



## GENERAL RISK ASSESSMENT FORM Version 6.3 (26/11/20)

<p>a. Dept assessment no. College All Areas/ All Departments</p> <p>c. Date first prepared: May 2020</p> <p>e. Dates of previous reviews Five previous reviews – 21/05/20, 28/05/20 and 02/06/20, 04/06/20 and 27/07/20</p>	<p>b. Overall Assessment number</p>	<p>c. Initially prepared by Robert Worsley using the publication <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> And <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> Updated on 9<sup>th</sup> July 2020 using the Government publication <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term">https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term</a> <b>Please note that this risk assessment has been written to ensure that everyone working at the College or using the College's facilities are treated fairly and are not subjected to discrimination on the basis of their age, disability, gender identity, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.</b></p>
<p>f. Date of this current reviewed version: Ongoing</p>		<p>g. Prepared by: Robert Worsley</p>
<p>h. Date next review due (Must not exceed one year from date of previous assessment)  (Note: Date might be sooner if circumstances change and assessment therefore no longer valid)</p>		<p>November 2021</p>
<p>i. Manager approval of current version</p>	<p>Name: James Butterfield  Department: Estates and Site Services</p>	<p>Date: 26/11/20</p>
<p><b>Note: The line manager is accountable for the risk assessment and is responsible for monitoring any related action plan. He/she must inform the Health &amp; Safety Officer when the action plan has been completed</b></p>		
<p>j. H&amp;S Officer approval of current version</p>	<p>Name: Robert Worsley</p>	<p>Date: November 2020</p>
<p>k. Has a Further Control Measures Action Plan been prepared in relation to this Risk Assessment</p>		<p>No (If Yes, see 8. Below)</p>
<p>l. Completion confirmed by manager:</p>	<p>Name:</p>	<p>Date:</p>
<p>m. Completion confirmed by H&amp;S Officer:</p>	<p>Name:</p>	<p>Date: 25/11/20</p>

1. Operations covered by this assessment :-

- Travelling into College
- Entering the College via the front entrance,

- Obtaining food from the Food Court/ vending machines etc,
- Moving around college to lessons/ break times/ leaving site etc,
- Using classrooms/ IT rooms/ laboratories / workshops/ salons and kitchens
- Using Staffrooms and Offices
- Using College Toilet Facilities.
- Carrying out First Aid or using the First aid facilities
- Evacuating the building in the event of a fire evacuation procedure
- Allowing visitors onto the College site
- Dealing with enquiries in LRC and student Services
- Using the Vaping and Smoking Areas
- Mental Health issues.

**2. Details of any person(s) specifically at risk**

- Key Staff
- Students
- Visitors
- Cleaners
- Contractors
- Vulnerable groups – *Elderly, Pregnant workers, those with existing underlying health conditions*
- Anyone else who physically comes in contact with you in relation to your business

**Currently persons in the following categories cannot attend College**  
**Clinically extremely vulnerable young people and adults**

3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
1) The spread of <b>Covid-19 Coronavirus</b> whilst travelling into College	<p><b>Close contact with others that may carry the virus.</b></p> <p><b>Exposure to virus is increased unless appropriate standards of cleaning &amp; disinfection are in operation which may be unknown.</b></p>	<ul style="list-style-type: none"> <li>• <b>Encourage staff and students to avoid the use of public transport if they can</b>, if they have to, inform them to travel off-peak, by allowing them into College at staggered times (convenient to them if possible). And use contactless payments if possible</li> <li>Wear face covering – 3 ply mask and stand away from other passengers. Conditions of travel on public transport are not in force for Local Authority transport although students will be encouraged to sanitise hands, wear masks and spread out where possible</li> <li>To facilitate travel by bikes, reduction in the price of Bicycle Pods at the College (currently £10)</li> </ul>	5	2	5 x 2	<b>10 (low)</b>

		<p>is being considered and the Cycle to work purchase scheme is being relaunched by the College – see:- <a href="https://www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance">https://www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance</a></p> <ul style="list-style-type: none"> <li>• <b>Encourage staff and students to cycle into College</b> – reminding them to try to maintain maintaining a minimum 2-metre (6.5 foot) gap between adjacent persons whilst when approaching or passing other pedestrians or waiting at crossings and traffic lights.</li> <li>• <b>Reminding staff and students</b> to wash hands before and after cycling, travelling by public transport etc. Ensuring they wash for at least 20 seconds with warm water and soap and the remind them of the importance of proper drying.</li> <li>• <b>Encourage staff and students to avoid travelling by car</b> with other passengers (outside of their household) if possible and keep the car well ventilated.</li> <li>• <b>On arrival at the College park away from other vehicles if possible</b>, and the use of the car parking ticket machine has been suspended (as a temporary measure until the start of the new academic year) to prevent cross contamination.</li> <li>• <b>At the start of the new Academic Year when the car parking management company ( CP Plus Ltd) restart</b> their contract at college, they will be required to periodically clean keyboards using antiseptic wipes. British Parking Association (BPA) compliant signs showing safe use of the machines have been displayed on each pay station Additionally staff will be encouraged to register for annual passes, and College students (who have no access to the annual pass scheme) will be encouraged to purchase multiple tickets at start of week.</li> </ul>				
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3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
2) The spread of Covid-19 Coronavirus whilst entering the College via the front entrance.	Close contact with others increases risk of virus transmission through lack of social distancing or coming into contact with surfaces that have not been cleaned.	<ul style="list-style-type: none"> <li>• <b>One way system/ barriers in place</b> to prevent contact between persons entering and leaving the College. To facilitate the smooth operation of the one way systems, when entering the college and (and whilst moving around the campus) all staff and students will have been familiarised with the new adopted systems by communications from the management team. <b>Which are shown in the new College Site Plan shared on 28<sup>th</sup> May 2020.</b></li> <li>• <b>Social Distancing</b> – maintaining a minimum 2-metre (6.5 foot) gap where possible between adjacent persons whilst queuing (distance recommended by the Public Health England (PHE). Staff members including the Caretaking Team and the Student Liaison Officer will be involved in the supervising people entering the building.</li> <li>• <b>A contactless antimicrobial hand gel station</b> - located in multiple area around the reception (and continuously topped up by KGB cleaners and ready for use.) Situated in the entrance for persons entering the College.</li> <li>• <b>All KGB Cleaners</b> – have been briefed on cleaning methods post <b>COVID -19</b> in a non-healthcare setting from the Government Advice Link found at:- <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> <b>Further guidance is promised before start of autumn term</b></li> <li>• <b>Cleaning by KGB Cleaners</b> – one cleaner constantly allocated per College floor level to clean and disinfect objects and surfaces that are touched regularly particularly in this area of high use. Items such as door handles, light switches in the entrance, the reception area screens and especially the barrier card points, using appropriate cleaning products (Including <b>Selden, Selgiene Extreme</b> Viricidal, Antibacterial Disinfectant and <b>Selden spray and wipe with bleach</b>) and methods, for</li> </ul>	5	2	5 x 2	<b>10 (low)</b>

