

Kirklees College Risk Assessment

Activity:	COVID-19 Secure Health and Safety Risk Assessment For ALL Kirklees College Buildings										
Area:	Waterfront/Springfield 6 th Form Centre/Engineering Centre/Brunel House/Taylor Hill/Oldroyd										
	This risk assessment has been compiled with the use of Government advice (links attached below) to ensure suitable and sufficient control measures are put in place. This risk assessment will be reviewed should there be changes in guidelines.										
	<u>Government Advice:</u>										
	https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers										
	https://www.gov.uk/coronavirus										
	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings										
	https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/										
Groups of People at Risk: (Please state numbers where known)	Employees	✓	Students	✓	Visitors	✓	Contractors	✓	Other	✓	
Ref. No:		Version No.	1	Assessor(s)	I.Lee/R.Harwood/A.Darlow						
Assessment date	27/08/2020			Review Date	Assessment under constant review when government advice or College procedures are released/reviewed						

Signature of Kirklees College Health & Safety Advisor:	I.Lee	Date:	28/08/2020
Signature of Local Safety Representative to acknowledge receipt:		Date:	
Signature of Head of Department:	Adam Darlow	Date:	28/08/2020

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RISK ASSESSMENT REVIEW

Review Date	Are there any Actions outstanding YES/NO	Have any new Hazards* been identified YES/NO	Next Review Date	Person Reviewing Assessment
28/08/2020	Yes	All individual site covid secure risk assessments amalgamated into this one generic document. Assessment ratified for use by the SLT.		I.Lee

*** THIS RISK ASSESSMENT MUST BE SHARED WITH ALL INVOLVED IN THE ACTIVITY***

KC initial risk ratings take in to account that controls have already been considered and have been implemented

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The coronavirus shutdown of College due to the Covid-19 pandemic has been an unprecedented event and as such the risk assessment below involves many changes to protocols within College that staff **MUST** be made aware of **PRIOR** to returning to College. This will allow two way conversations between Management and staff to overcome and address any issues that staff may have before they return to College.

Managers are responsible in their areas for developing their own departmental/task based risk assessments using the content of this template

Managers are responsible for ensuring their departmental/task risk assessments are kept up to date and communicated with teams, in line with any changes made to this risk assessment.

Management/H&S Checks prior to re-opening of Centre

- **Ensure that appropriate Covid-19 signage has been placed around the building informing staff of current Government and College protocols, informing of what has changed.**
- **The risk assessment and re-opening plans **MUST** be signed off by the SLT and H&S Department before being issued to staff.**
- **Seek the views of staff before re-opening to ensure all individual issues have been discussed and appropriate changes implemented where necessary.**
- **Ensure that the Joint Trade Union Representatives are kept informed of the risk assessment process at all stages and ideally involve the Representatives in the Walk-through exercise prior to re-opening.**
- **Local management/H&S Representative/Union Representative to carry out a thorough walk through of the building prior to re-opening. This will help in identifying any issues previously missed.**

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Ref No.	Work Activity and Hazards	Control Measures Required	Likeli-hood	Sev-erity	Residual Risk Level with Controls	Are further Control Measures Required following a review? By When and Person Responsible	Likeli-hood	Sev-erity	Resi-dual Risk Level
1	<p>Staff and students lack of knowledge/neglect in adhering to government guidance</p> <p>Intentional or unintentional spreading of COVID-19 virus</p>	<p>NO STAFF OR STUDENTS WHO DISPLAY SYMPTOMS OF COVID-19 TO ENTER THE PREMISES.</p> <p>Staff briefing to provide suitable and sufficient information advice and guidance on protecting themselves and students, complying with up to date government guidance.</p> <p>Care should also be taken to cough or sneeze into a tissue and dispose of this in the nearest bin.</p> <p>Bins should be emptied on a regular basis by College cleaning and CSO staff.</p> <p>Posters and signage displayed in key areas around each site instructing all staff and students of the importance of good hygiene, hand washing, and social distancing measures.</p> <p>Staff to ensure students are adhering to latest government guidelines including social distancing, handwashing etc whilst on College premises.</p> <p>Students will all be briefed on College expectations and agreement on College rules to be followed during the pandemic.</p>	2	4	8	<p>Various Posters from NHS, Government and WHO displayed at all College sites to promote good covid secure protocols.</p>			

