



Form: Risk Assessment Form

Form Reference: USP 010

Issue No:  
One

Updated:  
November  
2018

## MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

### GENERAL RISK ASSESSMENT

<b>Activity / Environment / People</b>	COVID-19 Summer 2021 term	<b>Ref No.</b>	<b>COVID-19 Summer Term</b>
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<b>Task / Operation / Area Being Assessed</b>	Daily operations at the <u>Palmer's campus</u> for the Summer 2021 term with 100% full staff and student attendance
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#### Purpose / Method of Work

With the Government's Roadmap plan for coming out of Lockdown, the college will return to 100% on site face to face learning for the start of the Summer term (12<sup>th</sup> April 2021). Therefore students will resume all of their lessons in the classroom and all staff will be expected to work on site unless prior agreement has been reached with their line manager.

After the successful on site asymptomatic COVID-19 testing for students prior to the Easter holidays, the college community will continue to self-test at home twice weekly using the Rapid Lateral Flow Devices (LFD) to help reduce any potential outbreaks on campus.

Assessing and managing the risk of college operations at both campuses after the Easter holidays. Continue implementation of 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
- Dividing corridors with safety tape and implementing 'Keep left in corridors' measures
- Staggered starting times
- Staggered break times
- Wearing of face coverings in all areas including classrooms
- On site COVID-19 testing and home testing implemented to those that consent to being tested

#### 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  
NHS Mass testing training

<b>Chemicals / Materials Involved</b>	<b>HSC No.</b>	<b>Assessment Date</b>
Disinfectant Sanitiser		

#### Specific Work Equipment Provided

PPE equipment  
Cleaning equipment – mops, buckets etc  
Waste disposal equipment – clinical waste bins

Reactive agent contained within Lateral Flow Device equipment

Main Hazards Identified	Who Will be Affected	Control Measures to Reduce The Risk
<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 or 119 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. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></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 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.</p>		

College Test and Trace system

COVID-19 home Testing and a small scale on site testing centre

Hygiene – hand washing, sanitation facilities and toilets

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

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.

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.

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.

Live tracking sheet in operation to capture 'self-isolation' dates with confirmed cases in the college community.

College will send all students relevant information regarding the home testing programme.

Home testing kits for all students and staff distributed prior to the Easter holidays. Staff began testing from home from 8<sup>th</sup> March, students will test from home after the Easter holidays.

If a student or staff member test positive whilst home testing they are to notify the college immediately and they and their household are to self-isolate.

If a student or staff member test positive whilst home testing they are to order a Polymerase chain reaction (PCR) test. If they test negative as a result of the PCR test then this will supersede the LFT home test result and they can then attend college.

Mass testing centre relocated to different area of the college and greatly reducing the capacity of on site testing.

Booking system in place for any on site testing.

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.

Providing regular reminders and signage to maintain personal hygiene standards.

Hand sanitiser available at various locations on site.

Cleaning of toilets are part of a robust cleaning regime.

Controlling access and egress to site and movement around the building	Removal of waste is part of a robust cleaning regime.
	Receptionist present to prevent crowd forming in reception.
	Line markings placed on the floor in reception and all common parts 2 metres apart for queue.
	Front doors are automatically controlled.
	Corridors divided down the middle and 'keep left in corridors' policy implemented with appropriate signage displayed in corridors.
	Adherence to government guidelines of social distancing and keeping 2 metres apart.
	Regular hand washing and soap available in toilets.
	Hand sanitiser stations placed in various key locations on campus.
	Many doors within the building are held open with automatic releasing hold-open devices to reduce surface contact.
	Reducing movement by discouraging non-essential trips within buildings, encourage use of radios and telephone.
	Reduce capacity occupancy for lifts, encourage use of stairs wherever possible.
	Making sure that people with disabilities are able to access lifts.
	2 metre social distance guidelines are enforced.
	Hand washing and soap facilities available in the toilets.
	Sneeze / cough screen installed on the reception desk and other people facing desks and areas.
Hand sanitiser situated in various locations around the campus.	
Staff and students will leave site at staggered times to comply with social distancing.	
Staff will adhere to social distancing and undertake tasks individually wherever possible.	
Face coverings and face visors are available at reception for staff and students if needed.	
All staff and students are to wear face coverings in all areas including classrooms, corridors, social and communal spaces except for those that are exempt.	
Use of lifts	
Staff / Student / Visitors / Contractor safety	

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Staff cross campus working		All teachers to wear face coverings when teaching unless medically exempt.
		Instructions available on website on how to put on and remove face mask correctly.
		Some teams operating a work from home rota.
		Signs in place to highlight key information regarding COVID-19 (Washing hands / COVID-19 Symptoms).
		Introduce staggered start times for classes to reduce congestion and contact times.
		Students grouped into educational 'bubbles'. A levels and Vocational.
		A Level 'bubbles' will have their lessons in different classrooms, cleaning materials are available for use.
		Lunch breaks are staggered for 'bubbles'.
		Each 'bubble' has a designated social area. Hand sanitiser, tissues and wipes are available in each social area.
		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.
		Student guide sent to each student at the start of the academic year.
		Stop all non-essential visitors.
		Cross campus travel permitted for essential purposes only.
		Cross campus travel not permitted in the same day.
	Consider platforms such as Microsoft teams or Zoom to eliminate the need to travel between campuses.	
On site Testing Scheme	Staff Students Visitors Contractors	A robust Risk assessment was carried out for the mass testing Scheme and has been updated for the relocation and reduction of the testing centre.
		All NHS / DfE / Government guidance is followed.
		The testing centre is set up following the NHS 'How to guide'. This has been greatly reduced and some stations are no longer required.
Suitable location		The college has identified an appropriate location to relocate the testing area. The areas identified meets the space required for testing and maintaining social distancing, this includes a one way system, separate entrance and exit points and good ventilation.