		<p>example by altering the cleaners shift patterns to give greater overall cover.</p> <ul style="list-style-type: none"> <li>• <b>Perspex screens</b> installed to the front of the reception area to provide a physical barrier between the receptionist and any visitor entering the building and requiring assistance</li> <li>• <b>Locking off</b> the two barriers in the centre of the four barriers which form the entrance route, to ensure social distancing.</li> <li>• <b>Locking off</b> the central barrier in the centre of the three barriers which form the exit route, to ensure social distancing.</li> <li>• <b>Staggering student and staff arrival times</b> taking into account Local Authority transport solutions– to minimise crowding, waiting times and demand on resources and reduction of possible ‘pinch point’.</li> <li>• <b>Supervision of queue</b> – to ensure adherence to social distancing, prevent queue jumping, congregation of people etc.</li> <li>• <b>Any staff or students attempting to enter the College building</b> with noticeable <b>Covid-19 Coronavirus</b> signs and symptoms to be turned away by the supervisor of the queue.</li> <li>• <b>Clear pre-communication</b> to all those planned to attend site to not attend if experiencing symptoms, and highlighting the above measures in place to ensure compliance. All College users will be reminded prior to travelling to Campus (via information available online) that they must not even set off on the day if they have symptoms such as: - <ul style="list-style-type: none"> <li>• <b>a high temperature</b></li> <li>• <b>a new, continuous cough</b></li> <li>• <b>loss or change to their sense of smell or taste.</b></li> </ul> </li> <li>• <b>Communication via social media and the College Website to include behaviour</b> ‘etiquette’ for students coming onto college campus (no spitting etc.)</li> <li>• <b>The use of contactless waste bins situated in the reception area</b> – in order to minimise the risk of cross contamination.</li> </ul>				
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			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p><b>3) The spread of Covid-19 Coronavirus</b> whilst obtaining food from the Food Court/ vending machines etc.</p>	<p><b>Mixing with others increases risk of transmission between asymptomatic carriers.</b></p> <p><b>Coming into contact with surfaces such as counters, cash handling, food packaging, and key pads where insufficient cleaning regime is in place.</b></p>	<ul style="list-style-type: none"> <li>• <b>Social Distancing</b> - reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap where possible as recommended by the Public Health England (PHE).</li> <li>• <b>Perspex screens</b> installed to tills and between the tills in order to provide a physical barrier between the two till operators and any customers paying for their food.</li> <li>• <b>One way system/ barriers in place</b> to prevent contact between persons buying food from the food court. One way system marked clearly using floor signage.</li> <li>• <b>Staggering usage times-</b> to minimise crowding, waiting times and demand on the catering facilities and reduction of a possible 'pinch point'.</li> <li>• <b>A 'grab, pay and go' system</b> in place where the food available are placed (by staff) into a cardboard containers ready to go, also the choice of foods available (on the menu) is limited to ensure customer turnover is quicker and more efficient.</li> <li>• <b>Cooking and food preparation reduced to an absolute minimum.</b> Staff replenish the food rather than serve the customers (a self-serve system). There are also limited staff working behind counters and tills.</li> <li>• <b>Kitchen and Canteen Staff complete</b> a daily health declaration on a daily to confirm that they are fit and well</li> <li>• <b>Implementation of 'cash' free payment methods only</b> by customers in order to minimise the possible transfer of covid 19 between till operator and customers.</li> <li>• <b>The availability and voluntary wearing of Disposable gloves by till operatives</b> - order to minimise the possible transfer of covid 19 whilst dealing with customers' money. All staff in the catering team have been made fully aware of the drawbacks of wearing gloves i.e. complacency, reduced reliance on hand washing etc. so hand sanitizer is available for till operators at the till points</li> </ul>	5	2	5 x 2	<b>10 (low)</b>