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1		All staff will be made aware of procedures to follow should someone fall ill whilst on College premises.	2	4	8				
2	<p>Co-operation and co-ordination when arriving on Site.</p> <p>Individuals not adhering to social distancing whilst arriving on Site.</p> <p>Not wearing ID lanyards</p>	<p>Local management to monitor student/staff arrival on each site to ensure social distancing protocols are observed and that student/staff lanyards are being worn.</p> <p>Students and Staff members who need to remove and dispose of a face covering when they arrive at the College should dispose of these in a bin and wash their hands immediately afterwards.</p> <p>SLT Member designated as duty Manager on each site – high visibility to monitor compliance</p>	1	1	1				
3	<p>Use of communal area of the premises</p> <p>Contamination of premises by staff/students who are Symptomatic/ Asymptomatic</p>	<p>NO STAFF OR STUDENTS WHO DISPLAY SYMPTOMS OF COVID-19 TO ENTER THE PREMISES</p> <ul style="list-style-type: none"> • Only ESSENTIAL staff and students attendance at College is required. • Each Department in College will identify essential staff/students required to attend their Department in College upon re-opening. • All other staff/students in each Department who can “work/study from home” should continue to do so. 	2	4	8	<p>Students or Staff displaying symptoms or becoming unwell whilst on college premises must be sent to the isolation room.</p> <p>The isolation room for the Waterfront is A01.003 located on Level 1 near the front entrance lobby.</p> <p>The isolation room for the Springfield Centre is the quiet room located on the Ground Floor near the front entrance lobby and opposite the Security Office</p>			

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3		<p>All staff/students/visitors/contractors to use hand sanitiser at entrances to the building.</p> <p>Hand washing facilities to be available for those who prefer, or do not wish to use Alcohol gel. Disposable paper towels available with bin for disposal. Bins emptied on a regular basis by cleaning/CSO staff.</p> <p>Posters and signage displayed in key areas around each site instructing all staff and students of the importance of good hygiene, hand washing, and social distancing measures, along with any further additions to government guidance.</p> <p>Regular cleaning of areas used, including emptying of bins periodically throughout the day by cleaning/CSO staff.</p> <p>Access to “shared areas” at each site will be controlled following Government guidance on social distancing, staggered break/attendance periods. These areas will be monitored by Security, tutors and Support staff as appropriate.</p> <p>Classrooms will be managed following strict social distancing guidance. This will inevitably reduce the number of students in any classroom at any one time.</p> <p>Room occupancy signage will be available for each room and displayed.</p>	2	4	8	<p>The isolation room for the Engineering Centre and PMC is the Security Control Room located in the Engineering Centre on the Ground Floor close to Reception area.</p> <p>The isolation room for Brunel House is L0.005 located on the Ground Floor behind Reception area.</p> <p>The isolation room for Oldroyd is the room behind reception – room number B363</p> <p>The isolation room for the Taylor Hill Centre is located in the Caretakers room Ground Floor area</p> <p>All the Isolation rooms are appropriately signed and have been chosen due to:</p> <ul style="list-style-type: none"> a) The close proximity to the main entrance which will allow quick and easy access and egress for emergency responders if they are to attend b) Reduce potential contamination to the rest of the premises 			
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3		<p>Any staff or students who begin to display symptoms whilst in College will be taken to the appropriate isolation room for the building they are in.</p> <p>They must then return home to isolate following government guidelines on self isolation.</p> <p>Detailed list of staff on the premises at all times should be recorded for purpose of tracking should someone become infected.</p>	2	4	8	<p>c) The close proximity of a toilet should the person in isolation need it</p> <p>A full outline of the isolation procedure can be found on KC Share under – Health and Safety –Health and Wellbeing- Guidance on Isolation of Symptomatic Team members and Students.</p>			
4	<p>Social Distancing</p> <p>Ignoring Covid 19 protocols leading to Infection.</p> <p>Insufficient information, supervision and instruction</p>	<p>Redesigning and/or marking out of classrooms/offices/workshops to ensure social distancing is in place.</p> <p>Use of TEAM meetings where appropriate to replace face to face meetings.</p> <p>Amend/Stagger start, finish and break times.</p> <p>Staff to continue working from home where possible to reduce number of staff on site at any one time.</p> <p>Relocate staff around the staffrooms to distance desks and work stations where practicable.</p>	2	4	8	<p>Follow Government and College guidance at all times.</p> <p>The wearing of face coverings by staff and students will be encouraged when transiting around the Campus, when entering communal areas such as corridors and stairwells, or where the potential for congestion might occur.</p> <p>The College will continue to adhere to Government advice on face coverings if/when it changes</p>			

