

Risk Assessment

Task: Managing exposure to Coronavirus at Plumpton College

Curriculum Area: All College Grounds

Department: All

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. Following update from the Government on 2nd July 2020 telling FE institutions to accept All Learners from September, and applying the assumption that there is a reasonable risk that cases will increase through the winter months, this RA is designed to take the reasonably foreseeable view that maintaining the controls put in place originally prior to the Governments update on the 2nd July, is the correct and proportionate response to manage the risk posed by Corona Virus during the winter months to as low as reasonably practicable. New more transmissible variant of the Coronavirus has been identified in December 2020. A review of existing guidance and controls has not identified a significant change in our mitigations. LFD testing regime is to be rolled out in January 2021 for staff and from 8th March for Students. Home test kits will then be issued to all staff and students. This signifies a more proactive response in identifying, testing and isolating cases within the college. A separate RA for testing will be completed prior to testing commencing.

Related risk assessments:

Curriculum and Department specific RA's will be developed by Subject Matter Experts to supplement this College wide RA.

Date of assessment:

04/01/2021

Version No: 10

Date for review:

April 2021

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	(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. 	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 	2	3	6	<ul style="list-style-type: none"> Government guidance on Coronavirus controls

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<p>College Grounds can occur as a result of:</p> <ul style="list-style-type: none"> • Direct Transmission - Through close contact with persons with C-19 who have the symptoms or maybe asymptomatic. • Indirect Transmission – Through touching contaminated surfaces and transferring that to your face via your hands. • Symptomatic persons entering the College. 		<ul style="list-style-type: none"> • 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. • 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 				<p>communicated to staff and students regularly through our website, POL and through our Covid-19 Working Group.</p> <ul style="list-style-type: none"> • Overall numbers of students to be assessed in line with maximum class numbers, zoning, segregation, timetabling and staggered starting times. • 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. • Those considered to be Clinically Extremely Vulnerable should shield themselves as per Government Guidelines. From 1st August 2020, Government has advised that shielding is paused and this group can return to work to a Covid secure work place but they must strictly follow Social Distancing whilst at work. 			<ul style="list-style-type: none"> • Covid-19 secure posters. • Department and Curriculum specific RA's • Social Distancing Policy • Hygiene Policy • Self-Isolation Procedure • Class room opening and closing instructions
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		<p>and not face to face or use of mobile screens or face shields.</p> <ul style="list-style-type: none"> • 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. • Rooms including classrooms and offices are designed and set out to ensure social distancing is maintained. • 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 			<ul style="list-style-type: none"> • People who identify as BAME are more susceptible to Covid-19 and should follow strict Social Distancing whilst at work. • Promotion of good respiratory hygiene – “Catch it, bin it, kill it”. • Hands must be washed before putting on a face covering. • Face covering must fit the user correctly so that it covers the nose and mouth and so it doesn’t need to be adjusted. • Before removing a face covering the hands should be washed first, then the covering removed using the straps around the ears. Do not grab the front of the face covering at any time. It should then be pulled from the face and placed in a plastic bag. • Face coverings should be washed frequently with soap and water. • In enclosed spaces, where social distancing is difficult and where it isn’t possible to avoid people who are not from your household or your support bubbles, then the College encourage people to consider the use of face coverings as an additional control measure. • Classrooms seating to be kept @ 1.1 metres apart. • Tutors to maintain 2 metre distance within class rooms. 				
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		<p>(Different cohorts kept to specific areas and no mixing allowed).</p> <ul style="list-style-type: none"> • 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. • Where students access the college using college buses, then strict social distancing must be maintained and Face Coverings to be worn. 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. Face Coverings should be worn by all occupants and windows kept open – No students to use the front 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. • Where students choose to provide a lift for other people then all occupants should wear Face Coverings • Consideration of the use of mini buses to be made in conjunction 			<ul style="list-style-type: none"> • Seating registers to be kept to minimise close contact needing to isolate. • Government advice has been updated to require Students to wear face coverings in class rooms as well as all common areas where social distancing can't be maintained. 				
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		<p>with an assessment of need for that travel.</p> <ul style="list-style-type: none"> • 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. • Where advised the College will implement a controlled lock down procedure to prevent the spread of Covid-19. • Contact details for staff, students and visitors will be kept to allow contact and tracing should it be necessary. 								
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	
<p>Infection of Covid 19 through exposure to Corona Virus can occur as a result of:</p>	<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. 	2	3	6	<ul style="list-style-type: none"> • Windows to be kept open to promote ventilation when rooms are in use. • Where fire doors are wedged open to combat the transmission of 				

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<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 aerosols in the air 		<ul style="list-style-type: none"> • 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 room can be reused for isolation purposes. • 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. 				<p>Corona Virus through improved ventilation, in the event of a fire or when the room is being vacated then the last person out of the room must remove the wedge and ensure the door closes.</p>				
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			L	S	R		L	S	R	
		<ul style="list-style-type: none"> 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. Air extraction systems to be fitted where natural ventilation is not possible. Where advised the College will close Test, Track and Trace will inform impact of any Covid-19 confirmed cases in the College. Contact details for staff, students and visitors will be kept to allow contact and tracing should it be necessary. 								
<p>Closure of the College can occur as a result of:</p> <ul style="list-style-type: none"> Confirmed multiple cases of Covid-19 	(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	



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- Government advice following confirmed cases of Covid-19 at the College or in the general population

- The College will respond to any local lockdowns that affect it and will communicate plans to staff and students in a timely fashion.

Health, Safety & Compliance Manager:	Edd Sarasketa	Signature:		Date:	12/06/2020
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				

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