# Coronavirus (COVID-19) risk assessment

**Assessment date:** 19th February, 2021

**Review date:** 6 Month Review or when Government Guidance is updated, whichever is sooner

**Version:** 3.0

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| Hazard | Risk | Control measures | RR \* | Persons at risk |
| Contracting COVID-19 - General | 4  x  2  =  **8** | 1. To follow government guidance on Managing the risk of COVID-19. 2. Carry out or review existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed 3. Maintain contact with line management and Human Resources (HR) and to follow College policy. 4. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible 5. Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required 6. Follow good NHS hygiene measures at all times 7. Simplify leave requests from staff arranging vaccination appointments and be flexible with reports of sickness in the days following their vaccination. | 4  x  1  =  **4** | Individual workers |
| Working at College - General | 4  x  2  =  **8** | 1. Ensure regular contact with those working from home to help them stay connected with the rest of their colleagues 2. Communicate any decisions and policies adopted by the College CV Group to staff and students regularly. Forward relevant information published by the University’s silver group. 3. Ensure that everyone working at College are aware of this Covid - 19 Secure risk assessment and have details of where this risk assessment can be found. 4. Provide clear guidance on social distancing and hygiene to people on arrival back to work, signage and visual aids and as much documentation before arrival via email or phone. 5. Ensure that all relevant signage and social distancing floor markings set down in this risk assessment are displayed and regularly checked are visible and in good condition 6. Remove hand contact points wherever possible, if hand contact points cannot be removed (they are needed for Health and safety reasons for example) then ensure regular cleaning and sanitising. Focusing on before and after especially busy flow periods and at regular intervals throughout the day. 7. Discourage non-essential trips within College and buildings, restrict access to some areas for some people 8. Regulate use of high traffic areas to maintain social distancing 9. Encourage good ventilation of indoor spaces and flaxible spaces such as the marquee; encourage staff to keep the windows open of remove the side panels of temporary structures if/when appropriate. 10. Encourage contact within college and departments to using radios, telephones and email as opposed to face to face contact. 11. Reduce capacity of lifts, provide hand sanitizer for the operation of lifts, encourage stairs to be used in preference where possible. | 4  x  1  =  **4** | Individual workers |
| Suspected cases at College | 4  x  4  =  **16** | If a worker develops a high temperature or a persistent cough while at work, they should:   1. Alert their line manager 2. Return home immediately 3. Avoid touching anything 4. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 5. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 6. Enable workers to work from home while self-isolating if appropriate | 4  x  1  =  **4** | Individual workers  Students |
| Workplaces and Workstations | 4  x  3  =  **12** | 1. Workstations should be reviewed to allow people to maintain social distancing 2. Use floor tape to mark areas to indicate Social Distancing Guidelines 3. If workstations can’t be moved further apart consider whether that activity needs to continue – if essential and there are no alternatives arrange people to work side by side or facing away from each other. | 4  x  1  =  **4** | Individual workers,  Students |
| Meetings | 4  x  3  =  **12** | 1. Use remote working tools to avoid in-person meetings 2. Essential meetings must maintain recommended Social distancing between those attending 3. Avoid transmission during meetings, for example avoid sharing pens and other objects 4. Provide hand sanitizer in meeting rooms | 4  x  1  =  **4** | Individual workers,  Students |
| Equality in the Workplace | 4  x  2  =  **8** | 1. Make reasonable adjustments to avoid those with protected characteristics are not at any disadvantage 2. Make sure that no steps have any unjustifiable negative impact on some groups compared to others | 4  x  1  =  **4** | Those with Protected Characteristics |
| Access onto College site, including deliveries | 4  x  3  =  **12** | Where possible, please consider and implement the following practices:   1. Stop all non-essential visitors 2. Require all workers to wash or clean their hands before entering or leaving the site 3. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times 4. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible 5. Where possible indicate 2m or 1m+ spaced markings on the floor in expected delivery areas the keep social distancing clear. 6. Face masks to be worn if possible by the staff receiving the delivery, especially where multiple deliveries are expected. 7. Ensure staff receiving deliveries wash their hands after unloading | 4  x  1  =  **4** | Individual workers,  Students,  delivery drivers, contractors |