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			2	4	8				
4		<p>Stagger break time to reduce the number of people using the “shared communal areas”.</p> <p>Allow for staggered work times to avoid staff using public transport at peak periods.</p> <p>Encourage staff/students to walk or cycle to and from College premises, if practicable.</p> <p>Ensure class cohorts remain together, where practicable, and do not mix with students outside of their groups, unless attending other arranged classes whilst on College premises.</p> <p>Minimise the number of visitors to College premises and contractors should be planned to attend during College closure times such as weekends or half term breaks, where practicable.</p> <p>The College should take steps to minimise the movement of staff between cohorts where possible, but if they need to teach multiple cohorts, they should adhere to broader protective measures such as maintaining social distance from learners where practicable.</p> <p>Avoid creating busy corridors</p> <p>Appropriate signage has been placed around all College sites to remind staff/students of the social distancing requirements.</p>							

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4		<p>Reduce movement in buildings by discouraging non-essential trips within the buildings.</p> <p>Restrict or control access to some areas (to be identified and signed by local management at each site).</p> <p>Reduce task rotation throughout the day where practicable.</p> <p>Floor markings/signage indicating 2m social distance protocols are in place at each site.</p> <p>Blatant disregard of social distancing controls may result in students being asked to return home.</p> <p>Avoid direct close contact, proximity contact or travelling in vehicles with anyone who is known to be infected with Covid 19.</p> <p>Where close contact with someone for intimate care needs or supervision is required and the person is non symptomatic of Covid 19 then further protective measures and PPE will be required (Please see Risk Assessment for Careworkers under sections 6 and 7 available on KC Share)</p> <p>Remove excess furniture in social spaces and classrooms.</p>	2	4	8				
5	Use of Toilet and wash facilities	Toilet use limited to one person at a time (complying with social distancing policy)	1	4	4				

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5	Ignoring Covid 19 protocols leading to Infection.	<p>Hand Soap dispensors checked on a daily basis, replenished and cleaned down throughout the day by cleaning and CSO staff.</p> <p>Information and Posters are displayed in toilets and around sites reminding students/staff of the importance of social distancing, hand washing, and up to date government/PHE/NHS guidance.</p> <p>Where close contact with someone for intimate care needs or supervision is required and the person is non symptomatic of Covid 19 then further protective measures and PPE will be required (Please see Risk Assessment for Careworkers under sections 6 and 7 available on KC Share)</p> <p>Hand sanitisers are provided in multiple locations around the buildings other than washrooms.</p> <p>Schedules and guidance for toilets is in place to ensure they are kept clean and social distancing is achieved as much as is reasonably practicable.</p> <p>Cleaners/CSO are providing more frequent rubbish collections.</p>	1	4	4				
6	Sharing of equipment during teaching/learning/	The College will continue with “virtual” on line teaching wherever possible, limiting number of students in College	1	4	4				

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<p>6</p>	<p>enrichment activities</p> <p>Ignoring Covid 19 protocols leading to infection.</p> <p>Ineffective cleaning protocols</p>	<p>at any one time to ONLY those who need to be there.</p> <p>All students will be provided with their own equipment during activities so that no equipment will be shared.</p> <p>Any equipment used will be cleaned after use using appropriate cleaning products by staff wearing disposable gloves.</p> <p>IT equipment will be cleaned before and after use by users. Cleaning materials will be available in all computer rooms. measures are in place.</p> <p>All tutors/group leaders to carry out individual risk assessments for activities taking place in their own designated rooms, to ensure suitable and sufficient control</p> <p>No work will be collected in by the teaching staff, work should be photographed or emailed where appropriate, taken home by the student or disposed of.</p>	<p>1</p>	<p>4</p>	<p>4</p>				
<p>7</p>	<p>Vulnerable Staff (clinically vulnerable):</p> <p>Returning to College premises whilst virus is still prevalent in society</p>	<p>Staff "Return to work" questionnaires have been sent to all staff to ascertain staff fitness and to identify any issues regarding individual vulnerability which the College can then manage upon their return.</p> <p>Managers will determine specific arrangements for each staff member who is considered vulnerable.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>See Section 26 re Test and Trace protocol</p>			

