

## Kirklees College Risk Assessment

|   |   |                    |          |                    |   |   |             |   |       |   |  |
|---|---|--------------------|----------|--------------------|---|---|-------------|---|-------|---|--|
| <b>Activity:</b>  | COVID-19 Secure Health and Safety Risk Assessment For ALL Kirklees College Buildings 16   |                    |          |                    |   |   |             |   |       |   |  |
| <b>Area:</b>  | Waterfront/Springfield 6 <sup>th</sup> 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><b>Government Advice:</b></p> <p><a href="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/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a></p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p><a href="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">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</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964722/Further_education_coronaviruses_COVID-19_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964722/Further_education_coronaviruses_COVID-19_operational_guidance.pdf</a></p> |                    |          |                    |   |   |             |   |       |   |  |
| <b>Groups of People at Risk:</b><br>(Please state numbers where known ) | Employees   | ✓                  | Students | ✓                  | Visitors  | ✓ | Contractors | ✓ | Other | ✓ |  |
| <b>Ref. No:</b>   |   | <b>Version No.</b> | 16       | <b>Assessor(s)</b> | R.Harwood/S Duncan/R Poole  |   |             |   |       |   |  |
| <b>Assessment date</b>  | 18/11/2020  |                    |          | <b>Review Date</b> | 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: |            |
| Signature of Head of Department:                                 | JSimpson/MBennington | Date: |            |

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### RISK ASSESSMENT REVIEW

| Review Date | Are there any Actions outstanding<br><b>YES/NO</b> | Have any new Hazards* been identified<br><b>YES/NO</b>   | 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<br>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<br>Section 21 Face covering minibuses – Section 26 Seating plan in classrooms |                  | I.Lee/RHarwood              |

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| 05/11/2020 | No | Section 8: Update on Vulnerable Staff considered extremely vulnerable to reflect Government guidance to "Shielded Patients List" during 2 <sup>nd</sup> lockdown.<br>Section 10: Re-instated use of ATM machine in Street.<br>Section 11: Updated information re Gym usage (for educational purposes only during 2 <sup>nd</sup> lockdown)                              |  | I.Lee                     |
| 18/11/2020 | No | Remove reference to Oldroyd and replace with Pioneer House  |  | I.Lee                     |
| 14/12/2020 | No | Section 14 – information on Outbreak of COVID-19 within college – staff and students infected as part of the workplace activities taking place – self isolation period for close contacts reduced from 14 days to 10 days – this is from the last day of contact and the next 10 days thereafter. Also further clarity on direct contact definitions and the use of PPE |  | R.Harwood                 |
| 04/01/2021 | No | 3 <sup>rd</sup> National Lockdown and advice for those classed as clinically vulnerable & clinically extremely vulnerable (7 and 8) – added sections 9 and 10 – advice for Pregnant workers   |  | RHarwood                  |
| 26/02/2021 |    | Updated sections 1, 2, 3, 4, 8, 9, 10, 12, 14, 17, 18, 19, 23, 30, 31, 32, 34, 35   |  | RHarwood, SDuncan, RPoole |
| 17/03/2021 | No | Section 39 added – Test Refusals  |  |                           |
| 11/05/2021 | No | Updated sections 4, 33, 36  |  | S Duncan                  |
| 17/5/21    | No | Updated Sections 4, 33, 36 wearing of face coverings mandatory in Kirklees college buildings due to guidance received from Kirkees LEA  |  | S Duncan                  |
| 14/07/21   | No | 35 – Meetings – Changed from absolutely necessary to reasonably necessary following guidance from Safer Working during COVID  |  |                           |
| 25/08/2021 | No | Changes made to social distancing and mask wearing within classroom and workshop settings, update on test, track and trace protocols, and testing to commence once again from Sept 21   |  | R Poole                   |
| 29/11/21   | No | Changes made to mask wearing and isolation rules following new restrictions and guidelines – Omicron Variant Nov 21   |  | R Harwood                 |

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| 14/12/21   | No | Further changes to test, track and trace following guidance from the UK Government   |  | RHARWOOD |
| 02/01/2022 | No | Isolation Period reduced from 10 days to 7<br>Face Coverings to be worn in Classrooms from 04/01/22<br>Omicron - Changes   |  | RHARWOOD |
| 17/01/2022 | No | Changes to isolation period – isolation now 5 FULL days following a negative test on day 5 and day 6.  |  | RHARWOOD |
| 20/01/2022 | No | Changes to Face Coverings in classrooms from the 20 <sup>th</sup> January 2022. Changes to face coverings from the 27 <sup>th</sup> January 2022   |  | RHARWOOD |
| 27/01/2022 | No | Changes to face coverings with effect 27 <sup>th</sup> January 2022 –<br><br><b>Whilst the wearing of face coverings is no longer recommended in classrooms and communal areas by the Government, we ask that all staff and students continue to wear face coverings when moving around sites and accessing busy communal areas. Depending on infection rates and our step-up response to managing outbreaks, the wearing of face coverings will remain under constant review.</b> |  |          |

