

Kirklees College Risk Assessment

Activity:	COVID-19 Secure Health and Safety Risk Assessment For ALL Kirklees College Buildings 12										
Area:	Waterfront/Springfield 6 th Form Centre/Engineering Centre/PMC/Brunel House/Taylor Hill/Pioneer House										
	<p>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.</p> <p>Government Advice:</p> <p>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</p> <p>https://www.gov.uk/coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964722/Further_education_coronaviruses_COVID-19_operational_guidance.pdf</p>										
Groups of People at Risk: (Please state numbers where known)	Employees	✓	Students	✓	Visitors	✓	Contractors	✓	Other	✓	
Ref. No:		Version No.	10	Assessor(s)	R.Harwood/S Duncan/R Poole						
Assessment date	18/11/2020			Review Date	Assessment under constant review when government advice or College procedures are released/reviewed						

Signature of Kirklees College Health & Safety Advisor:	RHarwood	Date:	25/02/2021
Signature of Local Safety Representative to acknowledge receipt:		Date:	

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Signature of Head of Department:	JSimpson/MBennington	Date:	
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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
02/09/2020	Yes	Section 19 PPE: Change to reflect the wearing of face coverings as MANDATORY in the event of local lockdowns following Government guidance.		I.Lee
05/09/2020	Yes	Section 3: Change to location of Engineering Centre Isolation room from Security room to First Aid Room E0.24		I.Lee
07/09/2020	Yes	Section 3: Included new location for PMC isolation room, independent of Engineering Centre.		I.Lee
15/09/2020	Yes	Section 3: Isolation room number changed at Oldroyd from 363 to 361a (Board room behind Reception) – added links to new guidance for isolation of symptomatic students and guidance for symptomatic staff members and adult learners Section 11: Link to Gym Risk Assessment Added		I.Lee/RHarwood
20/10/2020	Yes	Updated Sections 4 – social distancing – change within classrooms 1 metre plus and the wearing of face coverings when exiting and entering a classroom, all tutors must wear a face covering when transiting around the classroom, disciplinary sanctions – Section 9 Assembly point protocol – Section 14 – added home testing kits and online employer referral portal Section 21 Face covering minibuses – Section 26 Seating plan in classrooms		I.Lee/RHarwood

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

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

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.**
- **Following latest Government Guidance the College will operate 2 metre social distancing, where 2 metres can not be achieved then the College will adopt 1 Metre plus mitigations ensuring that IIR Surgical Masks and Visors are worn (FEB 2021)**

For the avoidance of doubt :

PPE – IIR Face Masks, FFP2/3 Mask, Gloves, Aprons, Face Shields

Face coverings – are not classified as PPE – example of face coverings, snoods, scarves, or users own face coverings

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Ref No.	Work Activity and Hazards	Control Measures Required	Likelihood	Severity	Residual Risk Level with Controls	Are further Control Measures Required following a review? By When and Person Responsible	Likelihood	Severity	Residual 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, testing, self-isolation 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>Temperature checks are available on site within PMC and are managed locally</p> <p>Manned barriers used to control congestion at entry points</p> <p>Barriers used to control access and students or staff known to be self-isolating can have access limited to prevent unauthorised access to site</p> <p>Markers to be placed to the external of all sites to ensure social distancing upon arrival</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>NO STAFF OR STUDENTS WHO DISPLAY SYMPTOMS OF COVID-19 TO ENTER THE PREMISES</p>	2	4	8	<p>Students or Staff displaying symptoms or becoming unwell whilst on college premises must be sent to the isolation room.</p>			

