

Risk Assessment Cover Sheet

Risk Assessment Code: <i>(H&S Office Use Only)</i>	XCS(H&S)025.03	Risk Assessment Title: COVID-19 Secure RA Overview	
This Assessment/Review was undertaken on (Date):	29/05/2020 04/06/2020 17/06/2020	This Assessment will be Reviewed again on (Date):	17/08/2020
		Overall Risk:	Medium
Curriculum Centre:	Cross College	School: Division:	Health & Safety
Risk Assessor:	Sheryl Nixon, H&S Manager	Assistant Principal: Head of School	Jennifer Eastham, Vice Principal
Description of Activity/Equipment:	Partial re-opening of College from June 2020 to provide some face-to-face contact with Teachers for selected groups of Students (including Apprentices). (In accordance with 'Our Plan to Rebuild the UK – the Government's COVID-19 Recovery Strategy' (published 11.05.2020).		
Work Location/Venue:	June opening: Elizabeth Centre, RATH, Construction Centre, Harrison Centre, Futures Centre.		

Work Activity & Equipment

Hazard: The hazard for this activity is the virus COVID-19 (Coronavirus).

Who might be harmed and how: Who - Staff, Students, Apprentices, Visitors (e.g. contractors, suppliers, persons delivering/collecting items). How – Contracting the virus COVID-19 (Coronavirus) via direct transmission (e.g. close contact with people coughing/sneezing) or indirect transmission (e.g. touching contaminated surfaces).

Note: A range of control measures (actions) will be used to prevent persons contracting the virus using the hierarchy of controls* (1-5) below: (*the hierarchy of controls referred to here is stipulated in the Government Guidance document: 'Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings').

1. **Minimising contact with individuals who are unwell** by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend College.
2. **Washing hands regularly** - wash hands with soap and water for 20 seconds and use alcohol hand sanitiser in-between.
3. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. **Cleaning frequently touched surfaces often** using usual cleaning products.
5. **Minimising contact and mixing by altering the environment** (e.g. classroom/ workshop/ office layout) **and timetables** (such as staggered arrival/ finish/ break times).

All Staff must abide by the actions (control measures) set out in this Risk Assessment and in the COVID-19 Secure Centre/ department specific risk assessment(s) and the rules contained in the 'COVID-19 Staff Briefing'. Staff must proactively encourage Students, including Apprentices and visitors (as above) to follow these rules (Students will be given a handout of the rules relating to them).

This Risk Assessment is in accordance with Government Guidance:

- Maintaining Education and Skills Training Provision - Further Education Providers - [LINK](#)
- Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings - [LINK](#)
- COVID-19 Secure Guidance - for Offices - [LINK](#)

Control Measure/ Arrangements (Heading)	Details of actions (control measures)	RAG Risk Rating (after implementing control measures)
Minimising contact with individuals who are unwell	<ul style="list-style-type: none"> • Any Students or Staff with COVID-19 symptoms (<i>a new continuous cough, fever, or anosmia – a loss of or a change in your normal sense of smell and/or taste</i>) MUST self-isolate immediately for 7 days (or longer if they still feel ill or have a fever). <u>They must not attend College</u>. Members of their household must also self-isolate for 14 days (unless the symptomatic individual receives a negative test result). • COVID-19 testing is now available to anyone with symptoms - LINK • If a person becomes unwell with COVID-19 symptoms, <u>whilst in College</u> they must be sent home and told to self-isolate immediately, as above, and get tested. They must be advised to follow Government Guidance – LINK <ul style="list-style-type: none"> – if the person is awaiting collection from a family member: isolate them in a room away from others and open the window to provide ventilation. If they need to use the toilet facilities these must be cleaned before use by others. Staff and students who have been in contact with the ill person must wash their hands thoroughly for 20 seconds. Staff must follow the guidance in: Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings (see 'Additional Questions') - LINK <ul style="list-style-type: none"> - (Student has symptoms) Staff to remain in contact with the Student and report the absence to their Head of School and Centre Head. The Centre Head notifies the Health & Safety Manager and Facilities and Estates Deputy Manager. - (Staff has symptoms) Staff report their absence and remain in contact with their Line Manager. The Line Manager notifies their 	<p>4 Medium</p>