| Poor hygiene | 4  x  3  =  **12** | 1. Use Signs and Posters to build awareness of good handwashing techniques 2. To provide regular reminders and signage to maintain personal hygiene standards 3. Enhanced Cleaning for busy areas 4. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site 5. Regularly clean the hand washing facilities and check soap and sanitiser levels | 4  x  1  =  **4** | Individual workers,  Students |
| Use of Changing facilities, Toilets and showers | 4  x  4  =  **16** | 1. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day 2. Determine how many people can use it at any one time to maintain a distance of two metres 3. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. | 4  x  1  =  **4** | Individual Workers,  Students |
| Working in local vicinity to others (maintaining 2m distancing) including office workers, FOH staff, Lodge Staff | 4  x  3  =  **12** | 1. Starting and finishing times are to be staggered and reviewed to ensure no build up of staff / teams in areas 2. Workers and students who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace 3. Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures. 4. If possible, reduce the number of people each person has contact with by using ‘fixed teams or partnering’ – so each person works with only a few others. 5. Maintain recommended social distancing measure from each other as much as possible with supervision in place to monitor compliance 6. Avoid skin to skin and face to face contact 7. Use Screens or Barriers to separate people from each other where possible 8. Encourage good ventilation of indoor spaces and flaxible spaces such as the marquee; encourage staff to keep the windows open of remove the side panels of temporary structures if/when appropriate. 9. Stairs should be used in preference to lifts and consider one ways systems around site 10. Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water) 11. Any health concern to be raised immediately to line management | 4  x  1  =  **4** | Individual workers,  students |
| Working **within** 2 metres of others | 4  x  3  =  **12** | 1. Always consider if the task can be performed differently without having to breach the recommended social distancing rules 2. Encourage good ventilation of indoor spaces and flaxible spaces such as the marquee; encourage staff to keep the windows open of remove the side panels of temporary structures if/when appropriate. 3. If person to person distancing of the task is going to be is less than 2m assess if the activity is essential and if it can safely go ahead 4. Ensure that any person classed as being Clinically Vulnerable, who at higher risk or severe illness, for example those with pre-existing conditions do not break 2m distancing guidelines set out by Government. 5. Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins 6. Workers are to limit face to face working and work facing away from each other when possible 7. Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task 8. All equipment to be thoroughly cleaned 9. Single use PPE should be disposed of so that it cannot be reused and to control potential contamination (waste removed by a responsible, approved contractor while bearing in mind that used face coverings/masks ARE NOT CONTROLLED WASTE). | 4  x  2  =  **8** | Individual workers,  Students,  contractors |
| Keeping the Workplace Clean | 4  x  3  =  **12** | 1. Frequent cleaning of work areas and equipment between uses using relevant cleaning products 2. Frequent cleaning of all hand touch surfaces regularly using relevant cleaning products – door handles, bannisters, keyboards etc, make sure there are adequate disposal arrangements 3. Clear workspaces or unnecessary equipment and belongings from the work area 4. Individuals to remove own waste and belongings at the end of each shift 5. Limiting or restricting use of high touch items and equipment where possible – printers, whiteboards etc 6. If cleaning after a known case of COVID-19 refer to specific guidance | 4  x  1  =  **4** | Individual workers,  Students,  Scouts |
| Accidents, Security and Other Incidents |  | 1. In an emergency, fire for example, people do not have to stay 2m apart if it is unsafe to do so. Social distancing should be maintained if possible 2. First Aiders and those involved with providing assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands 3. A First aid risk assessment is available on the College Website. |  |  |

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\* *Risk matrix used in risk assessment below - RR = residual risk*