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7		<p>Vulnerable staff will be given priority over home working opportunities where practicable in agreement with local management.</p> <p>If clinically vulnerable (but not clinically extremely vulnerable) individuals are unable to work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>Managers should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles where it is possible to maintain social distancing.</p>	1	5	5				
8	<p>Vulnerable Staff considered extremely vulnerable:</p> <p>Returning to College premises whilst virus is still prevalent in society</p>	<p>See Section above re staff "return to work" questionnaire.</p> <p>Managers will determine specific arrangements for each staff member who is considered extremely vulnerable.</p> <p>Managers should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles where it is possible to maintain social distancing.</p> <p>As of the 1st August 2020 –The guidance for the clinically extremely vulnerable is that shielding has been paused.</p>	1	5	5	<p>See Section 26 re Test and Trace protocol</p> <p>Staff who are at extremely high risk from coronavirus, will have received a letter from the NHS.</p> <p>Staff should provide a copy of their letter to their line manager.</p>			

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<p>9</p>	<p>Evacuation</p> <p>Unfamiliar with procedures/ responsibilities due to changes because of lower staff numbers</p> <p>Ignoring Covid 19 protocols</p>	<p>Staff briefing will include information on how staff should support the evacuation process should the Fire Alarm be sounded:</p> <ul style="list-style-type: none"> • Duty manager present on each site will perform the role of FICO (Fire Incident Control Officer) during any evacuation. • Lecturers will have a paper register for immediate use. • Lecturing staff responsible for groups will continue to be responsible for their group during an evacuation. • Security staff and/or CSO's on each site are responsible for alarm management and to conduct initial investigation into cause of any alarm. <p>Maintain 2 metre distance between individuals at Assembly point following an evacuation.</p>	<p>1</p>	<p>5</p>	<p>5</p>				
<p>10</p>	<p>Lunch/Break times</p> <p>Lack of provision</p> <p>Cross contamination</p> <p>Ignoring Covid 19 protocols</p>	<p>Social distancing must be maintained at all times.</p> <p>Appropriate signage is in place to act as a constant reminder.</p> <p>Hand sanitisers will be provided local to all operable vending machines.</p> <p>The College will be only accepting cashless transactions.</p>	<p>1</p>	<p>4</p>	<p>4</p>				

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10		<p>Access to drinking water will be made available.</p> <p>All staff and students to wash hands thoroughly before and after eating or drinking.</p> <p>Floor markers placed on the floor and wall signage in place to remind staff and students the importance of remaining socially distanced at all times.</p>	1	4	4				
11	<p>Gym access (Waterfront Only)</p> <p>Risk of contracting Coronavirus</p>	<p>Gym activities will be controlled with local risk assessments in place.</p> <p>Appropriate cleaning regime will be in place for all gym equipment before and after use.</p>	1	1	1				
12	<p>Cleaning activities</p> <p>Risk of contracting Coronavirus</p> <p>Lack of training</p> <p>Ignoring Covid 19 protocols</p>	<p>Briefing has been provided for cleaning staff ensuring adherence to government guidelines on very stringent requirements for regular cleaning and of cleaning non-medical premises with specific risk assessment in place to cover this activity.</p> <p>Daily cleaning of all communal areas with particular attention to areas of high traffic or use i.e. toilets, door handles/pushpads, taps, desks/tables, light switches etc.</p> <p>Hand gel and soap dispensers will be checked every morning, replenished as necessary and cleaned down.</p>	1	4	4				

