



SEVERITY X LIKELIHOOD = SAFETY FACTOR

Assessments:

15-25 High (H)

7-14 Medium (M)

1-6 Low (L)

<u>Severity</u>	<u>Likelihood</u>
1 No injury	Rare
2 Minor injury (no time lost)	Unlikely
3 Time lost up to 3 days	Probable
4 Time lost above 3 days	Very likely
5 Severe injury/death	Certainty

RISK ASSESSMENT FORM

Location: Tan Bank

Department: Kickstart

Activity/place: Teaching Set-up during Covid19 Pandemic

Signed: DP Candlin

Date Completed: 30th August 2021

Review: 30th Sept, 9th Nov, 1st Dec 2021

3rd Jan 2022

Hazard	Who might be harmed, and how?	Sev	Lik	Total	L M H Risk	Action to be taken - control measures, existing and to be implemented.	When/Whom
Infection from contact with others with known symptoms - access to site.	Staff, students - exposure and contraction of Covid-19.	5	2	10	M	Staff and student protocol for site access developed, including prohibiting attendance by those with symptoms, or those who have had contact with others known to have contracted covid-19 if they don't meet the latest government criteria for exemption.	Staff

						<p>For confirmed close contacts of someone with the Omicron variant of covid, 10 day isolation pending a PCR test, regardless of whether they meet the criteria for continued attendance or have no symptoms.</p> <p>Anyone with symptoms attending site, no matter how mild, will be instructed to leave, and have a PCR test as soon as possible. Any student or staff member testing positive from an LFD test will need to isolate until they have had a PCR test - if that is completed within 2 days and returns a negative result, that person can then resume attending, otherwise they will need to isolate for at least 10 days, or until no longer symptomatic.</p> <p>Staff that are fully vaccinated and students under 18 years and 6 months that have been in contact with a confirmed covid case who have no symptoms should continue to attend college, but should test themselves using LFD kits for 7 days, isolating if they return a positive test on any day.</p> <p>Staff should travel to site separately, and not car share, unless family members living in the same house.</p>	
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						<p>Social distancing protocols put into place and being implemented where able.</p> <p>Staff that attend site, and feel unwell whilst on site, should leave immediately, and inform a relevant contact of why they have departed, so that any areas they have been using can be thoroughly cleaned, with access denied to others until complete.</p> <p>Students to walk or cycle to college where they can, if they have to use public transport they should follow the guidance - face masks to be worn at all times. Special service buses for students only to be utilised where possible.</p>	
Infection from contact with others with known symptoms - classroom environment.	Staff, students - exposure and contraction of Covid-19.	5	2	10	M	<p>Social distancing measures put into place, although no longer mandatory, have been retained and promoted within the college environment in communal areas. In educational areas where possible, students spaced at 1m intervals or not face-to-face, side-on working only, staff desk separate from students by 2m if possible - screens added to tutor desks as a barrier where requested. Other mitigating elements and controls retained also - short duration close proximity work, more</p>	Staff and students.

					<p>frequent hand-washing and surface wiping and PPE where applicable.</p> <p>Due to the unknown nature of the Omicron variant until further notice masks must be worn in all communal and corridor areas and classroom settings, by staff, students and visitors.</p> <p>Access and egress procedures stipulated to avoid crowding, keep left systems implemented in buildings where viable.</p> <p>Re-circulating air conditioning systems reconfigured to provide fresh air and extract only, with increased flow rates. Windows to be left slightly ajar where temperature does not impact on teaching, to improve natural ventilation. CO2 monitors to be installed, as and when provided by government.</p> <p>All staff and students reminded - through protocol documents, signage, and verbal instruction - to adhere to social distancing and good hygiene practices at all times.</p> <p>Cleaning wipes provided to staff and students, to wipe areas down if needed after use - students can clean down their desk and chair prior to departure</p>	<p>Staff and students.</p> <p>Staff and students.</p> <p>Staff and students</p>
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						<p>Staff and students to home test with LFD kits twice a week until further notice.</p> <p>All eligible for vaccination to be encouraged to engage and take up the opportunity.</p>	
<p>Exposure to infection from staff and students carrying coronavirus but asymptomatic.</p>	<p>Staff, personnel on site, students - exposure and contraction of Covid-19.</p>	5	2	10	M	<p>Social distancing practices to be adhered to where possible, all staff and students to adhere to the procedures implemented responsibly. Where not possible, other mitigating measures come into play - frequent hand-washing and surface cleaning, side-by-side or facing forwards, re-organising room layouts.</p> <p>Staff and students to be limited to areas of need only, with access through defined entrances and exits, limited where possible.</p> <p>In areas where corridors are narrow the person in the direction of arrows on the floor has the right of way, other person should wait in appropriate place for person to pass. Therefore, allowing appropriate distancing.</p> <p>Social areas, such as staff rooms, should be limited to numbers of staff using at any one time where viable.</p>	<p>Staff and students at all times.</p> <p>Staff and students.</p> <p>Staff.</p>

						<p>Meetings should be limited in numbers present, with social distancing guidance followed if possible, kept brief and focussed on required tasks only.</p> <p>Masks are no longer mandatory, must be worn in communal areas and classroom settings where social distancing is not possible and mixing is unavoidable.</p> <p>Windows to be left slightly ajar where temperature does not impact on teaching, to improve natural ventilation; CO2 monitors to be installed once provided by the government.</p> <p>Sport activities taking place should follow government guidelines.</p> <p>Staff and students to home test with LFD kits twice a week until further notice.</p> <p>All eligible for vaccination to be encouraged to engage and take up the opportunity.</p>	Staff and students.
Coronavirus contamination to surfaces and finishes.	Staff on site, students and personnel - exposure and contraction of Covid-19.	5	1	5	L	<p>Site visit protocols above to be adhered to, to obviate the chance of infected personnel being on site.</p> <p>Works within key staff</p>	Staff at all times.