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3	Contamination of premises by staff/students who are Symptomatic/Asymptomatic	<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. <p>All staff/students/visitors/contractors to use hand sanitiser at entrances to the building.</p> <p>All staff, students, visitors, contractors, deliveries must wear a Face Mask/Covering when on site</p> <p>College face masks should be of IIR standard when purchased and distributed</p> <p>Hand washing facilities to be available for those who prefer, or do not wish to use Alcohol gel.</p> <p>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</p>	2	4	8	<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> <p>The isolation room for the Engineering Centre is the First Aid Room (E0.24) located in the Engineering Centre on the Ground Floor outside workshops.</p> <p>The isolation room for PMC is the small room located behind Reception on the Ground Floor.</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 Pioneer House is Care room P1.028.</p> <p>The isolation room for the Taylor Hill Centre is located in the Caretakers room Ground Floor area</p>			
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3	<p>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> <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>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 c) The close proximity of a toilet should the person in isolation need it <p>A full outline of the isolation procedures for both students, Adult Learners and staff members can be found on KC Share under – Health and Safety –Health and Wellbeing- Guidance on Isolation of Symptomatic Students or Guidance on Isolation of Symptomatic team members and adult learners.</p> <p><u>Guidance on the isolation of symptomatic students</u></p> <p><u>Guidance on the isolation of symptomatic staff members and adult learners</u></p>			
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4		2	4	8				
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/workshops/laboratories to ensure compliant social distancing is in place. (2 metres) inline with DFE Guidance. Where 2 metres is not possible then additional social distancing mitigations will be required</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> <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 and do not mix with students outside of their groups, unless attending other arranged classes whilst on College premises.</p>	2	4	<p>Follow Government and College guidance at all times.</p> <p>The College will continue to adhere to Government advice on face coverings if/when it changes</p> <p>All lecturing staff must remain 2 metre socially distanced from the learners at all times in classrooms/workshops/training environments where practicable. Lecturers are advised to wear a face mask/covering whilst teaching if 2 metre social distancing can not be maintained.</p> <p>From Monday 17th May 2021 Students and staff are no longer required to wear face coverings in classrooms.</p> <p>Face coverings can still be worn if desired by both staff and students.</p> <p>Staff and students in workshops, and vocational training areas must continue to wear face masks/face coverings and at times a visor may also be appropriate as an additional</p>			

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4		<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 2 metre social distance from learners in the classroom at all times.</p> <p>Avoid creating busy corridors by staggering break times, start times throughout the day, and managed through timetables</p> <p>Appropriate signage has been placed around all College sites to remind staff/students of the social distancing requirements in these areas.</p> <p>Reduce movement 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>	2	4	8	<p>control measure in line with Government and Industry Specific advice and guidance.</p> <p>When staff or students cannot maintain distancing, for example, when students are required to work in close proximity or where there is high use of items such as apparatus and machinery which cannot be washed down between uses, additional mitigation measures should be put in place. These include:</p> <ul style="list-style-type: none"> • increasing the frequency of handwashing and surface cleaning • keeping the activity time involved as short as possible • using screens or barriers to separate students from each other • seating students side-by-side and facing forwards, rather than face-to-face or side on • moving unnecessary furniture out of rooms to make more space <p>Staff must wear face coverings in offices where 2 meter social distancing cannot be maintained.</p>			
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4		<p>Avoid direct close contact, proximity contact or travelling in vehicles with anyone (no car sharing)</p> <p>Room layouts should be so that learners are working side to side, or back to back avoiding face to contact where practicable. Where face to face contact is unavoidable then PPE must be worn (masks & visors)</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	<p>Masks are not required in communal areas where strict 2 metre social distancing are being observed, where social distancing is not maintained then masks/coverings must be worn.</p> <p>The Management of Health and Safety at Work Regulations require all employers to ensure that all those employed (staff) and those that visit (students) are not put at risk in the course of their activities. As such blatant disregard of social distancing or other COVID 19 systems of control will result in students/staff being asked to return home and could lead to disciplinary sanctions.</p> <p>Lifts are strictly 1 persons at a time with the exception of Waterfront where 2 people can occupy a lift as long as strict and stringent social distancing and hygiene measures are maintained.</p> <p>Stairs are controlled with designated up and down staircases across the Campuses apart from Waterfront which allows two way traffic on all staircases across campus.</p>			
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5	<p>Use of Toilet and wash facilities</p> <p>Ignoring Covid 19 protocols leading to Infection.</p>	<p>Toilet use limited to one person at a time (complying with social distancing policy)</p> <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>	1	4	4				
5		<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				

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6	<p>Sharing of equipment during teaching/learning/enrichment activities</p> <p>Ignoring Covid 19 protocols leading to infection.</p> <p>Ineffective cleaning protocols</p>	<p>The College will continue with “virtual” on line teaching wherever possible, limiting number of students in College 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>	1	4	4				
6			1	4	4				
7	<p>Vulnerable Staff (clinically vulnerable):</p> <p>Returning to College premises whilst virus</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>	1	5	5	<p>See Section 26 re Test and Trace protocol</p>			

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	<p>is still prevalent in society</p>	<p>Managers will determine specific arrangements for each staff member who is considered vulnerable.</p> <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 or 1 metre plus further mitigations.</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>8</p>	<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</p> <p>Both during and after the 3rd National Lockdown (commencing the 4th January 2021) those who are clinically extremely vulnerable must not attend work,</p>	<p>1</p>	<p>5</p>	<p>5</p>	<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 updated letter to their line manager.</p>			