		<ul style="list-style-type: none"> <li>• <b>Ongoing cleaning by Canteen Staff</b> - the frequent cleaning and disinfection of objects and surfaces that are touched regularly, particularly by them during food preparation in the food court and restaurant areas.</li> <li>• <b>All KGB Cleaners</b> – have been briefed on cleaning methods post <b>COVID -19</b> in a non-healthcare setting, from the Government Advice Link found at:- <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• <b>Cleaning by KGB Cleaners</b> – one cleaner constantly allocated per College floor level to clean and disinfect objects and surfaces that are touched regularly particularly in these areas of high use. Items such as door handles, light switches in entrance, the reception area screens and especially the barrier card points using appropriate cleaning products (Including <b>Selden, Selgiene Extreme</b> Viricidal, antimicrobial I Disinfectant and <b>Selden spray and wipe with bleach</b>) and methods, for example by altering the cleaners shift patterns to give greater overall cover. <b>Also the ongoing and continual cleaning of the outer surfaces/ control panels of the Vending Machines and Water Fountains throughout the college.</b></li> <li>• <b>Hand Washing</b> - hand washing facilities with soap and hot water in place for Catering staff. Stringent hand washing taking place and paper towels/hand dyers for drying of hands. Employees reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying.</li> <li>• <b>Antimicrobial hand gel station</b> located at food court queuing area (continuously topped up by KGB cleaners and ready for use).for people using the Catering Facilities.</li> <li>• Planned phased opening of catering outlets from w/c 24<sup>th</sup> August for the food court followed by Coffee Shop and Construction café ready for the start of new term on Monday 7<sup>th</sup> September</li> <li>• <b>The removal of the majority of tables and chairs</b> in Central Point to discourage congregations.</li> </ul>				
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			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p><b>4) The spread of Covid-19 Coronavirus by staff/students whilst moving around college to lessons/ break times/ leaving site etc.</b></p>	<p><b>Mixing with others increases risk of transmission between asymptomatic carriers at times of high footfall or overcrowding at any pinch points.</b></p> <p><b>Contamination of surfaces that college users may touch such as window sills, door handles, and bannisters could cause virus to be transferred.</b></p> <p><b>Poor hand hygiene increases risk of transference.</b></p>	<ul style="list-style-type: none"> <li>• <b>Social Distancing</b> - reducing the number of persons in corridors and walkways to comply with the 2-metre (6.5 foot) gap where possible recommended by the Public Health England (PHE).</li> <li>• <b>Staggering break times</b> - to minimise crowding on corridors, stairwells and the lift to reduce crowding and reduction of possible 'pinch points'. Staff members to supervise the student movement in corridors to preventing students from congregating in restricted areas etc.</li> <li>• <b>Minimal occupancy of the lift at all times</b>, ideally restricting its occupancy to just one person (with certain exceptions for carers etc.) Encouraging staff and students to use of stairwells instead of the lift if at all possible. Restricting lift passes to a minimum.</li> <li>• <b>Antimicrobial hand gel stations</b> sited at the side of the lift controls at each floor level and in specific locations around the building outside classrooms/ staffrooms.</li> <li>• <b>A one way system on the main stairwell (and all other stairwells)</b> - formally enforced with tape marking lines halfway along each step and directional arrows installed at suitable intervals on the stairwell (landings etc.). Enforcing that students and staff walk up on the left hand side of the stairs and descend on the right hand side of the stairs (when looking up from the bottom step).</li> <li>• <b>Tutors moving between classrooms (to their students) and timetabling students to stay in the classrooms</b> – to minimise pedestrian's movement.</li> <li>• <b>The timetabling and teaching of outdoor activities</b> where the structure of the lesson allows and if the weather is suitable. I.e. By Next steps, UPS and Sports</li> <li>• <b>Keeping Fire doors open (using Dorguards and magnets)</b> – to reduce continual hand contact.</li> <li>• <b>All KGB Cleaners</b> – briefed on cleaning methods post COVID -19 in a non-healthcare setting from the</li> </ul>	5	2	5 x 2	<b>10 (low)</b>