**\* 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.**

**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**

### Kirklees College Risk Assessment

| 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><b>NO STAFF OR STUDENTS WHO DISPLAY SYMPTOMS OF COVID-19 TO ENTER THE PREMISES.</b></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><b>Various Posters from NHS, Government and WHO displayed at all College sites to promote good covid secure protocols.</b></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>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>All staff, students, visitors arriving on site must sanitise hands on arrival</p> <p><b>SLT Member designated as duty Manager on each site – high visibility to monitor compliance</b></p> | 1 | 1 | 1 |  |  |  |  |
| 3 | <p>Use of communal area of the premises</p>   | <p><b>NO STAFF OR STUDENTS WHO DISPLAY SYMPTOMS OF COVID-19 TO ENTER THE PREMISES</b></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 | <p><b>All staff/students/visitors/contractors to use hand sanitiser at entrances to the building.</b></p> <p><b>Whilst the wearing of face coverings is no longer recommended in classrooms and communal areas by the Government, we ask that all staff and students continue to wear face coverings when moving around sites and accessing busy communal areas. Depending on infection rates and our step-up response to managing outbreaks, the wearing of face coverings will remain under constant review.</b></p> <p><b>Face masks provided by college should be of IIR standard when purchased and distributed</b></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 distancing measures, along with any further additions to government guidance.</p> | 2 | 4 | 8 | <p>The isolation room for the <b>Waterfront</b> is A01.003 located on Level 1 near the front entrance lobby.</p> <p>The isolation room for the <b>Springfield Centre</b> is the <b>quiet room</b> located on the Ground Floor near the front entrance lobby and opposite the Security Office</p> <p>The isolation room for the <b>Engineering Centre</b> is the First Aid Room (E0.24) located in the Engineering Centre on the Ground Floor outside workshops.</p> <p>The isolation room for <b>PMC</b> is the small room located behind Reception on the Ground Floor.</p> <p>The isolation room for <b>Brunel House</b> is L0.005 located on the Ground Floor behind Reception area.</p> <p>The isolation room for <b>Pioneer House</b> is Care room P1.028.</p> <p>The isolation room for the <b>Taylor Hill Centre</b> is located in the Caretakers room Ground Floor area</p> |  |  |  |
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| 3 |  | <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>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"> <li>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</li> <li>b) Reduce potential contamination to the rest of the premises</li> <li>c) The close proximity of a toilet should the person in isolation need it</li> </ul> <p><b>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.</b></p> <p><a href="#"><u>Guidance on the isolation of symptomatic students</u></a></p> <p><a href="#"><u>Guidance on the isolation of symptomatic staff members and adult learners</u></a></p> |  |  |  |
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| 4 | <p><b>Social Distancing</b></p> <p>Ignoring Covid 19 protocols leading to Infection.</p> <p>Insufficient information, supervision and instruction</p> | <p>Encourage where practicable the use of TEAM meetings where appropriate to replace face to face meetings.</p> <p>Business support staff to hybrid work and have flexibility to work from home where possible.</p> <p>Encourage staff/students to walk or cycle to and from College premises, if practicable.</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>Avoid creating busy corridors by encouraging people to be kind to each other and giving each other space.</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> | 2 | 4 | 8 | <p>Follow Government and College guidance at all times.</p> <p><b>The College will continue to adhere to Government advice on face coverings if/when it changes</b></p> <p><b>Whilst the wearing of face coverings is no longer recommended in classrooms and communal areas by the Government, we ask that all staff and students continue to wear face coverings when moving around sites and accessing busy communal areas. Depending on infection rates and our step-up response to managing outbreaks, the wearing of face coverings will remain under constant review.</b></p> <p><b>Depending on infection rates and our step-up response to managing outbreaks, the wearing of face coverings will remain under constant review.</b></p> |  |  |  |

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| 4 |  | <p>Reduce task rotation throughout the day where practicable.</p> <p>Avoid direct close contact.</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 Care workers under sections 6 and 7 available on KC Share)</p> | 2 | 4 | 8 | <p><b>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.</b></p> <p><b>AS PART OF THE UK GOVERNMENTS PLAN B THE GOVERNMENT HAS ASKED FOR ALL THOSE THAT CAN WORK FROM HOME TO DO SO FROM MONDAY THE 13<sup>TH</sup> DECEMBER 2021 – DEPARTMENTAL MANAGERS ARE ASKED TO MAKE A DECISION BASED ON THE NEEDS AND IMPACT ON THE BUSINESS AND TO ASK STAFF THAT CAN WORK FROM HOME TO DO SO BUT TO ENSURE THAT FACE TO FACE DELIVERY CONTINUES AS PER THE DFE GUIDANCE</b></p> |  |  |  |
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| 5 | <p>Use of Toilet and wash facilities</p> <p>Ignoring Covid 19 protocols leading to Infection.</p> | <p>Hand Soap dispensers 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 Care workers 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>All students will continue to 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 <b>individual risk assessments</b> for activities taking place in their own designated rooms, to ensure suitable and sufficient control</p> | 1 | 4 | 4 |   |  |  |  |
| 7 | <p>Vulnerable Staff (clinically vulnerable):</p> <p>Returning to College premises whilst virus is still prevalent in society</p>  | <p>Social Distancing will continue to be strongly encouraged as staff and students transit around the premises and in areas.</p> <p><b>Whilst the wearing of face coverings is no longer recommended in classrooms and communal areas by the Government, we ask that all staff and students continue to wear face coverings when moving around sites and accessing busy communal areas. Depending on infection rates and our step-up response to managing outbreaks, the wearing of face</b></p>  | 1 | 5 | 5 | <p><b>17<sup>th</sup> January 2022 – Isolation period for those testing positive reduced from 7 full days to 5 full days as long as they test negative on an LFD on days 5 and 6. This means that those returning on day 6 could still pose a risk to those previously classed as clinically vulnerable and as such care must be taken when deciding on returning students and staff to ensure that contacts between these groups are strictly limited.</b></p> |  |  |  |
| 7 |   |   | 1 | 5 | 5 |   |  |  |  |