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		school, college or university, and limit the time spent outside the home. You should only go out for medical appointments, exercise or if its essential. This is the case until at least the 31st March 2021							
9	Pregnant Workers – less than 28 weeks gestation with no underlying health conditions that place them at a greater risk of severe illness from Coronavirus (Covid 19)	<p>All pregnant workers must have a workplace risk assessment with their line manager</p> <p>Pregant workers should only continue working if the risk assessment advises that it is safe to do so.</p> <p>This means that the College will remove or manage any risks. If this cannot be done, pregnant workers should be offered suitable alternative work or working arrangements (including working from home) or be suspended on your normal pay.</p> <p>The College will ensure they are able to adhere to any active national guidance on social distancing.</p> <p>Some higher risk occupations such as those with greater public contact or in healthcare may carry a higher risk of exposure to the virus. In healthcare settings this may include working in specific higher risk areas or higher risk procedures as summarised in the Public Health England publication Guidance on Infection Prevention and Control.</p>	2	4	8				
9			2	4	8				

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		<p>Pregnant workers will be supported with appropriate risk mitigation in line with recommendations to staff arising from workplace risk assessment.</p> <p>If alternative work cannot be found, advice on suspension and pay can be found in HSE guidance.</p>							
10	<p>Pregnant Workers – who are 28 weeks pregnant and beyond with underlying health conditions that place them at a greater risk of severe illness from Coronavirus (Covid 19)</p>	<p>If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.</p> <p>This is because although pregnant workers are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, they have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</p> <p>The College will ensure pregnant workers are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</p>	2	5	10				

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10		<p>For many workers, this may require working flexibly from home in a different capacity.</p> <p>The College will consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.</p> <p>Where adjustments to the work environment and role are not possible (e.g. manufacturing/retail industries) and alternative work cannot be found, pregnant workers should be suspended on paid leave. Advice on suspension and pay can be found in HSE guidance.</p>	2	5	10				
11	<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. 	1	5	5	<p>Face coverings must be worn when at the assembly point due to the lack of social distancing capability.</p>			

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12	Lunch/Break times	2 metre social distancing must be maintained at all times.	1	4	4				
	Lack of provision	Appropriate signage is in place to act as a constant reminder.							
	Cross contamination	Hand sanitisers will be provided local to all operable vending machines and the ATM machine located in the Street which has been re-instated for use.							
12	Ignoring Covid 19 protocols	The College will be only accepting cashless transactions. Access to drinking water will be made available. All staff and students to wash hands thoroughly before and after eating or drinking. 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.	1	4	4				

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		Food and Drink to be consumed in designated areas such as Refectories, break out areas, offices etc. no students or staff are to consume food or drink whilst walking around the premises							
14	Gym access (Waterfront Only) Risk of contracting Coronavirus	Gym activities will be controlled with local risk assessments in place. Appropriate cleaning regime will be in place for all gym equipment before and after use.	1	1	1	GYM Risk Assessment Gym to be used for educational purposes only from the 8 th March 2021			
15	Cleaning activities Risk of contracting Coronavirus Lack of training	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. 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.	1	4	4	Increased cleaning rotas across all areas of the College sites to commence from the 1 st March 2020			
10	Ignoring Covid 19 protocols	Hand gel and soap dispensers will be checked every morning, replenished as necessary and cleaned down. Clearly defined rota so that all cleaning staff are aware which staff are/have been on the premises. Classrooms will be cleaned before and after use, ensuring that any changeovers during daily timetables have rooms cleaned before new groups take up occupancy	1	4	4				

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		Cleaning products such as wipes and sprays to be placed in all classrooms and workshops, all students and staff are encouraged to clean down areas after use							
16	<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.</p> <p>Security have the capability to block cards of known students who are self-isolating to prevent entry</p> <p>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 have 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> <p>The HoFs/CAMS must provide updated information to their AP as soon as they become aware so as to allow the Corporate COVID Information Spreadsheet to be updated accordingly.</p> <p>The College now has now got the capability of ordering home testing kits for staff and students</p> <p>Mass Covid Testing to commence from the 8th March 2021</p>			