	<p>Centre Head/ Head of Department, HR, Health & Safety Manager and Facilities and Estates Deputy Manager.</p> <ul style="list-style-type: none"> - Suspected COVID-19 case – member of Staff must notify the Facilities and Estates Deputy Manager to arrange cordoning off and cleaning the area. - Where the person tests positive – further action may be needed (e.g. deep cleaning, self-isolation of group following instruction from NHS Test and Trace) which will be decided by the Vice Principal, Health & Safety Manager and Facilities & Estates Deputy Manager. 	
Washing hands regularly	<ul style="list-style-type: none"> • Wash hands regularly with soap and running water for a minimum of 20 seconds and dry thoroughly using paper towels provided (use of hand dryers is discouraged – communicated via notices and Staff/Student briefing. Toilet facilities are available in all buildings. NHS hand washing video to be played on TV screens around College. • Use alcohol hand-sanitiser in-between hand washing with soap and water. Available at the main entrance to buildings. • Alcohol hand sanitiser must be located away from direct sunlight, electrical sources and ignition sources. 	6 Medium
Promote and encourage the 'Catch it, Bin it, Kill it' approach	<ul style="list-style-type: none"> • Sneeze or cough into a tissue, put it in the bin immediately, kill the virus by washing and drying your hands thoroughly or using alcohol hand sanitiser. • If you do not have a tissue, sneeze or cough into the crook of your arm (inner elbow) then wash your hands. • Bins will be emptied throughout the day. 	6 Medium
Cleaning	<ul style="list-style-type: none"> • Cleaning Staff will clean College buildings daily, focusing on toilets, food areas, frequently-touched surfaces and items e.g. door handles/plates, hand-rails, light switches, lift buttons, keyboards and mouse etc using normal cleaning products. Bins to be emptied at least daily. Cleaning regimes will follow Government Guidance: COVID-19: cleaning in non-healthcare settings. • Disinfectant spray and cloths (or wipes) will be provided for users to clean equipment/surfaces they use (e.g. keyboards, mouse, monitor, classroom equipment, desks) after using – this is to be proactively monitored and Students directed by Teaching Staff. CoSHH risk assessment and MSDS (material safety data sheet) available from Facilities and Estates Deputy Manager on request. • Suspected COVID-19 case – member of Staff must notify the Facilities and Estates Deputy Manager to arrange cordoning off and cleaning the area. • Deep cleaning will be arranged in the event of a positive COVID-19 case. 	2 Low
<p>Social Distancing</p> <p>Minimising contact and mixing by altering the environment (e.g. classroom/ workshop/ office layout) and timetables (such as staggered arrival/ finish/ break times).</p>	<ul style="list-style-type: none"> • A limited number of Staff and Students will be invited to attend College in June 2020 – primarily 'Year 12' Students who need some face to face contact with Teaching Staff (in accordance with 'Our Plan to Rebuild the UK – the Government's COVID-19 Recovery Strategy') and Students who need to complete practical work/assignments onsite (e.g. that cannot be done via online learning). • It is still important to reduce contact between people as much as possible, by ensuring Students and Staff (where possible) only mix in a small, consistent group and that small group stays away from other people and groups. <ul style="list-style-type: none"> - Arrange smaller group sizes 'bubbles', considering building layout and maintaining 2 metre distances where possible. • Note – groups passing each other in a corridor is deemed low-risk but Staff must be proactive in moving people along to avoid 'pinch points' and people congregating. • When planning 'bubbles', room availability (social distancing 2 metres), and Staff ratios - <u>include provision for any Support Workers needed to accompany Students with additional or special support needs</u> (<i>check Student names and their requirements with Becky Skarratts</i>). • Re-configure room layouts in classrooms, workshops and offices to maintain social distancing (2 metres) wherever possible. • Social distancing posters, signage and floor markers/stickers to remind people of social distancing, for example in toilet facilities. • Stagger start/ finish times to reduce the number of people together, where possible, e.g. pinch points at entrances/exits and reduce the risk of travelling on public transport in peak times. Guidance on using public transport safely is available: 'Coronavirus (COVID-19): safer travel guidance for passengers'. • Reduced number of Staff working on site (homeworking where possible encouraged – depending on job role and business needs). • Meetings – use MS Teams, Zoom etc. For internal/ external meeting where possible and avoid in person meetings. • Keep groups (bubbles) together in the same room for breaks and lunch time, where possible, or arrange staggered break/ lunch times to reduce the number of people together. 	6 Medium

