



Form: Risk Assessment Form

Form Reference: USP 010

Form Issue
No: One

Updated: 1
September 2021

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

GENERAL RISK ASSESSMENT

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

With the Government's continued Roadmap plan (stage 4) for the pandemic, the college will continue to have 100% on site face to face learning for the start of the Autumn 2021 term. All 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.

College processes and procedures have been revised and follow the latest Government guidance for students returning to education. The overarching objective is to maximise the number of students in face to face education and to minimise any disruption, in a way that best manages the COVID-19 risk. High quality face to face learning remains the Government's priority.

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. Students will also be encouraged to self-test at home and will be provided with test kits, initially on the inductions days, scheduled 2nd and 3rd September and continued going forward and until further Government updates. There will be available to students who cannot test from home an onsite testing centre, tests are booked via a link sent to all students in an email and weekly reminder emails will be sent out also.

Assessing and managing the risk of college operations at all campuses for the Autumn 2021 term

Continued implementation of new working and learning operations on site which will include but is not an exhaustive list:

- Importance of personal hygiene – hand washing.
- Encouraging staff and students to wear face coverings in corridors, communal and social spaces.
- Twice weekly testing at home with provided test kits to both staff and students.
- Keep all areas of the campus well ventilated.

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

Chemicals / Materials Involved	HSC No.	Assessment Date
Disinfectant Sanitiser Reactive agent contained within Lateral Flow Device equipment		

Specific Work Equipment Provided
PPE equipment Cleaning equipment – mops, buckets etc Waste disposal equipment – clinical waste bins

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/
		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
Someone entering the site with COVID-19		Additional consideration will be given to members of staff / learners who may be deemed to be at increased risk.
		Robust cleaning regime in place, frequent contact surfaces such as door handles and light switches are disinfected regularly.
		Hand washing and soap facilities available in the toilets.
		Hand sanitiser available at various locations on site.
		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.
		Posters are displayed around site with information of symptoms of the virus.
		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
		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.
Someone becomes ill whilst on site		Person will be sent home to self-isolate and to follow NHS / government guidance, this includes getting tested.
		Close off area and ensure it is not used until it has been thoroughly cleaned and decontaminated.

<p>College Test and Trace system</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>COVID-19 home Testing and a small scale on site testing centre</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>COVID-19 Response team help centralise all COVID-19 related matters and give advice to the college community who may test positive or told to self-isolate.</p> <p>Live tracking sheet in operation to capture 'self-isolation' dates with confirmed cases in the college community.</p> <p>College will send all students relevant information regarding the home testing programme.</p> <p>Home testing kits for all students distributed on the induction days. Staff continue to test from home as per last academic term.</p> <p>If a student or staff member test positive whilst home testing they are to notify the college immediately and follow all Government guidance.</p> <p>If a student or staff member tests 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.</p> <p>On site testing centre relocated to different area of the college and greatly reducing the capacity of onsite testing.</p> <p>Booking system in place for any on site testing.</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>Controlling access and egress to site and movement around the building</p>		<p>Receptionist present to prevent crowd forming in reception.</p> <p>Front doors are automatically controlled.</p>

<p>Staff / Student / Visitors / Contractor safety</p> <p>Staff cross campus working</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>Hand washing and soap facilities available in the toilets.</p> <p>Sneeze / cough screen installed on the reception desk.</p> <p>Hand sanitiser situated in various locations around the campus.</p> <p>Face coverings and face visors are available at reception for staff and students if needed.</p> <p>All staff and students are encouraged to wear face coverings in corridors, social and communal space.</p> <p>Instructions available on website on how to put on and remove face mask correctly.</p> <p>Signs in place to highlight key information regarding COVID-19 (Washing hands / COVID-19 Symptoms).</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> <p>Student guide sent to each student at the start of the academic year.</p> <p>Consider platforms such as Microsoft teams or Zoom to eliminate the need to travel between campuses where possible.</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>The needs of individual members of staff who fall within the CEV/CV category will be individually risk assessed by their manager supported by the HR department where appropriate.</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>The needs of individual students who fall within the CEV/CV category will be individually risk assessed by their course leader supported by the Student Services where appropriate.</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p>

Use of building facilities Access to toilets	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.
		Route to toilets are kept clear with no obstructions.
Classrooms General use Set up of room – social distancing Use of computer equipment	Staff Students Contractors	Cleaning of Classrooms form part of a robust cleaning regime.
		Hand sanitiser, tissues and wipes are available in each classroom.
		Wipes available in classrooms for staff/students to wipe down desks and chairs.
		Opening windows to encourage ventilation and fresh air.
		Furniture is arranged so all students are facing the front of the class and not sitting face to face.
		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.
		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. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
Contractors / Visitors on site	Staff Learners Visitors Contractors	Encouraging visits to occur via remote systems such as Microsoft teams / Zoom.
		Provide clear guidance on college COVID-19 procedures, such as, hygiene measures in place, by telephone or email correspondence.
		Sneeze / cough screen installed on the reception desk.
		Hand sanitiser available on reception.

<p>Interaction with contractors undertaking relevant works</p> <p>Emergency procedures</p>		<p>Hand washing and soap facilities available in toilets.</p> <p>All visitors to follow Contractors and Visitor Policy.</p> <p>Visitors greeted by member of staff and escorted through the campus.</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 escape 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>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>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>Hand sanitiser added to the emergency grab bag held at reception.</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 & 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-</p>

		<p>others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</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	<p>Vending machines contact points are disinfected on a regular basis throughout the day.</p> <p>Hand sanitiser located next to water machines/fountains.</p> <p>Cleaning of water machines/fountains form part of a robust cleaning regime.</p>
Offices / Staff rooms Sharing work space	Staff	<p>Curriculum staff can use base rooms if required.</p> <p>Staff able to work in offices on their own.</p> <p>Offices cleaned prior to use each morning and form part of a robust cleaning regime.</p> <p>All offices provided with hand sanitiser, tissues and wipes.</p> <p>Adhering to the College clear desk policy.</p> <p>Clearing work spaces and removing waste and belongings at the end of each day.</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>
Office set up Staff room facilities		<p>Rearrange furniture to maintain spacing and reduce face to face interactions where possible.</p> <p>Ensure rubbish is cleared away by every member of staff and not left for other members of the team.</p>
Deliveries	Staff Visitors Contractors	<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>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>



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Printers	Staff Students Contractors	Limit or restricting use of shared printers (reprographics and printers located at various areas).
		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 planned trips are robustly risk assessed.

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
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Assessment Review Period				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years
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Risk Assessor David Tracey

Post/Title Deputy Estates & Compliance Manager

Date September 2021

Chief Operating Officer: Steven Hendy

Date: 1 September 2021