash hands and area where treatment was provided.</p>

Canteen /Restaurants Facilities	Staff Students Visitors Contractors	Canteen closed until further notice.
		Vending machines in operation with sanitisers nearby.
		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  Office set up  Staff room facilities	Staff	Reduced number of staff working on site.
		Staff able to work in offices on their own.
		Offices cleaned prior to use each morning.
		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 2 metres apart.
		If desks and work stations cannot be rearranged ensure staff are working side by side rather than face-to-face. Or preferred to work from home where possible.
		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.
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	No personal deliveries should be arranged during this time.
		All deliveries sent to the loading bay (Seevic) and Estates office (Palmer's).
		Introduce greater handwashing for workers handling goods and merchandise and providing hand sanitiser if washing facilities are not available.



		<p>Deliveries should be left in an isolated location for more than 72 hours before being distributed.</p> <p>Consideration taken to reduce frequency of deliveries, i.e. order larger quantities.</p> <p>Keep number of staff members to a minimum handling goods and deliveries.</p>
Printers	Staff Students Contractors	<p>Limit or restricting use of shared printers (reprographics and printers located at various areas at the Seevic campus).</p> <p>Additional support from Reprographics and Curriculum Admin team to help teaching staff</p>
Stress / anxiety Staff and students	Staff Students	<p>HR team available to support all staff.</p> <p>The college has access to external agencies (Employee Assistance Programme) for staff to contact if needed. Education Support Partnership - 08000 856148</p> <p>Student services available to support all students.</p>
Trips Organised trips	Staff Students	All trips cancelled until further notice.
Lettings	Staff Students Visitors Contractors	All external lettings cancelled until further notice.



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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	YES
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** 18 June 2020

**SMT agreed** Steven Hendy

**Post/Title** Chief Operating Officer

**Date** 18 June 2020