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17	<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 also self isolate from the day the person started with symptoms or tested positive, whichever came first, and the next 10 full 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 tests positive then they should immediately isolate for 10 days from the day they started with symptoms or the day they tested positive (whichever comes first) and any close contacts should be traced and informed to self-isolate from the day they last had contact and the next 10 full days</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> <p>All staff must provide information to their line manager when they become aware of any staff member or student who are currently displaying COVID symptoms/had a positive test</p> <p>The HoFs/CAMS must provide updated information to their AP as soon as they become aware so as to allow the Corporate COVID Information Spreadsheet to be updated accordingly.</p> <p>The College now has now got the capability of utilising its own testing centre and community testing and will be introducing home testing for staff and student.</p> <p>The College will self-isolate all those deemed as a close contact</p>			
17		<p>If a student tests positive then they should immediately isolate for 10 days from the day they started with symptoms or the day they tested positive (whichever comes first) and any close contacts should be</p>	1	5	5				

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17		<p>traced and informed to self-isolate from the day they last had contact and the next 10 full 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 student or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia.</p> <p>This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice. You should not request evidence of negative test results or other medical evidence before admitting students or welcoming them back after a period of self-isolation.</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>to a person who is either displaying symptoms or who has recently tested positive (LFD or PCR), which ever the College becomes aware of first, the College will not await for a positive test result in order to start the self-isolation process. To avoid any doubt or confusion a close contact is defined as:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 • anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test: <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within one metre • skin-to-skin physical contact for any length of time • been within one metre for one minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) 			
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						<ul style="list-style-type: none"> travelled in the same vehicle or a plane <p>The wearing of PPE does not exclude you from being a close contact and as such regardless of whether a person is wearing PPE or not the College will still class staff members and students as a direct close contact and ask that you self isolate if you fall into one of the above categories</p> <p>W/C 8th March – Mass Testing of the College Student Community to commence with staff testing at home</p>			
18	<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>	1	4	4				

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		<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 at each site Reception area.</p> <p>All contractors to be advised to have a LFD test prior to attending site</p>							
19	<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>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</p>	1	4	4	<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 <u>DISABLED</u> so at no point is air being re-circulated through the building therefore reducing risk of virus spread.</p> <p>If the Ventilation Systems fail the premises will shut and we will switch to online provision until it is repaired</p>			

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		Opening internal doors can also assist with creating a throughput of air – DOORS MUST BE CLOSED WHEN AREAS ARE NOT IN USE OR VACATED							
20	<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>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</p>	2	4	8				
20			2	4	8				

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		<p>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.</p> <p><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>							
21	<p>Use of Smoking shelter and vaping:</p> <p>Ignoring Covid 19 protocols</p>	<p>Follow Government advice re social distancing whilst using this facility.</p> <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				

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22	<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 (FFP2/3) should be thoroughly cleaned after use and not shared between staff.</p> <p>Single use PPE (IIR Face Masks) should be disposed of so that it cannot be reused and to control potential contamination.</p>	1	4	4	<p>Please refer to section 4 above re face covering protocols in classroom environment</p> <p>All students must wear face masks/coverings within all classrooms and other communal areas within College</p>			
23		<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> <p>The wearing of face coverings by staff and students is mandatory 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				

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24	<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> <p>All visitors will be requested to have a LFD test before visiting site</p>	1	4	4				
24			1	4	4				
25	<p>College vehicle drivers:</p> <p>Trades Team</p> <p>CSOs</p> <p>Post Operatives</p> <p>FLT operators</p>	<p>Staff should not share vehicles or cabs, where suitable social distancing cannot be achieved.</p> <p>Face coverings must be worn at all times when travelling in college minibuses</p> <p>Each Vehicle is provided with a cleaning and care kit for the driver to maintain the hygiene of the vehicle.</p>	1	4	4				

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	<p>Minibus Drivers</p> <p>Inappropriate use</p> <p>Ignoring Covid 19 protocols</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>						
26	<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> <p>Refresher training in respect of Mental Health First Aid, the college to consider</p>	2	4	8			
26			2	4	8			

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		<p>further training in respect of this also across the wider teams</p> <p>The College will actively promote CIC to all staff members.</p>							
27	<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				
28	<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> <p>Staff will be encouraged to maintain a normal work routine and avoid bad habits.</p>	1	3	3				

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		Consider the need to introduce different working hours and patterns for staff working at home who are also caring for young children at home.							
29	<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> <p>Refresher COVID training for all staff and students to be distributed 01/03/2021</p>	2	3	6				
30	<p>Test and Trace Protocol:</p> <p>COMMUNITY AND ONSITE TESTING</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 10 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> <p>March 8th 2021:</p> <p>Kirklees College will promote asymptomatic testing of all staff, students and stakeholders to participate in Rapid COVID Testing utilising either its own or community COVID testing centres</p> <p>From W/C the 1st March 2021 all staff will transition to home testing</p>			