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| 7 |  | <p><b>coverings will remain under constant review.</b></p> <p><b>Depending on infection rates and our step-up response to managing outbreaks, the wearing of face coverings will remain under constant review.</b></p> <p>All Staff and students must continue to practice high standards of respiratory hygiene and wash and sanitise hands regularly throughout the day</p> <p>All vulnerable and clinically extremely vulnerable staff members should have now received both doses of the COVID 19 vaccine however if not they are strongly encouraged to participate in the national vaccine rollout.</p> <p><b>HSE guidance:</b></p> <p>There are currently no expectations of additional controls specifically for these groups. However, make sure existing controls identified by your <u>risk assessment</u>, for example adequate ventilation, good hygiene and cleaning, are applied strictly.</p> <p>As an employer, you can support these individuals/groups in your workforce by ensuring:</p> <ul style="list-style-type: none"> <li>- you emphasise the importance of individual and wider workforce engagement, buy-in and cooperation</li> </ul> | 1 | 5 | 5 |  |  |  |  |
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|   |  | <p>to ensure controls are applied stringently</p> <ul style="list-style-type: none"> <li>- they have individual discussions with their managers around their particular concerns</li> <li>- you/they discuss the risk management measures you have put in place to minimise transmission to keep them, and others, safe</li> <li>- you explain the controls you will put/already have in place to protect them and other workers</li> </ul>  |   |   |   |   |  |  |  |
| 8 | <p>Vulnerable Staff considered extremely vulnerable:</p> <p>Returning to College premises whilst virus is still prevalent in society</p> | <p>Social Distancing will remain as staff and students transit around the premises and in communal areas.</p> <p><b>Whilst the wearing of face coverings is no longer recommended in classrooms and communal areas by the Government, we ask that all staff and students continue to wear face coverings when moving around sites and accessing busy communal areas. Depending on infection rates and our step-up response to managing outbreaks, the wearing of face coverings will remain under constant review.</b></p> <p><b>Depending on infection rates and our step-up response to managing outbreaks, the wearing of face coverings will remain under constant review.</b></p> | 1 | 5 | 5 | <p><b>17<sup>th</sup> January 2022 – Isolation period for those testing positive reduced from 7 full days to 5 full days as long as they test negative on an LFD on days 5 and 6. This means that those returning on day 6 could still pose a risk to those previously classed as clinically vulnerable and as such care must be taken when deciding on returning students and staff to ensure that contacts between these groups are strictly limited.</b></p> |  |  |  |

### Kirklees College Risk Assessment

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| 8 |  | <p>All Staff and students must continue to practice high standards of respiratory hygiene and wash and sanitise hands regularly throughout the day</p> <p>All vulnerable and clinically extremely vulnerable staff members should have now received both doses of the COVID 19 vaccine however if not they are strongly encouraged to participate in the national vaccine rollout.</p> <p><b>HSE guidance:</b></p> <p>There are currently no expectations of additional controls specifically for these groups. However, make sure existing controls identified by your <u>risk assessment</u>, for example adequate ventilation, good hygiene and cleaning, are applied strictly.</p> <p>As an employer, you can support these individuals/groups in your workforce by ensuring:</p> <ul style="list-style-type: none"> <li>- you emphasise the importance of individual and wider workforce engagement, buy-in and cooperation to ensure controls are applied stringently</li> <li>- they have individual discussions with their managers around their particular concerns</li> <li>- you/they discuss the risk management measures you have put in place to minimise transmission to keep them, and others, safe</li> </ul> | 1 | 5 | 5 |  |  |  |  |
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### Kirklees College Risk Assessment

|   |   | - you explain the controls you will put/already have in place to protect them and other workers   |   |   |   |  |  |  |  |
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| 9 | <p>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> | <p>All pregnant workers must have a workplace risk assessment with their line manager</p> <p>Pregnant 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 <a href="#">Guidance on Infection Prevention and Control</a>.</p> <p>Pregnant workers will be supported with appropriate risk mitigation in line with</p> | 2 | 4 | 8 |  |  |  |  |