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12		<p>Clearly defined rota so that all cleaning staff are aware which staff are/have been on the premises.</p> <p>Classrooms will be cleaned before and after use, ensuring that any changeovers during daily timetables have rooms cleaned before new groups take up occupancy</p>	1	4	4				
13	<p>Staff/student contracting Coronavirus in the workplace/ passing this on to their household</p> <p>Ill health/ hospitalisation/ death</p>	<p>All staff and students using the premises must declare they will follow the government guidelines in regard to social distancing, washing hands and refraining from touching their faces.</p> <p>The College has adopted the NHS protocol of Catch it, Bin it, Kill it and appropriate signage will be displayed across all College sites.</p> <p>Staff and students should NOT be on the premises if they are self- isolating. Self Assessment forms in respect of an Impact Analysis survey have been sent out to ALL staff by HR.</p> <p>Staff should continue to monitor and adhere to current government guidelines on health conditions which make people more vulnerable to COVID-19.</p> <p>Posters and additional signage has been placed around the college to increase awareness of best practice in respect of cleaning and hygiene.</p>	1	5	5	<p>See Section 26 re Test and Trace protocol.</p>			

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14	<p>Outbreak of COVID-19 within college – staff and students infected as part of the workplace activities taking place</p> <p>Severe Illness</p> <p>Hospitalisation</p> <p>Deaths</p> <p>Damage to reputation</p>	<p>If a staff member or a student develops symptoms of Covid 19 they should be sent home/hospital following the First Aid Guidance that was issued by the H&S Department (available on the H&S page of KC Share).</p> <p>If the staff member or student is sent home or you receive a call from a staff member or student saying they believe they have symptoms then you must ask them to self isolate for 10 days and that they ask all household members to self isolate for 14 days. They then must be asked to arrange for a test by visiting NHS.UK or telephoning NHS 119</p> <p>If the test comes back negative then the staff member or student can return to College.</p> <p>If the staff member or student tests positive the rest of the class or group must be sent home and told to self isolate for 14 days.</p> <p>All instances where COVID 19 is contracted and is attributable to a workplace transmission MUST be reported to the HSE under RIDDOR.</p> <p>The SLT and College Management should familiarise themselves with the policy documents that H&S released in relation to the Prevention and Management of Infectious Diseases and on the Prevention and Management of Covid 19 in the Workplace.</p>	1	5	5	<p>See Section 26 re Test and Trace protocol</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise College and other settings on the most appropriate action to take.</p>			
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15	<p>Contractors</p> <p>Risk of additional people unfamiliar with restrictions entering building</p> <p>Ignoring Covid 19 protocols</p>	<p>Consider whether the contract work is essential or if it can be delayed.</p> <p>List of approved attendees to be monitored by security.</p> <p>Contractors must be advised of the arrangements on induction.</p> <p>Contractors will be required to supply the College with a copy of their company Covid 19 risk assessment.</p> <p>Limit the number of contractors allowed on site at any one time.</p> <p>Contractors on site should be present for essential repairs or programmed and agreed work only.</p> <p>Estates to ensure arrangements are in place so that contractors on site are working in areas away from students and must have a separate risk assessment outlining both their activities and how they will adhere to current government guidance, as well as the procedures outlined in this risk assessment regarding hygiene, social distancing etc.</p> <p>All contractors must sign in using the EntrySign system aqt each site Reception area.</p>	1	4	4				
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<p>16</p>	<p>Environmental Factors:</p> <p>Legionella and Legionnaires Disease.</p> <p>Air Conditioning Units</p>	<p>Water systems will be inspected, serviced and possibly disinfected before being reinstated for use to ensure there is no risk of Legionella due to the stagnation of the water supply since the Colleges closure.</p> <p>Air conditioning units will also need inspecting, maintaining and servicing if they are water fed.</p> <p>Follow REHVA guidance (Representatives of European Heating and Ventilation Association).</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p><u>Waterfront Note:</u> Fresh air is being drawn into the building constantly removing the old air as it does so.</p> <p>The warm air recovery unit has been DISABLED so at no point is air being re-circulated through the building therefore reducing risk of virus spread.</p>			
<p>17</p>	<p>First Aid Arrangements</p> <p>Ill health and accidents</p> <p>Ignoring Covid 19 protocols leading to Infection</p>	<p>Surgical masks (as NHS guidelines) MUST be used by all first aiders responding to all calls.</p> <p>Appropriate ratio of First Aiders to be on all sites during College opening times.</p> <p>All staff or students who become unwell and feel they may be suffering from COVID-19 should be isolated according to college procedure, A full outline of the isolation procedure can be found on KC Share under – Health and Safety –Health and Wellbeing- Guidance on Isolation of Symptomatic Team members and Students.</p> <p>Any Staff or Students displaying symptoms or becoming unwell whilst on college premises must be sent to the appropriate isolation room.</p>	<p>2</p>	<p>4</p>	<p>8</p>				

