

**Covid-19 Coronavirus Risk Assessment and Action Plan**

**Academic Year 2021/2022**

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| RISK ASSESSMENT FOR: | COVID-19 CORONAVIRUS PANDEMIC ACADEMIC YEAR 2020/2021 | | |
| Establishment:  Nelson & Colne College Group | Assessment by:  Karen Mulligan Health & Safety Manager | | Date: 03.09.21 |
| Approval by: Principal | Approved | | |
| 1st Review Date due 17.09.21 | Review Fortnightly | Review 13.09.21 – Co2 Monitoring  Review 01.10.21  Review 15.10.21 | |

|  | **Hazard / Risk** | **Who is at Risk** | **Controls Required** | **Additional Controls and actions required.** |  |
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|  | **Spread of Covid- 19 Coronavirus** | **Staff**  **Students**  **Visitors** | **Hand Washing**   * Hand washing facilities with soap and water in place. * See hand washing guidance available.   [**www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hand**](about:blank)   * Drying of hands with disposable paper towels provided * Gel sanitisers to be located on circulation routes, outside welfare facilities, stairwells, inside staffrooms and classrooms any area where washing facilities not readily available.   **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, using appropriate cleaning products and methods.  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough, high temperature, loss or smell or taste in the workplace they will be sent home and advised to follow the stay at home guidance.  Line managers will maintain regular contact with staff members during this time.  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support. | All staff to receive a copy of Use of Building Risk Assessment. Risk Assessment to be uploaded to College Website and Staff Hub  All areas to be kept well ventilated. Windows should remain open to allow for fresh air to circulate throughout the day  All staff to complete Covid-19 educational settings training module.  Student facing staff provided with training to support them on the return of students with up-to-date guidance and testing information.  Lateral Flow Tests available to all staff to undertake home testing twice weekly and report both to NHS and College.  Staff who are tutors to full-time students are required to complete the online CPD module relating to the requirements for students to complete on-site testing as part of induction.  H&S Covid-19 induction prepared for all students to be rolled out to students as part of Induction  Face coverings may be worn by staff and students should they so wish.  Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.  Key Covid 19 Messages disseminated to staff via annual H&S induction, email briefings, use of digital screens.  Protective screens installed on desks where face to face working cannot be avoided.  Cleaning materials available for frequent touch point materials and available in all classroom/office settings.  On site process for students becoming unwell shared with Teaching staff. |  |
|  | **Hygiene/Cleanliness**  Lack of hygiene and routine cleaning raises potential for the spread of the virus across the Estate | **Staff**  **Students**  **Visitors** | * Digital displays utilised to raise awareness of regular hand hygiene and ‘catch it, bin it, kill it’ * H&S Covid-19 induction to staff and students * Increased cleaning regime on touch points * Cleaning materials rolled out for frequently touched shared equipment e.g. photocopiers. * Cleaning materials available in all classrooms/offices. * Hand sanitiser stations positioned throughout the Estate | Daily checks by Estates Team of hand sanitiser stations and cleaning station materials to prevent stock running low  Weekly audit of cleaning materials stock levels to maintain consistent stock levels at all times  Regular contact with suppliers by Estates Admin to determine stock levels and capacity |  |
|  | **Visitors**  Risk of transmission through visitors on site | **Staff**  **Students**  **Visitors** | * Host Responsibilities determined prior to visitors on site * Visitors to be aware of safety measures on site and Risk Assessment shared prior to visit * All visitors must sign in on arrival |  |  |
|  | **Travel/Commuting**  Heightened risk of virus spread due to confined space and high number of passengers | **Staff**  **Students**  **Visitors** | * Students travelling on College minibus or allocated College Transport advised of recommendation to wear face coverings throughout the duration of the journey * Thorough clean down of buses after each use. | Information provided to students through H&S Covid-19 induction and communicated via letters. |  |
|  | Face to Face Working Heightened exposure risk to due face to face contact | **Staff**  **Students**  **Visitors** | * Eliminate face to face working wherever possible * If face to face working cannot be avoided due to desk configuration, screens in situ |  |  |
|  | Shared Desk Heightened risk of virus spread due to multiple users | **Staff**  **Students**  **Visitors** | * Where reasonably practicable, use of shared desks should be avoided. * In cases of shared desks, appropriate cleaning materials available in staff rooms for shared touch point equipment to be disinfected before/after use. |  |  |
|  | Ventilation Systems Risk of virus spread through re-circulation of air | **Staff**  **Students**  **Visitors** | * Mechanical ventilation which recirculates air from one area to another without drawing in fresh air has been identified and turned off. * Windows to remain open to aid natural ventilation. | * Communication to all staff on areas identified where air conditioning units cannot be used. * Ventilation to classrooms/work areas is provided by way of open window. Estates Team will open windows each morning and close at the end of the day, and clean down after use. * Roller shutters and external doors in workshops will be opened by Technician staff prior to classes and closed at the end of the day, and cleaned down after use. * KM 13.09.21 – Co2 monitoring to commence in classrooms with no natural ventilation. Monitoring to be reviewed end working day. |  |
|  | First Aid Response Heightened risk of virus spread due to close proximity when carrying out First Aid |  | * Regular monitoring of staffing levels to ensure First Aid cover is available. * First Aid staff to only use their own designated First Aid kit and consumables * PPE available to all First Aid staff including gloves, sleeves, aprons, masks. | Procedure for if staff/student becomes unwell produced and communicated with staff.  Staff must ensure that they are aware of procedures in place. |  |
|  | **Educational Day visits**  Increased risk to staff and students mixing within the community  Lack of awareness of venue safety measures | **Staff and students** | * All visits to be conducted in line with relevant covid guidelines * Thorough individual trip visit to be prepared and approved prior to taking place * Updated Trips & Visit Policy to include Covid addendum | Staff members to reinforce venue safety measures upon arrival.  Any staff or student displaying symptoms to be refused access  Any staff or student displaying symptoms during the day to be isolated from the group and arrangements made for their safe return home. |  |
|  | **Domestic Residential educational visits** | **Staff and students** | * Permitted only for the exception of reasonably necessary for the purposes of a FE course of study * to be provided by the venue * Students broken down into smaller groups for sleeping arrangements * Single rooms for staff members * All visits to be conducted in line with relevant covid guidelines * Thorough individual trip visit to be prepared and approved prior to taking place | Staff members to reinforce venue safety measures upon arrival.  Any staff or student displaying symptoms to be refused access  Any staff or student displaying symptoms during the day to be isolated from the group and arrangements made for their safe return home. |  |
| 1. Ou | **Outbreak Management** | **Staff and Students** | * Contingency plan in place and reviewed regularly to manage any local outbreaks. | Continuous review of Government Guidance. |  |
| * 1. 11212121212122 | **Open Evenings**  **Parents Evening**  **Interview Evening**  **Taster Days** | **Staff Students Visitors** | * Existing college control measures in place * Registration of attendees pre-attendance * NHS track & trace app * Additional staff members to manage crowd control where required * Stands set up to allow flow of traffic around campus | Continuous monitoring during events with additional mitigating measures when required. i.e. moving of stands if obvious that congestion is building |  |
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