### Kirklees College Risk Assessment

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| 9  |  | <p>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 <a href="#">HSE guidance</a>.</p>   | 2 | 4 | 8  |  |  |  |  |
| 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> <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</p> | 2 | 5 | 10 |  |  |  |  |

### Kirklees College Risk Assessment

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| 10 |   | <p>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 <a href="#">HSE guidance</a>.</p>  | 2 | 5 | 10 |  |  |  |  |
| 11 | <p><b>Evacuation</b></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"> <li>• Duty manager present on each site will perform the role of FICO (Fire Incident Control Officer) during any evacuation.</li> <li>• Lecturers will have a paper register for immediate use.</li> <li>• Lecturing staff responsible for groups will continue to be responsible for their group during an evacuation.</li> <li>• Security staff and/or CSO's on each site are responsible for alarm management and to conduct initial investigation into cause of any alarm.</li> </ul> | 1 | 5 | 5  |  |  |  |  |
| 12 | <p><b>Lunch/Break times</b></p> <p>Lack of provision</p> <p>Cross contamination</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 and the ATM</p>   | 1 | 4 | 4  |  |  |  |  |

### Kirklees College Risk Assessment

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|    | Ignoring Covid 19 protocols  | <p>machine located in the Street which has been re-instated for use.</p> <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>Food and Drink to be consumed in designated areas such as Refectories, break out areas, offices etc.</p>   |   |   |   |   |  |  |  |
| 13 | <p>Gym access<br/>(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 |   |  |  |  |
| 14 | <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/push pads, 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 | <p><b>Increased cleaning rotas across all areas of the College sites commenced from the 1<sup>st</sup> March 2020</b></p> |  |  |  |

### Kirklees College Risk Assessment

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|    |   | <p>Clearly defined rota so that all cleaning staff are aware which staff are/have been on the premises.</p> <p>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</p>   | 1 | 4 | 4 |  |  |  |
| 15 | <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</p> | 1 | 5 | 5 |  |  |  |

### Kirklees College Risk Assessment

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|           |   | awareness of best practice in respect of cleaning and hygiene.  |          |          |          |  |  |  |  |
| <b>16</b> | <p><b>Outbreak of COVID-19 within college – staff and students infected as part of the workplace activities taking place</b></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&amp;S Department (available on the H&amp;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 <b>10 days</b>. Household members and close contacts will only need to self-isolate if they have <b>not</b> been double vaccinated or they are below the age of 18 years and 6 months old.</p> <p>They then <b>must</b> be asked to arrange for a test by visiting NHS.UK or telephoning NHS 119</p> <p>If the test comes back <b>negative</b> then the staff member or student can return to College.</p> <p>If the staff member tests <b>positive</b> then they should immediately isolate for <b>10 days</b> from the day they started with symptoms or the day they tested positive (<b>whichever comes first</b>)</p> <p>If a student tests <b>positive</b> then they should immediately isolate for <b>10 days</b> from the</p> | <b>1</b> | <b>5</b> | <b>5</b> | <p>Although no longer a requirement to track and trace all known contacts all curriculum and business support areas are expected to continue to log known positive cases.</p> <p>An outbreak should be considered if the following threshold is met or breached:</p> <p><b><i>Five students or staff likely to have mixed closely test positive for Covid within a 10-day period.</i></b></p> <p>In all instances of a suspected or known outbreak it may be appropriate to send all students and staff home within a curriculum or business area until the extend of an outbreak has been ascertained.</p> <p>It may be appropriate at this time to track and trace known contacts to assist with outbreak management.</p> <p>Further advice at this point will be sought from the H&amp;S department who may take further advice from the Local Health Protection team and Kirklees Outbreak Management.</p> |  |  |  |



### Kirklees College Risk Assessment

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| 16 |  | <p>day they started with symptoms or the day they tested positive (<b>whichever comes first</b>)</p> <p>All instances where COVID 19 is contracted and is attributable to a workplace transmission <b>MUST</b> 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 loss of taste or smell 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&amp;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>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> <li>• fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>• all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>• people who are not able to get vaccinated for medical reasons</li> <li>• people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> </ul> |  |  |  |
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Kirklees College Risk Assessment

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|  | <p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.</p> <p>Individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation and can leave isolation on day 6. The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 6.</p> <p>HOFs and CAMS working alongside AP's and the H&amp;S department must take a risk</p> | 3 | 5 | 15 |  |  |  |  |
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### Kirklees College Risk Assessment

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|  |  | <p>based approach when readmitting staff and students from day 6 and must take into consideration the advice and guidance found within the stay at home guidance:</p> <p><b><i>If both your LFD test results are negative, it is likely that you were not infectious at the time the tests were taken. To further reduce the chance of passing COVID-19 on to others, if you end your self-isolation period before 10 full days you are strongly advised:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>to limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces</i></b></li> <li>• <b><i>to work from home if you are able to</i></b></li> <li>• <b><i>in addition to venues where it is a legal requirement, to wear a face covering in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people</i></b></li> <li>• <b><i>to limit contact with anyone who is at higher risk of severe illness if infected with COVID-19</i></b></li> <li>• <b><i>to follow the <a href="#">guidance on how to stay safe and help prevent the spread</a></i></b></li> </ul> <p><b><i>You should follow this advice until 10 full days from when your self-isolation period started</i></b></p> |  |  |  |  |  |  |  |
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### Kirklees College Risk Assessment