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30		<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. <p>All Students and Staff will have access to Rapid Mass testing from W/C 8th March utilising both College and Community testing.</p> <p>Students and Staff will receive adequate supervision and training when performing and conducting tests within the Colleges own Testing Centres.</p> <p>All teaching and lecturing staff to ensure they have a seating plan in place for each lesson to enable quick identification of learners who may have had direct close contact with anyone who has recently developed symptoms or has tested positive of Covid19</p>	2	5	10	<p>From the 8th March 2021 all students will participate in Mass Covid Testing either on site or utilising the Community testing centres before transitioning to home testing.</p> <p>Individuals with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance.</p> <p>Those with a negative LFD test result can continue to attend college unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact).</p> <p>They should continue to apply the measures in the system of controls to themselves and the wider college setting.</p> <p>Colleges should retain a small on-site testing facility so they can offer testing to students who are unable to test themselves.</p> <p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms.</p> <p>Anyone with symptoms (even if they recently had a negative LFD</p>			
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						<p>test result), should still self-isolate immediately according to government guidelines.</p> <p>Those with symptoms are also expected to order a test online or visit a test site to take a labbased polymerase chain reaction (PCR) test to check if they have the virus. It remains imperative that the system of controls continues to be rigorously applied to enable the safest possible environment.</p> <p>The testing programme is an important addition to supporting leaders to maintain the continuity of education through the pandemic.</p>			
31	<p>Test and Trace Protocol:</p> <p>HOME TESTING</p> <p>Staff and/or students who develop symptoms of Covid-19 after returning to College</p> <ul style="list-style-type: none"> Students/Staff testing incorrectly or non compliance leading to 	<ul style="list-style-type: none"> Both students and staff will be supplied with LFD test kits to self swab and test themselves twice a week at home. Staff and students must share their result, either positive or negative, with the college to help with contact tracing. Students aged 18 and over should self-test and report the result, with assistance if needed. Adolescents aged under 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. 	2	5	10	<p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms.</p> <p>Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.</p> <p>Those with symptoms are also expected to order a test online or visit a test site to take a labbased polymerase chain reaction (PCR) test to check if they have the virus. It remains imperative that the system of controls continues to be</p>			

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	<p>asymptomatic persons attending College premises</p> <ul style="list-style-type: none"> Information not correctly recorded leading to asymptomatic persons attending College premises Staff/Students not adequately trained or aware of how to conduct tests leading to asymptomatic persons attending college premises Misuse of testing kits leading to asymptomatic persons attending College premises 	<p>Staff or students with a positive LFD test result will need to self-isolate in line with the stay-at home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend college and follow the protective measures.</p> <ul style="list-style-type: none"> Testing take up will be proactively monitored Testing must continue through holiday periods such as half term breaks 	2	5	10	<p>rigorously applied to enable the safest possible environment.</p> <p>The testing programme is an important addition to supporting leaders to maintain the continuity of education through the pandemic.</p> <p>ALL STAFF MUST BE GIVEN ADEQUATE INSTRUCTION BEFORE BEING GIVEN HOME TESTING KITS</p> <p>STUDENTS MUST HAVE HAD 3 TESTS WITHIN A TESTING CENTRE (COMMUNITY OR COLLEGE) BEFORE RECEIVING HOME TESTING KITS IN LINE WITH NHS AND GOVERNMENT GUIDELINES</p>			
32	<p>Testing Complacency</p> <p>Disregard of Control Measures leading to unintentional spread of COVID 19</p> <p>Ill Health</p> <p>Hospitalisation</p>	<ul style="list-style-type: none"> Staff must ensure they follow the systems of control when participating in testing A negative result doesn't guarantee a staff or student member is not positive, they may just have a low viral load Staff and Students must wear face coverings/PPE (IIR Surgical Masks) when working within 2 metres 	2	5	10				

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	Deaths	<ul style="list-style-type: none"> Social distancing and hygiene controls must be strictly followed 							
33	Office/classroom and workshops space – risk of close contact – cross contamination leading to Spread of Covid 19 Risk of Infection Illness, Hospitalisation and Death	<p>All workstations and offices should be managed to allow for 2 metre plus social distancing to be maintained. If social distancing can not be achieved then further additional control measures MUST be introduced (IIR Surgical Masks & Visors).</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 any one 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>	2	4	8	11/05 Update. From Monday 17 th May 2021 It will no longer be a mandatory requirement for students and staff to wear face coverings in classrooms, however staff and students are able to choose to continue wearing them if they choose to do so.			
33		<p>If it is not possible to move desks/workbenches apart then screens should be introduced.</p> <p>There should be no hot desking.</p> <p>No sharing of equipment including stationary equipment, phones etc.</p> <p>Areas MUST be cleaned and wiped down after each and every use.</p> <p>Staff MUST wipe down their desks, phone and equipment at the end of each and</p>	2	4	8				