		<p>Government Advice Link found at:-  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <ul style="list-style-type: none"> <li>• <b>Cleaning by KGB Cleaners</b> – one cleaner constantly allocated per College floor level to clean and disinfect objects and surfaces that are touched regularly particularly in this area of high use. Items such as door handles, light switches, inside of the lift, cleaned using appropriate cleaning products (Including <b>Selden, Selgiene Extreme</b> Viricidal, Antibacterial Disinfectant and <b>Selden spray and wipe with bleach</b>) and methods, for example by altering the cleaners shift patterns to give greater cover.</li> <li>• <b>One way system for staff/students moving from Central Point to D Block/Media/Construction</b> – students travelling to D Block/ Construction/Media guided through the Gateway into media/ construction.</li> <li>• Students/staff travelling the other way from media/construction directed out of the fire door at the side of stores/ moving outside past the MUGA and inside via the automatic door into Central Point.</li> <li>• <b>Signage</b> to remind students/staff of the one way route.</li> <li>• <b>One way system into the Learning Resource Centre (LRC)</b> – entrance via main entrance from central point and exit via main fire exit door. Signage to remind students/staff of the one way route.</li> <li>• <b>The use of contactless waste bins situated in the communal areas/ corridors</b> – in order to minimise the risk of cross contamination.</li> <li>• <b>The use of General signage</b> reinforcing messages all around the site</li> <li>• <b>Clear pre-communications with students attending site</b> about behaviour expectations and review of student behaviour policies to reflect Covid19 scenario.</li> <li>• <b>All soft furnishing chairs/and sofas usually situated on landings on stairwells etc. (which cannot be kept clean)</b> have been replaced where practicable with seminar chairs which being scotchguard impregnated and therefore can be cleaned and disinfected easily.</li> </ul>				
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3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p><b>5) The spread of Covid-19 Coronavirus by staff/students whilst</b> using classrooms/ IT rooms/ laboratories/ workshops/ salons and kitchens</p>	<p><b>Mixing with others increases risk of transmission between asymptomatic carriers.</b></p> <p><b>Failure to clean and disinfect surfaces &amp; equipment / ventilate rooms.</b></p> <p><b>Learning activities may require close contact, sometimes physical contact between fellow students and or staff for assessment or demonstration purposes.</b></p> <p><b>Room set ups and benching may not allow required social distancing.</b></p> <p><b>Sharing of resources such as IT files, equipment may cause transference of virus.</b></p> <p><b>Poor hand hygiene increases risks of transference.</b></p>	<ul style="list-style-type: none"> <li>• All staff and Students to follow the Governments HANDS, FACE and SPACE key behaviours guidance (Issued 9<sup>th</sup> September 2020) <a href="https://www.gov.uk/government/news/new-campaign-to-prevent-spread-of-coronavirus-indoors-this-winter">https://www.gov.uk/government/news/new-campaign-to-prevent-spread-of-coronavirus-indoors-this-winter</a></li> <li>• <b>Reducing Occupancy</b> – allowing any staff to continue to work from home if practical. Use of google meet, teams,</li> <li>• <b>Reducing contacts and mixing</b> – between students and staff by creating wherever possible distinct groups (or bubbles) of students and then keeping these students separate from other groups as much as possible – in order to reduce the risk of COVID19 transmission.</li> <li>• <b>Keeping established groups or bubbles</b> – separate by staggering lunch breaks, start and finish times, also by bringing different groups of students into College at different times of day i.e. mornings and afternoons or bringing them into College on different weekdays altogether.</li> <li>• <b>Social Distancing</b> –trying to maintain social distancing in classrooms to comply with the 1-metre (3.2 foot) gap recommended by the Public Health England (PHE). Maintaining a 2-metre (6.5 foot) gap between the lecturer and the students as much of the time as is practical.</li> <li>• <b>Timetabling to avoid different bubbles or groups of students leaving classrooms etc</b> at the same time and creating large gatherings of people in communal areas.</li> <li>• <b>Tutors moving between classrooms (to their students) and the timetabling of students to remain in their classrooms between different lessons</b> – to reduce pedestrian movement and gatherings in corridors in order to diminish potential contacts and transmissions.</li> <li>• <b>2m gap markings of the floors/skirting boards in the corridors outside classrooms</b> - to ensure that students waiting to enter the room comply with the 2-</li> </ul>	5	2	5 x 2	<b>10 (low)</b>