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| 17 | <p><b>Contractors</b></p> <p>Risk of additional people unfamiliar with restrictions entering building</p> <p>Ignoring Covid 19 protocols</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><b>Contractors on site should be present for essential repairs or programmed and agreed work only.</b></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 at each site Reception area.</p> <p>All contractors to be advised to have a LFD test prior to attending site</p> | 1 | 4 | 4 |  |  |  |  |
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### Kirklees College Risk Assessment

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|    |  | All contractors and visitors are strongly encouraged to wear a face covering when transiting around the premises.   |   |   |   |   |  |  |  |
| 18 | <p><b>Environmental Factors:</b></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 in the event of a College 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> <p>Opening internal doors can also assist with creating a throughput of air – <b>DOORS MUST BE CLOSED WHEN AREAS ARE NOT IN USE OR VACATED</b></p> | 1 | 4 | 4 | <p><b>Waterfront Note:</b><br/>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 <b>DISABLED</b> 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> |  |  |  |

### Kirklees College Risk Assessment

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| <p>19</p> | <p>First Aid Arrangements</p> <p>Ill health and accidents</p> <p>Ignoring Covid 19 protocols leading to Infection</p> | <p><b>Surgical masks (as NHS guidelines) MUST be used by all first aiders responding to all calls.</b></p> <p><b>Appropriate ratio of First Aiders to be on all sites during College opening times.</b></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, <b>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.</b></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 may include close contact with the individual. They must also wear PPE in the form of face mask, apron, gloves, and disposable eye protection, and follow procedures for disposing of PPE and thoroughly washing hands after assistance is provided.</p> | <p>2</p> | <p>4</p> | <p>8</p> | <p><b>Disposable eye protection, disposable aprons and masks have been added to individual first aid kits which each first aider will be issued with.</b></p> |  |  |  |
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## Kirklees College Risk Assessment

|    |  | <b>Note for ALL First Aiders:</b>   | 2 | 4 | 8 |  |  |  |
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|    |  | <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>                |   |   |   |  |  |  |
| 20 | <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 |  |  |  |
| 21 | <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>  | 1 | 4 | 4 | <p><b>Whilst the wearing of face coverings is no longer recommended in classrooms and communal areas by the Government, we ask that all staff and students continue to wear face coverings when moving around sites and accessing busy communal areas. Depending on infection rates and our step-up response to managing outbreaks, the wearing of face coverings will remain under constant review.</b></p> |  |  |

### Kirklees College Risk Assessment

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| 21 |                     | <p>Single use PPE (IIR Face Masks) 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 Care workers which details protective measures for those performing intimate care needs.</p> <p><b>Whilst the wearing of face coverings is no longer recommended in classrooms and communal areas by the Government, we ask that all staff and students continue to wear face coverings when moving around sites and accessing busy communal areas. Depending on infection rates and our step-up response to managing outbreaks, the wearing of face coverings will remain under constant review.</b></p> <p>Where staff and students feel more comfortable to continue wearing coverings and masks in the classroom and workshop environment then they are encouraged to continue doing so.</p> <p><b>The College will continue to adhere to Government advice on face coverings if/when it changes</b></p> | 1 | 4 | 4 |  |  |  |  |
| 22 | Visitors to College | The College will continue to put in place additional restrictions on visitor movement on site.   | 1 | 4 | 4 |  |  |  |  |



### Kirklees College Risk Assessment

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|    | <p>Unsuspected arrival of visitors/Deliveries on site</p> <p>Unfamiliar with College Covid 19 Protocols</p>  | <p>Introduce additional communication at the sign in / entry point to the site.</p> <p>visitor questionnaire 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>All visitors will be requested to have an LFD test before visiting site</p> <p>All visitors must wear a face mask/covering when transiting around the College sites</p>                     |   |   |   |  |  |  |  |
| 23 | <p>College vehicle drivers:</p> <p>Trades Team</p> <p>CSOs</p> <p>Post Operatives</p> <p>FLT operators</p> <p>Minibus Drivers</p> <p>Inappropriate use</p> | <p>When sharing College owned vehicles mitigations must be in place to protect drivers and passengers – face coverings must be worn at all times.</p> <p><b>Face coverings are to be continued to be worn at all times when travelling in college minibuses in line with guidance on safer travel.</b></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> | 1 | 4 | 4 |  |  |  |  |

