

HNC Risk assessment – Covid-19 (v9)

Department / area	Whole college environment
Description	This is the risk assessment covering risks associated with the College being open during the COVID-19 global pandemic

Date of next scheduled review	On-going
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Person creating or updating the risk assessment	
Name and role	Lead: Julie Thomas, Senior Assistant Principal Supported by: Gary Symms, Director of Estates / Matt Ellis, Health and Safety Co-ordinator / Colin Knightley (NEU Health and Safety representative)
Date	30 th November 2020

Notes	<ul style="list-style-type: none"> ○ There is a separate HR sub-risk assessment and HR FAQ document that work in conjunction with this risk assessment ○ There is a staff guidance document available on Moodle 'Staying Safe Together' that is live and updated as we learn ○ Student/Parent information is disseminated in a variety of ways; Staying Safe booklet online, social media, tutorial, daily Principal's briefings to students and parents ○ There is a lockdown plan in place for learning and services; MSC leading on T & L and JTS leading on services ○ RAG rating has taken place in terms of potential risk and mitigated risk. However, the 'contact points' of individuals on the college premises will affect all hazards identified in this assessment. Lower numbers (of staff and students, or just staff) will present a lower level of risk than the attendance of all staff and entire cohorts of students. An assumption is also made that the Risk Assessment is in place in the context of full campus opening. Again, the level of risk alters (lowers) with a partial opening of the site.
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HNC Risk assessment – Covid-19 (updated 16/09/20)

Hazard	Who might be harmed	Risk	Controls in place	Additional controls	Responsible	Updated risk
Ensuring college site is free from Covid-19 for opening	Staff Students Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors Anyone else with contact to the college		The entire college site had a deep clean to ensure there is reduced risk of the virus being present. <u>All</u> facilities, utilities and points of human contact have heightened disinfecting and cleaning. High use areas were identified and actioned. Training and additional PPE for staff where required.	Additional measures implemented throughout closure: Flushing water system Checking for leaks in water system Ensuring water safety and quality Checking fire alarms and fire door mechanisms Check gas supply Check kitchen equipment (if planned for use). Ventilation systems Emergency lighting and electrics Lift inspection Rodent activity and infestation	Estates	
Spread of Covid-19	Staff Students Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors Anyone else with contact to the college		<p>Hand Washing Hand washing facilities with soap and water in place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Hand dryers are now deemed safe to use and reinstated https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</p> <p>Gel sanitisers available throughout the campus</p> <p>Social Distancing</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap. 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. Tissues made available throughout the workplace.</p> <p>To help reduce the spread of Covid-19 (COVID-19) reminding everyone of the public health advice</p> <p>Posters etc. displayed</p>	All JTS Covid team Marketing Marketing	

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			<p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>Taking steps to review work schedules including start & finish times, working from home etc. to reduce number of workers on site at any one time. Also relocating workers.</p> <p>Staff re-induction programme carried out.</p> <p>Redesigning spaces to ensure social distancing with additional measure in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Face masks Face masks to be worn by all in 'transition' and communal areas (unless exempt) apart from the dining area and the Costa Café (whilst eating or drinking)</p> <p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to</p>	<p>Staff to be reminded of the importance of social distancing both in the workplace and outside of it.</p> <p>Management observations to ensure this is adhered to.</p> <p>Management observations to ensure this is adhered to.</p> <p>Management observations to ensure this is adhered to.</p> <p>Staff and students to be reminded that wearing of gloves is not a substitute for good hand washing</p>	<p>All, JTS</p> <p>SLT</p> <p>SLT, HR</p> <p>HR, All</p> <p>JTS, Covid team</p> <p>All</p> <p>Well-being team</p> <p>SLT, staff</p> <p>Estates, Study Centre, Covid team</p>	

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			<p>reduce contamination and how to dispose of them safely.</p> <p>RPE (respiratory protective equipment) First aiders and SSA's delivering personal care Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven for respirators.</p> <p>Symptoms of Covid-19 If anyone presents with a high fever at the reception temperature scanner or becomes unwell with symptoms in the workplace they will be sent home and advised to follow the stay at home</p>	<p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Training given. Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-Covid-19.htm</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees/students in a fast changing situation.</p>	<p>First aid team or others where relevant</p> <p>All</p>	