		<p>metre (6.5 foot) gap where possible recommended by the Public Health England (PHE).</p> <ul style="list-style-type: none"> <li>• <b>Ensuring that the classroom and workshop/salon and kitchen occupancy rates</b> are never above the 'maximum recommended occupancy rates' but are kept as low as possible beneath it, in order to facilitate social distancing and to reduce transmission by limiting student to student and student to staff contacts.</li> <li>• <b>Enhancing the possibility to socially distance in classrooms and workshop/salons and kitchens</b> by removing any unnecessary furniture</li> <li>• <b>Organising desks in rows and columns</b> – and ensuring that learners are seated side by side and facing forwards towards the front of the room (and not face to face) in order to prevent transmission</li> <li>• <b>All KGB Cleaners</b> – have been briefed on cleaning methods post <b>COVID -19</b> in a non-healthcare setting from the Government Advice Link found at:-  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• <b>Cleaning by KGB Cleaning Staff</b> one cleaner constantly allocated per College floor level to clean and disinfect objects and surfaces that are touched regularly particularly in this area of high use. Items such as door handles, light switches, cleaned using appropriate cleaning products (Including <b>Selden, Selgiene Extreme Viricidal, Antimicrobial Disinfectant and Selden spray and wipe with bleach</b>) and methods, for example by altering the cleaners shift patterns to give greater overall cover.</li> <li>• <b>Providing students (studying mathematics)</b> - with cleaned mathematical instruments (protractors etc.) on their desks to prevent excess student movement and 'mingling with peers' breaking the 2-metre distancing rule.</li> <li>• <b>Prevention of Students sharing equipment such as pens, pencils, rules, erasers, calculators, etc.</b> If <u>unavoidable</u> students given disinfected items to borrow and then these must be returned in same disinfected condition.</li> </ul>				
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		<ul style="list-style-type: none"> <li>• <b>Providing students (i.e. in construction)</b> - with cleaned tools and equipment located at their work stations on their desks to prevent excess student movement and 'mingling with peers' breaking the 2-metre distancing rule.</li> <li>• <b>Cleaning of equipment by students as they leave the classroom</b> – especially the frequent cleaning and disinfection of keyboards, laptops and mice, objects and surfaces that are touched regularly particularly such as pencils, mathematical instruments workshop equipment, tools, scissors and other salon equipment, kitchen utensils and facilities provided by the college</li> <li>• <b>Wall mounted antimicrobial hand gel stations</b> sited in every classrooms etc. Reminding all students to clean hands both on entry and exit from the classrooms.</li> <li>• <b>Ensuring suitable classroom ventilation</b> – making sure that all rooms with Air conditioning (AC) or air handling units (AHU) are working at nominal speed at least 2 hours before the rooms become occupied and remain switched on at lower speed continually. When occupied ensuring a minimum five air changes per hour. All AHU's using 100% external air source (not recycling classroom air) All rooms with or without mechanical ventilation 'aired' with by opening external windows daily. All rooms without mechanical ventilation ventilated by opening windows if practical, and trickle vents in every room open all of the time.</li> <li>• <b>Ensuring that PC users in all IT Rooms and Laboratories</b> are seated side by side and facing away from each other (and not face to face) in order to prevent transmission.</li> <li>• <b>Use of Corex Screens between PC Stations</b> for stations where the occupants would be facing each other, to ensure a physical barrier between occupants.</li> <li>• <b>Ensuring Tutors take seating plans</b> of all lessons to facilitate track and trace if required at a later date.</li> <li>• <b>All College Staff issued with ID Badge Door Pulls</b> – to eliminate the requirement for them to touch door handles whilst opening doors</li> </ul>				
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		<ul style="list-style-type: none"> <li>• <b>Students and Staff to be reminded to catch coughs and sneezes in tissues</b> – Follow <i>Catch it, Bin it, Kill it</i> and to avoid touching face, eyes, nose or mouth with unclean hands whilst using classroom facilities.</li> <li>• <b>The use of contactless waste bins situated in the classrooms/ IT rooms/ laboratories/ workshops/ salons and kitchens</b> - in order to minimise the risk of cross contamination.</li> <li>• <b>All Teachers, Lecturers, Classroom Support Assistants etc.</b> to wear face coverings at all times when teaching or providing support to students. All have been given advice on the techniques required to keep their classes socially distanced as much as possible, to know that they must stick to the pre-set classroom layouts present in the teaching areas and not rearrange them. And to try to avoid 'face to face' close contact (within 1 metre) with their students when giving assistance, but to rely on 'side to side' methods and clear '<b>social distancing techniques</b>' at all times.</li> <li>• <b>Trying to ensure that all adults (Lecturers, Classroom Support Assistants etc) stay at the front of the classroom/workshop etc.</b> and maintain at least a 2-metre distance between each other to reduce the risk of adult to adult transmission.</li> <li>• <b>When requested</b> marking out, with hazard tape, a student 'exclusion zone' on the floor at the front of the Classroom to indicate where the tutor must remain (and students must not enter) through the duration of the teaching session.</li> </ul>				
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3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p><b>6) The spread of Covid-19 Coronavirus by staff whilst using Staff rooms and Offices</b></p>	<p><b>Mixing with others increases risk of transmission between asymptomatic carriers.</b></p> <p><b>Failure to clean and disinfect surfaces &amp; equipment / ventilate rooms.</b></p> <p><b>Certain areas within the staffrooms such as welfare areas are small and seating is predominantly soft furnished.</b></p> <p><b>Sharing of resources may transfer the virus.</b></p> <p><b>Poor hand hygiene causes increased risk of contracting virus.</b></p>	<ul style="list-style-type: none"> <li>• All staff to follow the Governments HANDS, FACE and SPACE key behaviours guidance (Issued 9<sup>th</sup> September 2020). <a href="https://www.gov.uk/government/news/new-campaign-to-prevent-spread-of-coronavirus-indoors-this-winter">https://www.gov.uk/government/news/new-campaign-to-prevent-spread-of-coronavirus-indoors-this-winter</a></li> <li>• <b>Reducing Occupancy</b> – allowing any staff to continue to work from home if practical. Use of google meet, teams, zoom, etc. to prevent face to face contact where possible.</li> <li>• <b>Staggering use of offices and staffrooms</b> – to keep occupancy numbers to a minimum</li> <li>• <b>Stopping the use of ‘Hot Desks’</b> – to ensure social distancing and preventing cross contamination.</li> <li>• <b>Enhancing the possibility to socially distance in these areas</b> by removing any unnecessary furniture</li> <li>• <b>Social Distancing</b> - reducing the number of persons in offices and staffrooms in order to comply with the 2-metre (6.5 foot) gap where possible as recommended by the Public Health England (PHE).</li> <li>• <b>One way systems into staffrooms that have two doorways</b> – both doorways clearly marked to ensuring pedestrians enter the room via one way into and out the second door to ensure minimal contact between staff.</li> <li>• <b>Wall mounted Antimicrobial hand gel stations</b> sited at the side of the office/ staffrooms. Reminding all staff to clean hands both on entry/exit from office or staffroom.</li> <li>• <b>Ensuring suitable staffroom/office ventilation</b> – making sure that all rooms with Air conditioning (AC) or air handling units (AHU) are working at nominal speed at least 2 hours before the rooms become occupied and that the units remain switched on at lower speed continually. When rooms are occupied ensuring a minimum five air changes per hour. All AHU’s using 100% external air source (not recycling staffroom air) All rooms with or without mechanical ventilation ‘aired’ with by opening external windows daily. All rooms without</li> </ul>	5	2	5 x 2	<b>10 (low)</b>