### Kirklees College Risk Assessment

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|    | Ignoring Covid 19 protocols   | Local management to include a cleaning schedule and check of cleaning equipment for each driver in the daily vehicle check.<br><br>In line with HSE guidance all vehicles carrying passengers must continue to maintain good ventilation through the use of ventilation systems and open windows  |   |   |   |  |  |  |  |
| 24 | <b>Mental Health</b><br><br>Insufficient support for staff<br><br>Personal circumstance | Management will promote mental health & wellbeing awareness to staff.<br><br>Management will offer whatever support they can to help individuals who are struggling to cope.<br><br>Management will maintain regular communication to keep staff informed of changes in the workplace and requirements.<br><br>Management will make staff aware of the measure in place to protect them whilst at work.<br><br>Management will pay particular attention to the - open door policy for those who need additional support,<br><br>Managers must be aware of staff who are grieving. Grief affects everyone differently.<br><br>Managers to ensure regular contact with those working from home<br><br>Refresher training in respect of Mental Health First Aid, the college to consider | 2 | 4 | 8 |  |  |  |  |
| 24 |   |   | 2 | 4 | 8 |  |  |  |  |

### Kirklees College Risk Assessment

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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>   |   |   |   |  |  |  |  |
| 25 | <p><b>Wellbeing:</b></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 |  |  |  |  |
| 26 | <p><b>Working from Home</b></p> <p>Insufficient H&amp;S provision at home</p>  | <p>All staff working at home must complete a specific DSE workplace assessment and submit this to the H&amp;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 |  |  |  |  |

## Kirklees College Risk Assessment

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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.  |   |   |    |  |  |  |  |
| 27 | <p><b>Information, Instruction and Refresher Training</b></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&amp;S</p> <p>Refresher COVID training for all staff and students to be distributed 01/03/2021</p>   | 2 | 3 | 6  |  |  |  |  |
| 28 | <p><b>Test and Trace Protocol:</b></p> <p><b>COMMUNITY AND ONSITE TESTING</b></p> <p>Staff and/or students who develop symptoms of Covid-19 after returning to College</p>                         | <ul style="list-style-type: none"> <li>All students or 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 <b>10 days</b>.</li> <li>They then must be encouraged to get tested.</li> <li><b>STAFF and STUDENTS MUST</b> do this by visiting NHS.UK or telephoning NHS 119</li> <li>If the test comes back <b>positive</b> they need to contact the College immediately</li> <li>Close contacts will be contacted by NHS Test, Track and Trace only and as such there is no requirement</li> </ul> | 2 | 5 | 10 | <p><b>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.</b></p> <p>From the 1<sup>st</sup> September 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 the 1<sup>st</sup> September 2021 all students will participate in Mass</p> |  |  |  |

## Kirklees College Risk Assessment

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|--|--|---|---|---|----|---|--|--|--|
|  |  | <p>for the College to conduct contact tracing within the College setting.</p> <p>If the test comes back <b>negative</b> they must inform the College so that they can then return to College.</p> <ul style="list-style-type: none"> <li>If a staff member or a student tests <b>positive</b> and it can be attributable to a workplace exposure, then the College must complete a RIDDOR Report form and notify the HSE.</li> </ul> <p>Students and Staff will receive adequate supervision and training when performing and conducting tests within the Colleges own Testing Centres.</p> <p><b>17<sup>th</sup> January 2022</b></p> <p>Since Monday 17<sup>th</sup> January 22, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 5 days in most circumstances, unless you cannot test for any reason.</p> <p>Individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test</p> | 2 | 5 | 10 | <p>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 test result), should still self-isolate immediately according to government guidelines.</p> |  |  |  |
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### Kirklees College Risk Assessment

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|  |  | <p>must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 6.</p> <p>HOFs and CAMS working alongside AP's and the H&amp;S department must take a risk based approach when readmitting staff and students from day 8 and must take into consideration the advice and guidance found within the stay at home guidance:</p> <p><b><i>If both your LFD test results are negative, it is likely that you were not infectious at the time the tests were taken. To further reduce the chance of passing COVID-19 on to others, if you end your self-isolation period before 10 full days you are strongly advised:</i></b></p> <ul style="list-style-type: none"> <li><b><i>to limit close contact with other people outside your household,</i></b></li> </ul> |  |  |  | <p>Those with symptoms are also expected to order a test online or visit a test site to take a lab-based 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 ongoing pandemic.</p> |  |  |  |
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### Kirklees College Risk Assessment

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|    |  | <p><b>especially in crowded, enclosed or poorly ventilated spaces</b></p> <ul style="list-style-type: none"> <li><b>to work from home if you are able to</b></li> <li><b>in addition to venues where it is a legal requirement, to wear a face covering in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people</b></li> <li><b>to limit contact with anyone who is at higher risk of severe illness if infected with COVID-19</b></li> <li><b>to follow the <a href="#">guidance on how to stay safe and help prevent the spread</a></b></li> </ul> <p><b>You should follow this advice until 10 full days from when your self-isolation period started</b></p> |   |   |    |   |  |  |  |
| 29 | <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"> <li>Both students and staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home.</li> <li>Students aged 18 and over should self-test and report the result, with assistance if needed.</li> <li>Adolescents aged under 17 should self-test and report with adult supervision. The adult may conduct the test if necessary.</li> </ul> <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</p>   | 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 lab-based polymerase chain reaction (PCR) test to check if they have the virus.</p> |  |  |  |