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			2	4	8			
17		<p>Where first Aid treatment is necessary for isolated students and staff members the first aider must be given the choice if they wish to provide first aid treatment as this may include close contact with the individual. They must also wear PPE in the form of respirator, apron, gloves, and disposable eye protection, and follow procedures for disposing of PPE and thoroughly washing hands after assistance is provided.</p> <p><u>Note for ALL First Aiders:</u></p> <p>It is recommended that you do not perform rescue breaths or mouth ventilation. Where possible, perform chest compressions only, to avoid catching the virus. This does not provide a significant risk to the person requiring first Aid. <i>Resuscitation Council (UK) Guidelines 2010 for basic life support.</i></p> <p>Disposable eye protection, disposable aprons and masks have been added to individual first aid kits which each first aider will be issued with.</p>						
18	<p>Use of Smoking shelter and vaping:</p> <p>Ignoring Covid 19 protocols</p>	Follow Government advice re social distancing whilst using this facility.	1	4	4			

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18		<p>On return to the College building wash hands thoroughly for minimum of 20 seconds before returning to class</p> <p>Posters installed in the smoking shelters to remind staff that Covid 19 is a respiratory illness and encourage them to stop smoking.</p>	1	4	4				
19	<p>Use of PPE</p> <p>Insufficient supplies, use and disposal of PPE</p>	<p>Where Risk Assessment identifies wearing of gloves/face masks as a requirement of the job, an adequate supply of these will be provided by College.</p> <p>Staff will be instructed on how to remove gloves/face masks carefully to reduce contamination and how to dispose of them safely.</p> <p>Reusable PPE should be thoroughly cleaned after use and not shared between staff.</p> <p>Single use PPE should be disposed of so that it cannot be reused and to control potential contamination.</p> <p>Waste will be removed by a responsible, approved contractor.</p> <p>Where intimate care is necessary please see Risk Assessment for Careworkers which details protective measures for those performing intimate care needs.</p>	1	4	4				

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19		<p>The wearing of face coverings by staff and students will be encouraged when transiting around the Campus, when entering communal areas such as corridors and stairwells, or where the potential for congestion might occur.</p> <p>The College will continue to adhere to Government advice on face coverings if/when it changes</p>	1	4	4	<p>Face coverings will not be worn within classrooms or training rooms unless there is a specific need identified by local risk assessments</p>			
20	<p>Visitors to College</p> <p>Unsuspected arrival of visitors/Deliveries on site</p> <p>Unfamiliar with College Covid 19 Protocols</p>	<p>Consider the need for additional restrictions on visitor movement on site.</p> <p>Introduce additional communication at the sign in / entry point to the site.</p> <p>Consider the need for a visitor questionnaire which can be emailed to each visitor 48 hours ahead of their visit.</p> <p>Consider whether visitors are essential or if the meeting can be conducted by video conference.</p> <p>No other friends and visitors allowed on site, if students are to be met or collected by parents/guardians they must do so outside of the College premises</p>	1	4	4				
21	<p>College vehicle drivers:</p>	<p>Staff should not share vehicles or cabs, where suitable social distancing cannot be achieved.</p>	1	4	4				

