

Risk Assessment

Task: Managing exposure to Coronavirus at Plumpton College	Curriculum Area: All College Grounds	Department: All
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Details of risk assessment including location / description of activity or equipment to be assessed:	Covid-19 controls required to sustain a Covid-19 secure College.
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Related risk assessments:	Curriculum and Department specific RA's will be developed by Subject Matter Experts to supplement this College wide RA.
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Date of assessment:	12/05/2020	Version No: 03	Date for review:	April 2021
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Record Significant Hazards	Person(s) at Risk	Existing control measures (ECM)	Initial Risk Rating With ECM			Additional Control Measures (ACM)	Residual Risk Rating With ACM			Additional Information
			L	S	R		L	S	R	
Provide details. E.g. 'Slips, trips and falls' say how they might occur. E.g. Uneven surfaces, slippery surfaces, poor housekeeping etc.	Who might be harmed	Detail existing control measures. These are the controls that are currently in place	L – Likelihood S – Severity R – Risk	Identified through periodic review of the risk assessment. Detail any additional control measures needed to eliminate hazard completely or minimise risk to acceptable level. (Include these in the H&S Management Cycle)			L – Likelihood S – Severity R – Risk	Cross Reference & Additional Information e.g. ACoP, COSHH Assessment		
Infection of Covid 19 through exposure to Corona Virus whilst on College Grounds can occur as a result of: <ul style="list-style-type: none"> • Direct Transmission - Through close contact with persons with C-19 who are sneezing and coughing. • Indirect Transmission – Through touching contaminated surfaces and transferring that to 	(B) Students (A) Staff (D) Visitors (C) Contractors	<ul style="list-style-type: none"> • All persons advised that if they have the symptoms of Covid-19 then they must not come into the college and must self-isolate. • All persons advised that if a member of their household has symptoms or has been diagnosed then they must not come to the college and must self-isolate. • Meetings to be held virtually wherever possible. • Where staff can work from home then they should. 	3	3	9	<ul style="list-style-type: none"> • Continued review of best practice and advice from PHE and NHS to inform updates on control measures are in place and communicated to staff and students regularly through our website, POL and through our Covid-19 Working Group. • Overall numbers of students to be assessed in line with maximum class numbers, zoning, segregation, timetabling and staggered starting times. 	2	3	6	<ul style="list-style-type: none"> • Government guidance on Coronavirus controls • Covid-19 secure posters. • Department and Curriculum specific RA's • Social Distancing Policy