### Kirklees College Risk Assessment

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|----|--|--|---|---|----|--|--|--|--|
| 29 | <ul style="list-style-type: none"> <li>Students/Staff testing incorrectly or non-compliance leading to asymptomatic persons attending College premises</li> <li>Information not correctly recorded leading to asymptomatic persons attending College premises</li> <li>Staff/Students not adequately trained or aware of how to conduct tests leading to asymptomatic persons attending college premises</li> <li>Misuse of testing kits leading to asymptomatic persons attending College premises</li> </ul> | <p>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"> <li>Testing take up will be proactively monitored</li> <li>Testing must continue through holiday periods such as half term breaks</li> </ul> <p><b>17<sup>th</sup> January 2022</b></p> <p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 5 days in most circumstances, unless you cannot test for any reason.</p> <p>Individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at</p> | 2 | 5 | 10 | <p>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> <p><b>ALL STAFF MUST BE GIVEN ADEQUATE INSTRUCTION BEFORE BEING GIVEN HOME TESTING KITS</b></p> <p><b>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</b></p> |  |  |  |
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### Kirklees College Risk Assessment

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|--|--|--|--|--|--|--|--|--|--|
|  |  | <p>parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 6.</p> <p>HOFs and CAMS working alongside AP's and the H&amp;S department must take a risk based approach when readmitting staff and students from day 8 and must take into consideration the advice and guidance found within the stay at home guidance:</p> <p><b><i>If both your LFD test results are negative, it is likely that you were not infectious at the time the tests were taken. To further reduce the chance of passing COVID-19 on to others, if you end your self-isolation period before 10 full days you are strongly advised:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>to limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces</i></b></li> <li>• <b><i>to work from home if you are able to</i></b></li> <li>• <b><i>in addition to venues where it is a legal requirement, to wear a face covering in crowded, enclosed or poorly ventilated spaces and where</i></b></li> </ul> |  |  |  |  |  |  |  |
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Kirklees College Risk Assessment

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|    |  | <p><b>you are in close contact with other people</b></p> <ul style="list-style-type: none"> <li><b>to limit contact with anyone who is at higher risk of severe illness if infected with COVID-19</b></li> <li><b>to follow the <u>guidance on how to stay safe and help prevent the spread</u></b></li> </ul> <p><b>You should follow this advice until 10 full days from when your self-isolation period started</b></p>  |   |   |    |  |  |  |  |
| 30 | <p>Testing Complacency</p> <p><b>Disregard of Control Measures leading to unintentional spread of COVID 19</b></p> <p><b>Ill Health</b></p> <p><b>Hospitalisation</b></p> <p><b>Deaths</b></p> | <ul style="list-style-type: none"> <li>Staff must ensure they follow the systems of control when participating in testing</li> <li>A negative result doesn't guarantee a staff or student member is not positive, they may just have a low viral load</li> <li>Staff and Students are encouraged to wear face coverings/PPE (IIR Surgical Masks) when transiting around the premises</li> <li>Social distancing and hygiene controls must be strictly followed</li> </ul> | 2 | 5 | 10 |  |  |  |  |
| 31 | <p>Office/classroom and workshops space – risk of close contact – cross</p>  | <p>In line with guidance from the UK Government and DfE social distancing within classrooms and workshops is no longer mandatory.</p>   | 2 | 4 | 8  |  |  |  |  |

### Kirklees College Risk Assessment

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| <p><b>32</b></p> | <p>contamination leading to<br/>Spread of Covid 19<br/>Risk of Infection<br/>Illness, Hospitalisation and Death</p>                                   | <p>Strict cleaning and hygiene measures must instead be put in place to ensure that the risk of cross contamination is reduced.</p> <p>Strict and stringent cleaning measures have been introduced</p> <p>Ventilation has been monitored and increased throughout the premises</p>   | <p>2</p> | <p>4</p> | <p>8</p> |  |  |  |  |
| <p><b>33</b></p> | <p>Meetings<br/>Risk of transmission due to face to face meeting<br/>Risk of infection<br/>Spreading Covid 19<br/>Illness, hospitalisation, death</p> | <p>Use remote working tools such as Microsoft TEAMS and telephone conference calls instead of face to face meetings where practical to do so.</p> <p>Only if reasonably necessary should participants attend a meeting, were practical social distancing measures should continue to be in place for meetings.</p> <p>All meeting rooms will have hand sanitisers and cleaning products/</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> | <p>2</p> | <p>4</p> | <p>8</p> |  |  |  |  |