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21	<p>Trades Team CSOs Post Operatives FLT operators Minibus Drivers</p> <p>Inappropriate use</p> <p>Ignoring Covid 19 protocols</p>	<p>Each Vehicle is provided with a cleaning and care kit for the driver to maintain the hygiene of the vehicle.</p> <p>Daily vehicle checks to be carried out.</p> <p>Local management to include a cleaning schedule and check of cleaning equipment for each driver in the daily vehicle check.</p>	1	4	4				
22	<p>Mental Health</p> <p>Insufficient support for staff</p> <p>Personal circumstance</p>	<p>Management will promote mental health & wellbeing awareness to staff.</p> <p>Management will offer whatever support they can to help individuals who are struggling to cope.</p> <p>Management will maintain regular communication to keep staff informed of changes in the workplace and requirements.</p> <p>Management will make staff aware of the measure in place to protect them whilst at work.</p> <p>Management will pay particular attention to the - open door policy for those who need additional support,</p> <p>Managers must be aware of staff who are grieving. Grief affects everyone differently.</p> <p>Managers to ensure regular contact with those working from home</p>	2	4	8				

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22		<p>Refresher training in respect of Mental Health First Aid, the college to consider further training in respect of this also across the wider teams</p> <p>The College will actively promote CIC to all staff members.</p>	2	4	8				
23	<p>Wellbeing:</p> <p>Insufficient/ inappropriate wellbeing provision</p>	<p>Encourage staff to maintain their physical activity and spend some time outdoors each day.</p> <p>Train managers on how to identify the signs of mental health concerns in individuals.</p> <p>Managers should talk to their staff who are parents and carers about the potential to mutually agree a temporary change to their contracted hours if schools and normal care arrangements are suspended because of COVID-19.</p>	2	4	8				
24	<p>Working from Home</p> <p>Insufficient H&S provision at home</p>	<p>All staff working at home must complete a specific DSE workplace assessment and submit this to the H&S Department.</p> <p>Staff to familiarise themselves with the College "Lone Working Policy</p> <p>Line Managers will arrange a weekly call with each member of staff working from home. The focus of the call must include the staff members wellbeing and actively seek to talk about their individual situations, workloads, facilities etc</p>	1	3	3				

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24		<p>Staff will be encouraged to maintain a normal work routine and avoid bad habits.</p> <p>Consider the need to introduce different working hours and patterns for staff working at home who are also caring for young children at home.</p>	1	3	3				
25	<p>Information, Instruction and Refresher Training</p> <p>Staff may require refresher training for aspects of their core roles following a long time away from the working environment.</p>	<p>The College will continue to promote up to date guidance from the Government and various health organisations through the College communications systems to ensure staff are kept informed of all changes as they occur.</p> <p>Managers to determine where this is necessary and arrange through Staff Development/H&S</p>	2	3	6				
26	<p>Test and Trace Protocol:</p> <p>Staff and/or students who develop symptoms of Covid-19 after returning to College</p>	<ul style="list-style-type: none"> All students or a members of staff who develop symptoms comparable with Covid-19 should be sent home or told not to attend college and to self-isolate for 10 days. They then must be encouraged to get tested. STAFF and STUDENTS MUST do this by visiting NHS.UK or telephoning NHS 119 If the test comes back positive they need to contact the College immediately, the College will then send the rest of their class or group home and tell them to self-isolate for 14 days. 	2	5	10	<p>Appropriate signage has been placed around each building to actively encourage staff and students to comply with the National Test and Trace protocol introduced by the Government.</p>			

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26		<p>If the test comes back negative they must inform the College so that they can then return to College.</p> <ul style="list-style-type: none"> If a staff member or a student tests positive and it can be attributable to a workplace exposure, then the College must complete a RIDDOR Report form and notify the HSE. 	2	5	10				
27	<p>Office/classroom and workshops space – risk of close contact – cross contamination leading to</p> <p>Spread of Covid 19</p> <p>Risk of Infection</p> <p>Illness, Hospitalisation and Death</p>	<p>All workstations and offices should be managed to allow for 2 metre social distancing to be maintained. If social distancing can not be achieved then staff should be relocated to other rooms/offices.</p> <p>Offices/classrooms/workshops should have maximum occupancy levels displayed so no more than the set amount of staff/students can occupy that space at anyone time</p> <p>Work processes will be reviewed to allow people to work further apart.</p> <p>Areas should be marked so people can clearly see the space required to give someone working at a desk/workbench appropriate social distancing space.</p> <p>If it is not possible to move desks/workbenches apart then screens should be introduced.</p>	2	4	8				