	<ul style="list-style-type: none"> One-way systems may be used, utilising different entrance/ exit points to prevent 'pinch points' and walking single-file on the left-hand side of corridors. Encourage outdoor learning, where feasible (dependent on subject/lesson). Manager – Building rota to walk-round and direct Students as required e.g. reminding Students of social distancing rules, breaking up large groups of people congregating (supported by Security Team). Protective screens around Reception in Harrison Centre (Reception areas in other buildings will remain closed at this time). Lifts must only be used by persons that genuinely need them i.e. disabled persons. Notices will be placed by lifts to communicate this request. 	
<p>'Shielded' Staff and Students</p> <p>'Clinically Vulnerable' Staff and Students</p> <p>Including Staff and Students who are living with a 'shielded' or 'clinically vulnerable' person</p>	<ul style="list-style-type: none"> 'Shielded' (clinically extremely vulnerable – letter from GP instructing person to shield i.e. avoid going outside the home) Students – we do not expect these Students to be attending college, and they should continue to be supported at home as much as possible. Staff – Are advised NOT to attend work (they are encouraged to work from home where possible). Student or Staff is living with a 'shielded' person - If a Student or Staff member lives in a household with someone who is extremely clinically vulnerable, it is advised they only attend College if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home. 'Clinically Vulnerable' (higher risk of severe illness from Coronavirus e.g. women who are pregnant, persons over the age of 70, persons with certain underlying health conditions e.g. respiratory and auto-immune diseases etc.) Students – parents should follow medical advice if their child is in this category Staff – are advised to take extra care in observing social distancing and should work from home where possible. - Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. Student or Staff member is living with a 'clinically vulnerable' person - If a Student or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable 'shielding'), including those who are pregnant, they can attend their education or childcare setting. 	<p>6 Medium</p>
<p>PPE</p> <p>Including face masks and face coverings</p>	<ul style="list-style-type: none"> Face masks and face coverings are NOT recommended in educational settings (for Staff or Students). In no circumstances should face masks or coverings be used by persons who may not be able to handle them as directed (e.g. young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. PPE (including face masks), will be provided to identified at-risk groups: Support Workers providing intimate care needs, Cleaners, First Aiders, Staff and Students who would normally require PPE as part of their role e.g. Construction department. Guidance for safely putting on and taking off PPE is available from Public Health England 'donning and doffing of PPE'. 	<p>2 Low</p>
<p>Emergency Evacuation and Fire arrangements</p> <p>PEEPs Evac+ chair operators</p>	<ul style="list-style-type: none"> Normal emergency evacuation arrangements will apply (including the use of the College emergency number ext 2222 and attendance by Security and Estates Teams). When planning which Staff to invite back in June, HoS must consider Fire Marshal/ Incident Controller/ and evac+ chair operator provision for each building in use. (Current Fire Marshal lists for buildings and advice can be obtained from Sheryl Nixon). Students or Staff (invited back) with PEEPs need to be identified as soon as possible by HoS and ALS to ensure evacuation arrangement include their needs (PEEP details are held centrally by H&S). Building occupants must evacuate the building promptly as they would normally using the nearest available emergency exit route, irrespective of one-way systems and social distancing. When standing at the designated fire assembly point(s), try to spread out as much as possible but always staying away from the building, look out for other hazards such as vehicles moving around the car park. 	<p>6 Medium</p>
<p>First Aid</p>	<ul style="list-style-type: none"> Normal first aid arrangements will apply (including the use of the College emergency number ext 2222). 	

arrangements	<ul style="list-style-type: none"> When planning which Staff to invite back in June, HoS must consider First Aider provision (List of call-out and emergency First Aiders available from Sheryl Nixon). First Aiders will be provided with PPE and updated COVID-19 Guidance for First Aiders, including CPR. If bodily fluids need to be cleaned, the First Aider or other member of Staff will request assistance from the Estates Team (team have access to PPE and spill kits). 	6 Medium
Catering	<ul style="list-style-type: none"> Staff and Students will be encouraged to bring in their own packed lunch. Catering facilities will not be open in June as the number of Students on site do not justify this provision. Students eligible for free College meals will continue to receive cash payments. Social distancing signage/tape around vending machines to maintain social distancing. Notices will also be displayed to direct persons to the hand sanitiser points available in entrance areas of each building to encourage good hygiene before/after eating. 	2 Low
Visitors, Contractors and Suppliers	<ul style="list-style-type: none"> Visitors by appointment only. Contractors and Suppliers must arrange visits/ deliveries/ collections with the Facilities & Estates Deputy Manager (or Estates Supervisor) who will ensure social distancing and hygiene is maintained - following COVID-19 Secure Guidance - for Offices - LINK 	2 Low

Risk Rating Matrix

LIKELIHOOD	Most Likely 4	4	8	12	16
	Likely 3	3	6	9	12
	Unlikely 2	2	4	6	8
	Most Unlikely 1	1	2	3	4

KEY
HIGH <ul style="list-style-type: none"> Stop, avoid or discontinue until risk level reduced
MEDIUM <ul style="list-style-type: none"> Risks to be reduced as far as possible. Control measures applied. If associated with fatality or major injury further consider likelihood
LOW <ul style="list-style-type: none"> No additional controls are

Risk Rating*	Negligible 1	Minor injury 2	Major injury 3	Fatality 4
	SEVERITY			

*Risk rating calculated by multiplying **Likelihood x Hazard Severity**