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		every use to maintain stringent hygiene measures.							
35	<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				
36	<p>Common Areas and Break Out Rooms</p> <p>Increasing the risk of transmission due to lack of social distancing</p> <p>Speak of Covid 19</p> <p>Illness, hospitalisation, Deaths</p>	<p>Break times to be staggered to reduce pressure on the break rooms and common areas.</p> <p>2 metres social distancing to be observed at all times.</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>	2	4	8	<p>11/05 from Monday 17th May wearing of face coverings relaxed in classrooms only, but must still be worn when transiting around the premises.</p> <p>Masks are not required in communal areas across College campuses where strict 2 metre social distancing is being observed.</p>			

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		<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>							
37	<p>Vaccine Complacency</p> <p>Staff and students not following systems of control following vaccination</p> <p>Disregarding rules</p> <p>Spread of Disease</p> <p>Risk of Illness</p> <p>Hospitalisation</p> <p>Death</p>	<ul style="list-style-type: none"> All staff and students must continue to follow the systems of control when they have received their vaccination All Staff and Students should participate in testing once vaccinated All Staff and Students must continue to follow social distancing measures once they have received their vaccination All Staff and Students must continue to wear PPE and Face Coverings when on College premises All Staff and Students must continue with testing Staff and Students to be reminded they can still spread the disease and could still become unwell themselves 	2	5	10	<p>All staff and students are encouraged to receive their first and second does of vaccine in line with Government advice and guidance.</p> <p>The College will support those advised to go for their vaccine and will ensure arrangements are made for those that need to get a vaccine during work time</p>			
38	<p>New COVID Variants</p> <p>Increased Transmissibility</p>	<ul style="list-style-type: none"> Control measures as per the above with regards to Social Distancing, Cleaning & Hygiene and Ventillation controls 	2	5	10	<p>January 2021 – New varients of COVID (KENT – South African) 70% more transmissible – strict cleaning and social distancing must be adhered to at all times</p>			

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	<p>Ill Health</p> <p>Hospitalisation</p> <p>Deaths</p>	<ul style="list-style-type: none"> Regular updates from PHE, NHE, NHS, HSE and Kirklees to be adhered to at all times and is reviewed regularly Testing will commence to identify Asymptomatic Staff and students within the College Community PPE must be in place where 2 metres can not be maintained at all times Regular meetings with local authority 							
39	<p>Test Refusals</p> <p>Following DfE Guidance the College can not refuse access to education for those Students who will not test</p> <p>Asymptomatic staff and students on College Premises</p> <p>Increased risk of transmission</p> <p>Illness</p> <p>Hospitalisations</p> <p>Deaths</p>	<ul style="list-style-type: none"> All students must wear a face covering/mask in any classroom or workshop setting All students must be strongly encouraged to participate in COVID Testing Relevant staff will follow up with individual students to confirm test hesitant status All staff must participate in community and/or home testing All Staff and Students must follow the advice of HANDS/FACE/SPACE All teaching and support staff must maintain 2 metre social distancing and wear appropriate PPE where social distancing can not be maintained Those that don't test must follow the safe system of control Blatent disregard of COVID rules will result in students and staff being asked to leave the premises 	2	5	10				

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		<ul style="list-style-type: none"> • A small test centre will remain open at Waterfront • Students will also be actively signposted towards Hudawi and Dewsbury Community Test Centres • Social distancing must be maintained at all times where practical and other mitigations must be adhered to when social distancing can not be maintained • College will communicate the benefits of testing and continue to engage with students who are not testing • Kirklees College will identify all staff on premises who have not tested or who have tested twice weekly in line with guidance • Kirklees College will continue to restrict the numbers within College and will ensure that occupancy levels within classrooms are adhered to at all times • COVID Refresher training has been assigned to all staff and students • Spot checks will continue throughout the day within all areas of the college premises • Increased cleaning and hygiene measures have been introduced in all areas • The College will actively promote catch it, bin it, kill it 							
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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

LIKELIHOOD	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

LIKELIHOOD	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)