		<p>mechanical ventilation ventilated by opening windows if possible, and window trickle vents in every room open all of the time.</p> <ul style="list-style-type: none"> <li>• <b>All KGB Cleaners</b> – have been briefed on cleaning methods post <b>COVID -19</b> in a non-healthcare setting from the Government Advice Link found at:- <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• <b>Cleaning by KGB Cleaning Staff</b> one cleaner constantly allocated per College floor level to clean and disinfect objects and surfaces that are touched regularly particularly in this area of high use. Items such as door handles, light switches, cleaned using appropriate cleaning products (Including <b>Selden, Selgiene Extreme Viricidal, Antimicrobial Disinfectant and Selden spray and wipe with bleach</b>) and methods, for example by altering the cleaners shift patterns to give greater overall cover. Particular attention to the frequent and thorough cleaning of the door keypads used to allow access into the Staffrooms.</li> <li>• <b>Cleaning by staff as they enter and leave their Desk Space</b> – especially the frequent cleaning and disinfection of keyboards, laptops and mice, objects and surfaces that are touched regularly particularly such as pencils, mathematical instruments provided by the College etc.</li> <li>• <b>Use of Corex Screens between Work Stations</b> for staff facing each other, to ensure a physical barrier between occupants.</li> <li>• Individuals to be responsible for sanitising shared office equipment i.e. printers/ photocopiers for the other staff through the use of antibacterial wipes and encourage the use of smart stylus pens, to ensure social distancing.</li> <li>• <b>Prevention of the use of Office Welfare Areas</b> – ensuring staff bring their own lunches and eat at their desks or out of the office/staffroom.</li> <li>• <b>All College Staff issued with ID Badge Door Pulls</b> – to eliminate the requirement for them to touch door handles whilst opening doors.</li> </ul>				
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		<ul style="list-style-type: none"> <li>• <b>Staff to be reminded to catch coughs and sneezes in tissues</b> – Follow <i>Catch it, Bin it, Kill it</i> and to avoid touching face, eyes, nose or mouth with unclean hands whilst using Office/ Staffroom facilities.  <a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a></li> <li>• <b>All Teachers, Lecturers, Classroom Support Assistants etc.</b> using Office/Staffroom facilities to wear face coverings when away from their desks at all times <u>when practical</u> * subject to separate review taking place at the moment</li> <li>• <b>The use of contactless waste bins situated in all staffroom/ office areas</b> – in order to minimise the risk of cross contamination by having to touch bin surfaces.</li> </ul>				
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3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A	B	C	Action
			Severity	Probability	Risk rating (=A x B)	priority
7) The spread of Covid-19 Coronavirus by staff/students whilst using College Toilet Facilities.	<p>Close contact with others that may be carrying the virus without showing symptoms or poor personal hygiene.</p> <p>Exposure to virus is increased unless appropriate standards of cleaning &amp; disinfection are in operation.</p> <p>Transference from contaminated surfaces within washrooms such as handles, taps and sinks. Aerosolised fluids and/or liquids can be circulated by flushing toilets and electric hand dryers.</p> <p>Safe disposal of contaminated waste and PPE products.</p> <p>Overcrowding of facilities at peak times will impact on social distancing.</p>	<ul style="list-style-type: none"> <li>• <b>Staff told to use toilets nearest to their Office</b> – to keep usage numbers of the toilets (especially in high footfall areas) to a minimum.</li> <li>• <b>Staggering Break Times</b> – therefore reducing demand on toilet usage</li> <li>• <b>Social Distancing</b> - reducing the number of persons in offices and staffrooms in order to comply with the 2-metre (6.5 foot) gap where possible as recommended by the Public Health England (PHE).</li> <li>• <b>All KGB Cleaners</b> – have been briefed on cleaning methods post <b>COVID -19</b> in a non-healthcare setting from the Government Advice Link found at:- <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• <b>Cleaning by KGB Cleaning Staff</b> one cleaner constantly allocated per College floor level to clean and disinfect objects and surfaces that are touched regularly particularly in this area of high use. Items such as door handles, light switches, cleaning using appropriate cleaning products (Including <b>Selden, Selgiene Extreme Viricidal, Antimicrobial Disinfectant and Selden spray and wipe with bleach</b>) and methods, for example by altering the cleaners shift patterns to give greater overall cover. Also ensuring the restocking of the handtowels in dispensers</li> <li>• <b>Ensuring suitable toilet ventilation is operating</b> – making sure that all toilets with Air conditioning (AC) or air handling units (AHU) are working at nominal speed and working constantly. All external windows in toilet facilities kept closed at all times.</li> </ul>	5	2	5 x 2	<b>10 (low)</b>

