

## MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

### GENERAL RISK ASSESSMENT

<b>Activity / Environment / People</b>	COVID-19 Spring 2022 term	<b>Ref No.</b>	<b>COVID-19 Spring Term</b>
--	---------------------------	----------------	-----------------------------

<b>Task / Operation / Area Being Assessed</b>	Daily operations at the <b>Palmer's campus</b> for the Spring 2022 term with 100% full staff and student attendance
---	---

#### Purpose / Method of Work

With the announcement of updated Government guidance (Plan B & isolation changes for those that have tested positive) the College processes and procedures have been revised and will follow the latest Government measures which are to continue to have student's onsite for face to face learning after the Christmas holidays. The Government's priority is for all Schools and Colleges to delivery high quality face to face education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

All staff and students were asked to self-test at home prior to returning back on campus after the Christmas break. 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 and test kits will be provided on site. There will be available to students who cannot test from home a small onsite testing area.

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

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

- Importance of personal hygiene – hand washing / 'Catch it, Bin it, Kill it'.
- Robust cleaning regimes.
- Face coverings stocked and available at Front of House.
- Twice weekly testing at home with provided test kits to both staff and students.
- Keep all areas of the campus well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

#### 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	<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>Hand washing and soap facilities available in the toilets.</p> <p>Hand sanitiser available at various locations on site.</p> <p>If an outbreak was to occur the college can quickly implement its contingency plan and switch to remote learning.</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>Person will be moved to a separate room where they can isolate, ventilate the area and have access to a toilet, supervision will be provided if required.</p>
Someone entering the site with COVID-19		
Someone becomes ill whilst on site		

College Test and Trace system (COVID Response Team)

NHS Test and Trace service

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

Hygiene – hand washing, sanitation facilities and toilets

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.

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>

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.

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

Close contacts will be identified via NHS Test and Trace and education settings are not expected to undertake contact tracing. The College may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

The College community are advised via the COVID response team to follow all Government guidance.

[NHS Test and Trace: what to do if you are contacted - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/nhs-test-and-trace-what-to-do-if-you-are-contacted/nhs-test-and-trace-what-to-do-if-you-are-contacted)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)

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

Home testing kits for all students are available on site. Staff continue to test from home as per last academic term.

If a student or staff member tests positive whilst home testing they are to notify the college immediately and follow all current Government guidance.

On site testing centre relocated to different area of the college and greatly reducing the capacity of onsite 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.

<p>Controlling access and egress to site and movement around the building</p>		<p>Providing regular reminders and signage to maintain personal hygiene standards.</p>
<p>Staff / Student / Visitors / Contractor safety</p>		<p>Hand sanitiser available at various locations on site.</p>
<p>Staff cross campus working</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>Front doors are automatically controlled.</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>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 &amp; 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</p>	<p>Staff Students</p>	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Young people who were previously identified as being</p>

<p>risk of severe illness from coronavirus and have been advised by their clinician or through a letter</p>		<p>in one of these groups, are advised to continue to follow the guidance contained.</p> <p><a href="https://www.gov.uk/government/coronavirus">Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</a></p> <p>Young people previously considered CEV should attend their setting and should follow the same guidance as the rest of the population. In some circumstances, young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice and notify the college.</p>
<p>Use of building facilities</p> <p>Access to toilets</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>Route to toilets are kept clear with no obstructions.</p>
<p>Classrooms General use</p> <p>Use of computer equipment</p>	<p>Staff Students Contractors</p>	<p>Cleaning of Classrooms form part of a robust cleaning regime.</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>Computer equipment (keyboards, mouse and screen) and work stations are cleaned and disinfected before use.</p> <p>Computer chairs cleaned and disinfected before use.</p>
<p>Cleaning</p> <p>Cleaning after someone is taken ill on site</p>	<p>Staff Learners Visitors Contractors</p>	<p>Cleaners on site every morning/afternoon to undertake robust cleaning regime.</p> <p>Cleaner present on site throughout the day.</p> <p>All contact areas (door handles, light switches, locks, toilet flush, and taps etc.) are disinfected on a regular basis throughout the day.</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.</p>

		<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.
		Provide clear guidance on college COVID-19 procedures, such as, hygiene measures in place, by telephone or email correspondence.
		Encourage visitors to take a Lateral Flow Test prior to coming on site.
		Hand sanitiser available on reception.
		Hand washing and soap facilities available in toilets.
		All visitors to follow Contractors and Visitor Policy.
		Visitors greeted by member of staff and escorted through the campus.
		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.
Interaction with contractors undertaking relevant works		All safety agreements in place prior to works being undertaken.
		Emergency procedures explained and escape routes shown to contractors prior to works being commenced.
		Emergency procedures explained to visitors by host.
Emergency procedures		Contractor provides and wears own PPE equipment including face coverings.
		Only absolutely necessary meeting participants should attend.
		Rooms should be well ventilated / windows opened to allow fresh air circulation if possible.
Meetings	Staff Visitors	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.

<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 &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>
<p>Canteen /Restaurants Facilities</p>	<p>Staff Students Visitors Contractors</p>	<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>
<p>Offices / Staff rooms Sharing work space</p>	<p>Staff</p>	<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>

Office set up		Encourage staff to remain on site during break periods.
		Rearrange furniture to maintain spacing and reduce face to face interactions where possible.
Staff room facilities		Ensure rubbish is cleared away by every member of staff and not left for other members of the team.
Deliveries	Staff Visitors Contractors	All deliveries sent to the Estates office.
		Introduce greater handwashing for workers handling goods and merchandise and providing hand sanitiser if washing facilities are not available.
		Consideration taken to reduce frequency of deliveries, i.e. order larger quantities.
		Keep number of staff members to a minimum handling goods and deliveries.
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





Form: Risk Assessment Form

Form Reference: USP 010

Form Issue  
No: One

Form Created /  
Updated: November  
2018

**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
√				

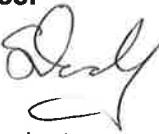
**Risk Assessor** David Tracey

**Post/Title** Deputy Estates & Compliance Manager

**Date** February 2022

**Chief Operating Officer**

**Date**

  
10/2/2022