						<p>areas/classrooms/toilet areas to be followed through after by cleaning team, all surfaces disinfected and wiped down on a daily basis.</p> <p>Anti-bacterial hand gel available on entry.</p> <p>Cleaning stations in each classroom environment, procedure for staff and students to clean down their workstations after each scheduled session.</p> <p>Staff to be given access to designated hand washing facilities in areas of work, and hand sanitiser if available. Where possible hands to be cleaned on entry and exit.</p> <p>Designated toilets to be subject to full clean on a regular basis.</p>	<p>Staff and students.</p> <p>Staff and students.</p> <p>Cleaners.</p>
<p>Coronavirus contamination to unavoidable surfaces and finishes - doors and entry points.</p>	<p>Staff on site, students and personnel - exposure and contraction of Covid-19.</p>	5	1	5	L	<p>Site visit protocols above to be adhered to, to obviate the chance of infected personnel being on site.</p> <p>Works within key staff areas/classrooms/toilets to be followed through after by cleaning team, all surfaces disinfected and wiped down, with specific attention taken to door handles, push plates and handrails on stairs and entrances.</p>	<p>Staff at all times.</p> <p>Cleaners</p>

						<p>Staff to be given access to designated hand washing facilities in areas of work, and hand sanitiser if available. Where possible hands to be cleaned on entry and exit. Anti-bacterial hand gel station in entrance foyer.</p> <p>Designated toilets to be subject to full clean on a regular basis.</p> <p>Staff and students to home test with LFD kits twice a week until further notice.</p>	Staff
Exposure to coronavirus infection.	Staff on site, students - exposure and contraction of Covid-19.	5	1	5	L	<p>Defined time slots to be agreed to avoid conflict of use of areas for required visits. Social distancing measures to be observed by all present throughout where able.</p> <p>Ventilation to increased/encouraged where possible.</p> <p>Good hygiene processes to be promoted.</p> <p>Access protocols in place.</p> <p>All eligible for vaccination to be encouraged to engage and take up the opportunity.</p>	Staff and students.

<p>Anxiety and stress-related illnesses.</p>	<p>Staff - stress related symptoms, anxiety, and associated conditions.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>M</p>	<p>Staff to be supported at all times - open channels between staff and management, including HR, if required.</p> <p>This risk assessment to reviewed on a 4 weekly basis and amended if required.</p> <p>Staff with underlying health concerns to be offered discussions for additional adaptations that may be possible as well as the above control measures, with a separate risk assessment produced if needed.</p> <p>For pregnant staff and students, NHS guidance will be followed - a separate, individual risk assessment should be requested though the Director of Estates.</p>	<p>Staff, line managers, HR as required.</p>
<p>BAME students - higher risk of contracting serious illness with covid-19.</p>	<p>BAME students and staff - complication from contraction of covid-19.</p>	<p>5</p>	<p>2</p>	<p>10</p>	<p>M</p>	<p>BAME students and staff are potentially more vulnerable to covid-19. Where possible, they should not be invited in to college, if their curriculum can be delivered remotely.</p> <p>If site access is required, the above measures should be adhered to at all times, with particular attention being taken with regards to social distancing.</p> <p>Students/staff invited in should be given the opportunity to raise any concerns prior to returning to site, via a telephone conversation, so those</p>	<p>BAME staff and students at all times.</p>

						concerns can be addressed, via a specific risk assessment if requested.	
Individuals with specific health concerns.	Staff and students - various.	5	2	10	M	<p>Individuals previously classed as clinical vulnerable or extremely clinically vulnerable should still attend - the majority will have been vaccinated; the control measures outlined in this document should be adhered to stringently. Additional support will be offered on a consultative basis, on request.</p> <p>For pregnant staff and students, NHS guidance will be followed - a separate, individual risk assessment should be requested though the Director of Estates.</p>	Staff, students.
Contamination of staff only areas.	Staff - risk of exposure and contraction of covid-19.	5	1	5	M	<p>Staff to adhere to social distancing measures at all times.</p> <p>Cleaning station to be provided so staff can wipe down their workstations prior to departure, and hand-sanitiser to be provided. Hygiene guidance to be followed at all times.</p> <p>Staff not to attend site if they have symptoms, or know that they have been in contact with someone with symptoms or confirmed covid-19.</p>	Staff at all times.



Signature: DP Candlin	Name: Dave Candlin	Job Title: Director of Estates & IT	Date: 30 th August 2021	Review Date: Monthly
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