		<ul style="list-style-type: none"> <li>• <b>All College Staff issued with ID Badge Door Pulls</b> – to eliminate the requirement for them to touch door handles whilst opening doors to vacate the toilet.</li> <li>• <b>Screening off every second sink (Male and Female Toilets) and Urinals (Male only)</b> to ensure social distancing.</li> <li>• <b>Instructing Staff and Students to flush toilets with a closed toilet lid</b> – to prevent the release of water droplets into the air. <b><i>Signage present to remind all users to flush toilet with the lid closed.</i></b></li> <li>• <b>Antimicrobial hand gel stations</b> sited at the side of the toilets. Reminding all students to clean hands both on entry and exit from the toilets.</li> <li>• <b>Communication to remind Staff and Students</b> – to clean toilet seats and flush handles after they have used a toilet.</li> <li>• <b>Hand Washing</b> - hand washing facilities with soap and hot water in place for all Staff and Students. Stringent hand washing taking place using paper towels for drying of hands. Employees/Students reminded on a regular basis (and by signage) to wash their hands for 20 seconds with warm water and soap and the importance of proper drying ideally using hand towels.</li> <li>• <b>The use of contactless waste bins situated in the toilets</b> – in order to minimise the risk of cross contamination.</li> </ul>				
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3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p><b>8) The spread of Covid-19 Coronavirus by staff/students whilst carrying out First Aid or using the First aid facilities</b></p>	<p><b>Coming into close proximity to a person requiring first aid treatment that may also be carrying the virus asymptotically or actually showing the recognised symptoms.</b></p> <p><b>Supply of required PPE and disposal of contaminated products.</b></p> <p><b>Transferring an under 18 student to hospital requires a chaperone which impacts on the college fleet as car is only safe for a driver and single passenger.</b></p>	<ul style="list-style-type: none"> <li>• <b>All first Aiders</b> – made aware of the St Johns Ambulance Guidance for dealing with a casualty during COVID 19 pandemic – found at <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></li> <li>• <b>All first aiders questioned to ensure that they are</b> – confident and happy to be in the role in the current climate.</li> <li>• <b>Duty First Aider kitted out with</b> – face mask (min F2 filter), Face Shield, Disposable Gloves and Apron. And given guidance on putting on and removing PPE from the following link: - <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a></li> <li>• <b>Duty First Aider</b> – supplied with antimicrobial gel sanitizer and first aid kit – following documented first aid procedure <b>HES2PP</b>.</li> <li>• <b>Use of Designated isolation/first aid room (Room BF57) for anyone suspected of having Covid-19,</b> anyone exhibiting the symptoms when on the college site. Symptoms include: - <ul style="list-style-type: none"> <li>• <b>a high temperature</b></li> <li>• <b>a new, continuous cough</b></li> <li>• <b>skin rashes,</b></li> <li>• <b>loss or change to their sense of smell or taste.</b></li> </ul> </li> <li>• Procedure is to isolate person immediately <b>into First Aid Room BF57</b>, Call NHS111 for guidance and for Covid-19 testing advice. Do not allow anyone to enter room, find out who that person has been in contact with straightway. <b>Use TRACK and TRACE system if available.</b> Any waste originating from suspected COVID-19 patient disposed of into clinical waste bin provided.</li> <li>• <b>Any College Staff who become aware that someone (lecturer/student etc.) has tested positive who has worked recently on the College site</b> – must inform either the College Human Resources Department or the</li> </ul>	5	2	5 x 2	<b>10 (low)</b>

		<p>College Health and Safety Officer so that the <b>local health protection team</b> can be contacted immediately – their address and phone number are:-  <b>PHE North East Health Protection Team,  Floor 2 Citygate, Gallowate,  Newcastle upon Tyne,  NE1 4WH  Tel is 0300 3038596</b></p> <ul style="list-style-type: none"> <li>• <b>No cardiopulmonary resuscitation (CPR) – mouth to mouth resuscitation</b> unless using a CPR Faceguard provided (CPR procedure is still discretionary to the individual first aider).</li> <li>• <b>First Aid Rooms (CG34 BF57 and AS52) - access restricted, and cleaned by KGB Cleaning Staff</b> - using appropriate cleaning products (Including <b>Selden, Selgiene Extreme</b> Viricidal, Antimicrobial Disinfectant and <b>Selden spray and wipe with bleach</b>) and methods, for example by altering the cleaners shift patterns to give greater overall cover.</li> <li>• <b>All KGB Cleaners</b> – have been briefed on cleaning methods post <b>COVID -19</b> in a non-healthcare setting from the Government Advice Link found at:-  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• <b>Ensuring Effective Hand Washing before and after dealing with a casualty</b> - hand washing facilities with soap and hot water in place for all Staff and Students. Stringent hand washing taking place and paper towels/hand dyers for drying of hands. Employees/Students reminded on a regular basis (and by signage) to wash their hands for 20 seconds with warm water and soap and the importance of proper drying ideally using hand towels.</li> <li>• <b>Any waste (Dressings, soiled cloths etc,)</b> placed into clinical waste bin provided.</li> <li>• <b>All accidents and incidents (including RIDDOR) reported through the College ‘Staffnet’ intranet</b></li> </ul>				
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		<p><b>system</b> – these are then documented and investigated by the Health and Safety Officer using normal procedures.</p> <ul style="list-style-type: none"><li>• <b>Use of taxis to transfer students and chaperones to hospital if parent/guardian is not available</b></li><li>• <b>No change to policy of calling an Ambulance should be called for emergencies.</b></li></ul>				
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3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p><b>9) The spread of Covid-19 Coronavirus by staff/students whilst</b> evacuating the building in the event of a fire evacuation procedure</p>	<p><b>Overcrowding and mixing of students and staff during evacuation and at muster points.</b></p> <p><b>Reduction in the number of Fire Marshals due to various absences.</b></p> <p><b>One way system due to social distancing may confuse staff and students.</b></p> <p><b>Overcrowding when re-entering the building following evacuation.</b></p>	<ul style="list-style-type: none"> <li>• <b>Postponement of any fire evacuation drills</b> – for the next six month (minimum)</li> <li>• <b>Ensuring new starting staff</b> are explained fully the fire evacuation procedures via a ‘desktop’ exercise during induction and that they are aware of any newly initiated one way systems around the campus.</li> <li>• <b>In the case of a ‘live’ fire alarm</b> – staff and students reminded to socially distance (as far as is reasonably practicable) at the fire assembly points. And if an all-clear staff and students allowed to re-enter the building in a slow and controlled manner to ensure social distancing.</li> </ul>	5	2	5 x 2	<b>10 (low)</b>