### Kirklees College Risk Assessment

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|    |  |   |   |   |    |  |  |  |  |
| 34 | <p><b>Common Areas and Break Out Rooms</b></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>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>Lockers, changing rooms and common areas managed to avoid congestion were practical to do so.</p>   | 2 | 4 | 8  | <p><b>Whilst the wearing of face coverings is no longer recommended in classrooms and communal areas by the Government, we ask that all staff and students continue to wear face coverings when moving around sites and accessing busy communal areas. Depending on infection rates and our step-up response to managing outbreaks, the wearing of face coverings will remain under constant review.</b></p> |  |  |  |
| 35 | <p><b>Vaccine Complacency</b></p> <p><b>Staff and students not following systems of control following vaccination</b></p> <p><b>Disregarding rules</b></p> <p><b>Spread of Disease</b></p> <p><b>Risk of Illness</b></p> | <ul style="list-style-type: none"> <li>All staff and students must continue to follow the systems of control when they have received their vaccination</li> <li>All Staff and Students should participate in testing once vaccinated</li> <li>All staff and students are strongly encouraged that when eligible are given a 3<sup>rd</sup> vaccine booster</li> <li>All Staff and Students must continue to follow social distancing measures once they have received their vaccination</li> <li>All Staff and Students are strongly encouraged continue to wear PPE and</li> </ul> | 2 | 5 | 10 | <p>All staff and students are encouraged to receive their first and second doses 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>   |  |  |  |

### Kirklees College Risk Assessment

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|----|--|---|---|---|----|---|--|--|--|
|    | <p><b>Hospitalisation</b></p> <p><b>Death</b></p>  | <p>Face Coverings when on College premises</p> <ul style="list-style-type: none"> <li>All Staff and Students must continue with testing</li> <li>Staff and Students to be reminded they can still spread the disease and could still become unwell themselves</li> </ul>  |   |   |    |   |  |  |  |
| 36 | <p><b>New COVID Variant</b></p> <p><b>Increased Transmissibility</b></p> <p><b>Ill Health</b></p> <p><b>Hospitalisation</b></p> <p><b>Deaths</b></p> | <ul style="list-style-type: none"> <li>Control measures as per the above with regards to Social Distancing, Cleaning &amp; Hygiene and Ventilation controls</li> <li>Regular updates from PHE, NHE, NHS, HSE and Kirklees to be adhered to at all times and is reviewed regularly</li> <li>Testing will commence to identify Asymptomatic Staff and students within the College Community</li> <li>Regular meetings with local authority</li> </ul> | 2 | 5 | 10 | <p><b>January 2021 – New variants of COVID (KENT – South African) 70% more transmissible – strict cleaning and social distancing must be adhered to at all times</b></p> <p><b>July 2021 – Delta Variant now prominent strain in the UK – advice is to continue advice and guidance from Government and local authority and follow the controls above</b></p> <p><b>November 2021 – Omicron Variant – December 2021 is now the primary strain within the UK</b></p> |  |  |  |
| 37 | <p><b>Test Refusals</b></p> <p><b>Following DfE Guidance the College cannot refuse access to education for those Students who will not test</b></p>  | <ul style="list-style-type: none"> <li>Relevant staff will follow up with individual students to confirm test hesitant status</li> <li>All staff must participate in community and/or home testing</li> <li>All Staff and Students must follow the advice of HANDS/FACE/SPACE</li> <li>Those that don't test must follow the safe system of control</li> </ul>  | 2 | 5 | 10 | <p><b>Whilst the wearing of face coverings is no longer recommended in classrooms and communal areas by the Government, we ask that all staff and students continue to wear face coverings when moving around sites and accessing busy communal areas. Depending on infection rates and our step-up response to managing</b></p>  |  |  |  |

### Kirklees College Risk Assessment

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|----|--|---|---|---|----|---|--|--|--|
| 37 | <p><b>Asymptomatic staff and students on College Premises</b></p> <p><b>Increased risk of transmission</b></p> <p><b>Illness</b></p> <p><b>Hospitalisations</b></p> <p><b>Deaths</b></p> | <ul style="list-style-type: none"> <li>• Blatant disregard of COVID rules will result in students and staff being asked to leave the premises</li> <li>• A small test centre will remain open at Waterfront</li> <li>• Students will also be actively signposted towards Community Test Centres</li> <li>• Social distancing is encouraged at all times where practical and other mitigations must be adhered to when social distancing cannot be maintained</li> <li>• College will communicate the benefits of testing and continue to engage with students who are not testing</li> <li>• Kirklees College will identify all staff on premises who have not tested or who have tested twice weekly in line with guidance</li> <li>• COVID Refresher training has been assigned to all staff and students</li> <li>• Spot checks will continue throughout the day within all areas of the college premises</li> <li>• Increased cleaning and hygiene measures have been introduced in all areas</li> <li>• The College will actively promote catch it, bin it, kill it</li> </ul> | 2 | 5 | 10 | <p><b>outbreaks, the wearing of face coverings will remain under constant review.</b></p> |  |  |  |
|----|--|---|---|---|----|---|--|--|--|

## Kirklees College Risk Assessment

Choose to be kind



**Choose to be kind**  
Think of others at Kirklees College

  
**Wash and sanitise hands regularly**

  
**Get tested/  
self-isolate**

  
**Wear a face covering**

  
**Give others space**

  
**Have both doses of the vaccine**

 **KIRKLEES COLLEGE**

 **Coronavirus Covid-19**

## 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<br>(LTri)     | No action is required   |
| MODERATE<br>(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.<br>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<br>(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<br>(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) |