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<p>your face via your hands.</p> <ul style="list-style-type: none"> • Symptomatic persons entering the College. 		<ul style="list-style-type: none"> • Virtual learning to be effectively delivered on line wherever possible. • Hand Washing information and the provision of additional handwash stations provided throughout the college in key locations. • Regular enhanced cleaning of high contact surfaces in place using cleaning products with a minimum 60% alcohol content or matching the EN standard 14476 for viricidal activity (D10 cleaner or similar to the manufacturers dilution guidance). • Stringent Social Distancing measures applied. 2 metres apart supported by signage and supervision. • Where Social Distancing is not possible (such as practical assessments) but the work is necessary consideration is taken to limit work to no more than 15 minutes, individuals to work side on or facing away from each other and not face to face or use of mobile screens. • Signage on entry points to the college buildings includes advice on Washing hands, Social Distancing and PPE application. • Room capacity (Classrooms, toilets and office spaces) has been assessed and clearly labelled. 			<ul style="list-style-type: none"> • RA to be displayed on College Website so all staff and students are aware of the controls in place • Student, Staff and Visitor Core Expectations declaration issued and signed as part of an enhanced Covid-19 Induction process before attending College. • Covid-19 cleaning packs in classrooms. Desks wiped down before and after class. • Covid-19 Information packs provided via our website to Parents, Students and Staff to advise them of what to expect when attending the College. 			<ul style="list-style-type: none"> • Hygiene Policy • Self-Isolation Procedure
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		<ul style="list-style-type: none"> • Rooms including classrooms and offices are designed and set out to ensure 2 metre distance is kept between work stations. • Queueing protocols for entry to busy rooms are in place and include control of entry and exit points to limit numbers, visual 2 metre aids in place to maintain distance whilst queueing and where possible a one way in and one way out system is in place and enforced. • Windows to be kept open where possible to facilitate air exchange. • Air recirculation systems modified to prevent recirculation through buildings. • Review of cohort use of the college and staggered access to the college carried out. • Consideration taken to segregate the cohorts through time (Daily, Weekly, bi-weekly rotations). • Consideration taken to segregate the cohorts through Distance (Different cohorts kept to specific areas and no mixing allowed). • Consideration taken to segregate the cohorts through Distance Learning (Identify those courses that can be – in whole or in part – delivered on line) thereby reducing Student numbers attending the college grounds. 								
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		<ul style="list-style-type: none"> • Where students access the college using college buses, then strict social distancing must be maintained and a statement received from the service provider ensuring they will control this. • College Mini Buses reviewed and numbers of passengers limited through signage and barriers preventing access to certain seats. • Where travel to external learning environments is required then the use of private vehicles (single occupancy) should be encouraged over the use of the College Mini buses. • Consideration of the use of mini buses to be made in conjunction with an assessment of need for that travel. • Plexi glass to be used in customer facing positions, such as Reception, Canteen and Snack shop. • Large gatherings of diverse peoples to be limited and assessed in advance (Open Days, Sports events etc) • Identify and promote one-way systems through the college buildings to maintain social distancing. • Review of Residences carried out and capacity limited. Households defined and communicated. 								
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			<p>• Where advised the College will close and go into lockdown to prevent the spread of Covid-19.</p>							
<p>Infection of Covid 19 through exposure to Corona Virus can occur as a result of:</p> <ul style="list-style-type: none"> • A person becoming ill whilst at the college and transmitting it Directly or Indirectly to those who are in close and prolonged contact with them. • Direct transmission through aerosolising coronavirus during the flushing of toilets. 	<p>(B) Students (A) Staff (D) Visitors (C) Contractors</p>	<ul style="list-style-type: none"> • Where non-residence pupils or staff become ill whilst at the college, they will be led to an isolation room if awaiting transport home to self-isolate. • In all instances call 111 or NHS to receive further advice as soon as possible. • Should an isolation room be in use then signage on the door of isolation rooms include advice on PPE required to enter and if the room is occupied. • After calling 111 or NHS the individual should then return to their household to self-isolate • Isolation rooms after having been occupied by a suspected C19 case are treated as contaminated. The door is locked and no entry signs with start and end date placed on the door. Entry only permitted after 72 hours for a cleaning detail wearing gloves, masks and plastic apron. • The room is thoroughly cleaned and disinfected after which the 	2	3	6					

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		<p>room can be reused for isolation purposes.</p> <ul style="list-style-type: none"> • Where the suspected case is a resident then they must be isolated within their room of residence. The staff and the remaining residents who are part of the residents Household will be contacted and advised to self-isolate for 14 days in their rooms and await advice from NHS regarding testing. • In the absence of testing then the "Household" must remain self-isolated for 14 days. • Should a case or cases escalate as far as severity then the NHS should be contacted and their advice followed. • Particular care should be given to any persons that identify as being in the BAME group who statistically are more susceptible to the serious symptoms of C-19. • Signage in all toilets will advise people to close toilet lids before flushing. • Where advised the College will close • Test, Track and Trace will inform impact of any Covid-19 confirmed cases in the College. 								
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<p>Closure of the College can occur as a result of:</p> <ul style="list-style-type: none"> Confirmed multiple cases of Covid-19 Government advice following confirmed cases of Covid-19 at the College or in the general population 	(B) Students (A) Staff (D) Visitors (C) Contractors	<ul style="list-style-type: none"> Existing College Coronavirus closure protocols are in place and regularly reviewed Communication strategy in place 	2	4	8	<ul style="list-style-type: none"> Business Continuity Plans in place and regularly reviewed to ensure procedures are adequate and impact on BAU is minimised 	2	3	6	
Health, Safety & Compliance Manager:	Edd Sarasketa	Signature:				Date:				
Deputy Principal:		Signature:				Date:				
Principal:		Signature:				Date:				
Chair of Governors:		Signature:				Date:				

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