3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p><b>10) The spread of Covid-19 Coronavirus by visitors onto the College site</b></p>	<p><b>Unknown details of visitor transport. May not have been able to socially isolate.</b></p> <p><b>Visitor may have had virus, showing symptoms or be asymptomatic.</b></p>	<ul style="list-style-type: none"> <li>• <b>Visitors to enter site</b> – only if essential – none essential visitors discouraged from visiting the College. Any visitors coming to site having to wait for a period of time will be seated in the reception area on chairs made of a material which is easily cleaned and disinfected.</li> <li>• <b>Visitors to enter college via one way system</b> – as all other persons coming onto site.</li> <li>• <b>Visitors</b> – must sign in via the reception and must be greeted at reception by the person who is accompanying them whilst they are on the College site.</li> <li>• <b>Social Distancing requirements at all time</b> - in order to comply with the 2-metre (6.5 foot) gap where possible as recommended by the Public Health England (PHE).</li> <li>• <b>Visitor asked to use Antibacterial hand gel station</b> sited at the reception area.</li> <li>• <b>Authorisation by a member of Executive or Duty Manager</b> sought prior to any visit taking place.</li> </ul>	5	2	5 x 2	<b>10 (low)</b>

3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p><b>11) The spread of Covid-19 Coronavirus by staff/students whilst dealing with enquiries in LRC and Student Services</b></p>	<p><b>Face to face contact between staff and students could increase possibility transference of virus.</b></p> <p><b>Passing of resources – files, cards, vouchers etc between staff and students may transfer virus.</b></p>	<ul style="list-style-type: none"> <li>• <b>Social Distancing</b> – maintaining a minimum 2-metre (6.5 foot) gap where possible between adjacent persons whilst queuing (distance recommended by the Public Health England (PHE).</li> <li>• <b>Antimicrobial hand gel station</b> at LRC reception and Student Services (continuously topped up by KGB cleaners and ready for use).</li> <li>• <b>All KGB Cleaners</b> – have been briefed on cleaning methods post <b>COVID -19</b> in a non-healthcare setting from the Government Advice Link found at:- <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• <b>Cleaning by KGB Cleaners</b> – one cleaner constantly allocated per College floor level to clean and disinfect objects and surfaces that are touched regularly particularly in this area of high use. Items such as door handles, light switches in entrance and reception areas cleaned using appropriate cleaning products (Including <b>Selden, Selgiene Extreme</b> Viricidal, Antibacterial Disinfectant and <b>Selden spray and wipe with bleach</b>) and methods, for example by altering the cleaners shift patterns to give greater overall cover.</li> <li>• <b>Perspex screens</b> installed to the front of the LRC reception and Student Services to provide a physical barrier between the receptionist and any person entering the building and requiring assistance.</li> <li>• <b>Marking of the floors in front of the Reception Desks</b> - to ensure that students waiting to see a member of staff comply with the 2-metre (6.5 foot) gap where possible as recommended by the Public Health England (PHE).</li> </ul>	5	2	5 x 2	<b>10 (low)</b>



3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p><b>12) The spread of Covid-19 Coronavirus by staff/students whilst using the Vaping and Smoking Areas</b></p>	<p><b>Overcrowding and mixing of students and staff.</b></p> <p><b>Exposure by touching contaminated surfaces.</b></p>	<ul style="list-style-type: none"> <li>• <b>Social Distancing</b> - reducing the number of persons in classrooms to comply with the 2-metre (6.5 foot) gap where possible as recommended by the Public Health England (PHE).</li> <li>• <b>Marking of the smoking in the Vaping and Smoking areas with 2 metre boxes</b> - to ensure that staff/students comply with the 2-metre (6.5 foot) gap recommended by the Public Health England (PHE).</li> <li>• <b>Smokers using vaping and smoking areas must enter and exit the College via one way system</b> – as all other persons coming onto/ leaving the site.</li> <li>• <b>Staggering Break Times</b> – therefore reducing demand on the vaping/smoking areas.</li> </ul>	5	2	5 x 2	<b>10 (low)</b>

3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
13) Poor Mental Health due to concerns over Covid-19	Anxiety about returning to work after a significant period of time away from site or periods of social isolation.	<ul style="list-style-type: none"> <li>• <b>Regular communication</b> – with all staff working from home, and furloughed staff.</li> <li>• <b>Return to work questionnaire/ screening</b> - to assess staff mental wellbeing.</li> <li>• <b>Human Resources support and counselling services</b> in place for students and staff to access.</li> <li>• <b>Mental health first aiders</b> available within to offer support and guidance to persons who are struggling via email or college phones.</li> <li>• <b>Signpost staff to online support from the Hub of Hope</b> <a href="https://hubofhope.co.uk/">https://hubofhope.co.uk/</a> or <b>Mind</b> <a href="https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/</a></li> </ul>	5	2	5 x 2	<b>10 (low)</b>

**7. Activities identified as requiring more specific assessments:**

**NOTES: Calculation of risk rating factor**

**Severity** is based on there being no control measures in place.

**Probability** is calculated on basis of existing control measures in place.

<b>A: Severity of incident</b>		<b>B: Probability of occurrence</b>		<b>Determining action priority</b>	
Insignificant	1	Very unlikely	1	1 – 10	Low priority (Action if reasonably practicable; otherwise, acceptable)
Minor	2	Unlikely	2	11 – 15	Medium priority (Must take action)
Significant	3	Possible	3	16 – 25	High priority (Must take action)
Major	4	Likely	4		
Fatality	5	Very likely	5		

**8. FURTHER CONTROL MEASURES TO BE ACTIONED (if applicable)**

(Timescale to take account of action priority)

<b>a. Further control measures to be actioned</b>	<b>b. Action by</b>	<b>c. Target date</b>	<b>d. Further control measures checked</b>	<b>e. Revised risk rating (A x B = C)</b>
Information and training needs				