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27		<p>There should be no hot desking.</p> <p>No sharing of equipment including stationary equipment, phones etc.</p> <p>Areas should be cleaned and wiped down after each and every use.</p> <p>Staff are encouraged to wipe down their desks, phone and equipment at the end of each and every use to maintain stringent hygiene measures.</p>	2	4	8				
28	<p>Meetings</p> <p>Risk of transmission due to face to face meeting</p> <p>Risk of infection</p> <p>Spreading Covid 19</p> <p>Illness, hospitalisation, death</p>	<p>Use remote working tools such as Microsoft Teams and telephone conference calls instead of face to face meetings</p> <p>Only if absolutely necessary should participants attend a meeting with strict social distancing measures in place.</p> <p>All meeting rooms will have hand sanitisers.</p> <p>Floor and wall signage in place to help maintain social distancing protocols.</p> <p>Maximum occupancy of meeting rooms in place to ensure that the meeting does not exceed the occupancy level.</p>	2	4	8				
29	<p>Common Areas and Break Out Rooms</p> <p>Increasing the risk of transmission due to</p>	<p>Break times to be staggered to reduce pressure on the break rooms and common areas.</p> <p>Social distancing to be observed at all times.</p>	2	4	8				

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<p>29</p>	<p>lack of social distancing</p> <p>Speak of Covid 19</p> <p>Illness, hospitalisation, Deaths</p>	<p>Tables and chairs in common areas and break out rooms to be redesigned to allow for social distancing.</p> <p>Locker rooms, changing areas and other facilities should reduce number of people visiting at any one time.</p> <p>Implement a thorough programme of cleaning in break out areas/staff kitchens.</p> <p>Staff encouraged to clean as they go.</p> <p>Cleaners to carry out regular cleaning of all areas throughout the day.</p>	<p>2</p>	<p>4</p>	<p>8</p>				
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CRITERIA FOR ESTIMATING RISKS

LIKELIHOOD OF HARM OCCURRING CRITERIA

1	Very Unlikely	An incident will only occur in exceptional circumstances and is a very rare
2	Unlikely	An incident is not likely to occur
3	Fairly Likely	An incident may occasionally occur whilst the event is taking place
4	Likely	An incident is likely to occur whilst the event is taking place
5	Very Likely	An incident is almost certain to occur whilst the event is taking place

SEVERITY OF HARM OCCURRING CRITERIA

1	Insignificant	Insignificant/very slight Injury – Not likely to require any treatment, no financial loss
2	Minor	Minor injuries/ill health requiring first aid, minimal financial loss to the College
3	Moderate	Injury/ill health requiring time off work, may impact the college due to the financial loss sustained
4	Major	Major injury requiring hospital treatment and possibly life changing, excessive financial loss to the College
5	Catastrophic	Death or High impact on the future running of the college through financial losses

RISK ASSESSMENT MATRIX

L I K E L I H O O D	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY						

Numerical Risk Rating

L I K E L I H O O D	5	Moderate	Moderate	Substantial	Intolerable	Intolerable
	4	Tolerable	Moderate	Substantial	Substantial	Intolerable
	3	Tolerable	Moderate	Moderate	Substantial	Substantial
	2	Trivial	Tolerable	Moderate	Moderate	Moderate
	1	Trivial	Trivial	Tolerable	Tolerable	Moderate
		1	2	3	4	5
SEVERITY						

Explanatory Risk rating

Risk Rating Explanations

RISK LEVEL	ACTION AND TIMESCALES
TRIVIAL (LTri)	No action is required
MODERATE (Mod)	Efforts should be made to reduce the risk(s), but the cost of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures
SUBSTANTIAL (HSub)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
INTOLERABLE (HInt)	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources. Work has to remain prohibited.

Low/Medium/High Converted Risk Levels

Converted Risk Level	Conversion Explanation
Low	Low Risk Level – Incorporates both Trivial and Tolerable risk ratings (1-4)
Medium	Medium Risk Level – Covers Moderate risk rating (5-10)
High	High Risk Level – Incorporates both Substantial and Intolerable risk ratings (12 -25)