		Testing location can be well ventilated.
Booking system		Booking system in place for any on site testing.
Lack of leadership		Quality and Team Leaders have been identified and appointed at each testing centre.
Staff Training		All those responsible for undertaking the 'processing' role are suitably trained before tests are carried out.
		Trained staff are on hand to help all test subjects.
Data protection		All data collected from test subjects are held in accordance with data protection and college policies.
Waste		The college has in place suitable clinical waste disposal procedures.
		Adequate bins (clinical & general) provided for the disposal of waste.
Lack of PPE Equipment		PPE is provided to testing staff with advice and training given.
Hygiene		Sanitiser is readily available throughout the centre.
Signage		Signage is displayed to help aid the testing process.
Cleaning		Testing location will be able to meet cleaning requirements i.e. non-porous floor and fully wipeable surfaces.
		The identified location has all required cleaning materials accessible, which have been secured to ensure sufficient supply.
		Cleaning of all surfaces, in line with COVID protocols, will be undertaken between each test.
		Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.
Positive results		Testing scheme college register can provide the COVID-19 Response team with positive test results quickly to enable them to act quickly and notify those they must leave site to self-isolate.
		Separate area designated for holding positive cases whilst waiting for transportation before leaving campus to self-isolate.
College insurance cover		Insurance company have stated the current coverage in place is sufficient to cover the college without additional terms as long as the college sticks to government advice, protocols and training.
		Insurers require the college to complete the 'COVID Testing Insurance Checklist'.

<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 can attend work from the 1<sup>st</sup> April 2021, Managers will discuss with staff members and involve Human Resources if they have any concerns prior to returning.</p> <p><u><a href="https://www.gov.uk/guidance/shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></u></p> <p>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.</p> <p><u><a href="https://www.gov.uk/guidance/shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></u></p>
<p>Use of building facilities</p> <p>Access to toilets</p> <p>Smoking area</p>	<p>Staff Students Contractors Visitors</p>	<p>Hand washing and soap facilities available in the toilets.</p> <p>Toilets are cleaned and disinfected on a regular basis throughout the day.</p> <p>Some sinks and urinals taken out of action to help maintain social distance measures.</p> <p>Route to toilets are kept clear with no obstructions.</p> <p>Reduced number of people permitted in toilets at one time.</p> <p>Staff smoking area reduced to single person use at all times.</p> <p>Student smoking area reduced capacity to maintain social distancing.</p>
<p>Classrooms General use</p>	<p>Staff Students Contractors</p>	<p>Cleaning of Classrooms form part of a robust cleaning regime.</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>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>Opening windows to encourage ventilation and fresh air.</p> <p>All lessons are taught within each educational 'bubble'.</p>

Set up of room – social distancing  Use of computer equipment		Teachers will devise seating plans for all lessons to help identify potential close contacts.
		All teachers to wear face coverings when teaching unless medically exempt.
		Furniture is arranged so all students are facing the front of the class and not sitting face to face.
		Floor area around teacher's desks marked out with hazard warning tape for a 'safe teaching zone'.
		Computer equipment (keyboards, mouse and screen) and work stations are cleaned and disinfected before use.
		Computer chairs cleaned and disinfected before use.
Cleaning   Cleaning after someone is taken ill on site	Staff Learners Visitors Contractors	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.
		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.
		Close off area and ensure it is not used until it has been thoroughly cleaned and decontaminated.
		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>
Contractors / Visitors on site	Staff Learners Visitors Contractors	Encouraging visits to occur via remote systems such as Microsoft teams / Zoom.
		Adherence to government guidelines of social distancing are explained prior to any visit.
		Provide clear guidance on social distancing and hygiene measures in place on arrival, for example, signage, website information, by telephone or email correspondence.
		Sneeze / cough screen installed on the reception desk.



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

First Aid provision	Contractors	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: <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>
		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 recommended capacities and socially distanced working.
		Curriculum staff can use base rooms if required.
		Staff able to work in offices on their own.
		Offices cleaned prior to use each morning.
		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.

<p>Office set up</p> <p>Staff room facilities</p>		<p>Clearing work spaces and removing waste and belongings at the end of each day.</p> <p>Office furniture rearranged to ensure staff can work 2 metres apart or other safety measures are put in place such as screen dividers.</p> <p>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.</p> <p>Cleaning of staff rooms are part of a robust cleaning regime.</p> <p>Stagger break times as best as possible.</p> <p>Using safe outside areas for breaks.</p> <p>Encourage staff to bring in their own food.</p> <p>Encourage staff to remain on site during break periods.</p> <p>Rearrange furniture to maintain spacing and reduce face to face interactions.</p> <p>Ensure rubbish is cleared away by every member of staff and not left for other members of the team.</p>
<p>Deliveries</p>	<p>Staff Visitors Contractors</p>	<p>All personal deliveries should be strongly discouraged.</p> <p>All deliveries sent to the Estates office.</p> <p>Introduce greater handwashing for workers handling goods and merchandise and providing hand sanitiser if washing facilities are not available.</p> <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>
<p>Printers</p>	<p>Staff Students Contractors</p>	<p>Limit or restricting use of shared printers (reprographics and printers located at various areas).</p> <p>Additional support from Reprographics and Curriculum Admin team to help teaching staff.</p>
<p>Stress / anxiety Staff and students</p>	<p>Staff Students</p>	<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>



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		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 Face shields Eye protection Apron	
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 April 2021

*David Tracey*  
COO ✓ 22/4/2021