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			<p>guidance (see staff guidance and HR sub risk assessment).</p> <p>Line managers will maintain regular contact with staff members during this time. Progress Tutors with students.</p> <p>It is the responsibility of staff and students to follow government guidance in arranging testing, reporting positive test results via HR and any track and trace system in place. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p>	<p>Line managers will offer support to staff/student who are affected by Covid-19 or has a family member affected.</p> <p>See HR FAQ document for more information</p> <p>Any staff or students with confirmed cases of Covid-19 are now NOT reportable under RIDDOR. https://www.hse.gov.uk/news/riddor-reporting-Covid-19.htm#</p>	<p>Line managers</p> <p>HR</p> <p>H & S - MEL</p>	
Cleaning of premises – including deep clean and disinfecting after daily use	<p>Staff</p> <p>Students</p> <p>Catering Staff</p> <p>Contractors</p> <p>External lettings</p> <p>Members of the public</p> <p>Transport/delivery services</p> <p>External visitors</p> <p>Anyone else with contact to the college</p>		<p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception area using appropriate cleaning products and methods.</p> <p>Extra lidded bins available for safe disposal of wipes, etc.</p> <p>Increased cleaning of all toilet facilities.</p> <p>Increased frequency of bin emptying.</p>	<p>Extra hours employed from the cleaning team to provide additional cleaning of frequently touched surfaces, toilets etc.</p> <p>Covid-19 Safety Champions team appointed and re-deployment of a member of the student safeguarding team to lead the team for safeguarding in a Covid-19 context.</p> <p>One in, one out, new signs fitted to multi-occupancy toilet doors (vacant/occupied)</p> <p>Specialist process for emptying bins, PPE to be worn, double bagged, and stored securely for 72 hours.</p>	<p>Estates, Covid team</p> <p>JTS, MBS</p>	
Clinically vulnerable and clinically	Staff		Identification of these staff and working arrangements altered to take into consideration	Identification of staff by HR Health Audit Self-identification by staff.	HR, SLT, line managers	

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extremely vulnerable staff			<p>the needs of individual staff; See HR sub risk assessment</p> <p>Full individual risk assessments for all categories of staff; clinically extremely vulnerable, vulnerable, over 60, from a BAME background or pregnant</p> <p><i>(from NEU guidance August 2020)</i></p>	<p>Reasonable adjustments to facilitate this could include: a dedicated teaching room, provision of a full face visor, portable screens etc. These members of staff should also try to maintain a 2 metre social distance from others on Campus, wherever possible.</p> <p>All identified staff contacted to discuss support arrangements for extra safety measures or continued WFH/blended arrangements, as Kirklees will be in tier 3 as the national lockdown ends.</p>		
Students with specific educational/ health/ well-being needs/ vulnerable	Students		<p>Identification of all vulnerable groups.</p> <p>Review of existing conditions affecting these students.</p> <p>Review of existing risk assessments relating to these students.</p>	<p>Communication with parents/guardians/ carer/support services of these students.</p> <p>All identified students contacted to discuss support arrangements for extra safety measures or continued WFH/blended arrangements, as Kirklees will be in tier 3 as the national lockdown ends.</p>	Pastoral team, identified by LGD	
Mental Health & Wellbeing	Staff Students Catering Staff		<p>Management will promote mental health & wellbeing awareness to staff during the Covid-19 outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/Covid-19-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>Regular communication of mental health and wellbeing information and open door policy for those who need additional support.</p>	HR, Staff wellbeing team	

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Change to routines and behaviours and effective communication	Staff Students Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors Anyone else with contact to the college		All users advised before opening of the new guidance and guidelines for using the site. All Professional Associations to be involved in the risk assessment process. Risk assessment available to staff	External guidance is constantly changing – regular updates for all users will be required. Any changes to working practise and systems to be communicated and new protocols provided.	JTS, HR, AWS, Marketing (as appropriate)	
Entry and Egress from college, and movement around College – proximity to spread infection	Staff Students Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors Anyone else with contact to the college		Observance of social distancing guidelines. Queueing to access college. Provision of ‘disinfecting’ stations at all entry/exit points and encouragement of use. Separate main entrance for year 12 and year 13 students. One-way system in place. Classroom doors not digitally locked. Closed for fire safety but accessible for students to enter directly to avoid queuing. Signage and floor markings in place.	Doors secured open where possible (if NOT a fire door). Fill up from farthest seat from the door first and empty from the closest seat to the door. Clear visibility of signage and communication.	JTS, Estates, Covid team Staff Marketing, Covid team	
Contact points, including communal areas	Staff Students Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors Anyone else with contact to the college		Altered College timetable 2/3 lessons on site, 1/3 lessons live streamed online. All social distancing measures in place and noted above. Staff working remotely when not directly needed on site.	Layout changed to accommodate social distancing guidelines.	JTS, MSC Estates, Covid team	

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Classroom layout and contact	Staff Students Contractors		Rearrangement of classrooms to observe 2m distance from teacher at all times. Removal of furniture. Classroom set out All College equipment and personal equipment used during the lesson must be wiped down at the end of the lesson. Wipes, spray and paper towels are provided. All wipes and paper towels must be disposed of in the lidded bins provided. Information signs in each classroom. Screens for teachers.	Air conditioning can be turned on, link to HSE updated guidance here Air conditioning.pdf Open all windows. Open doors, if not a fire door, using door plates Teachers should avoid contact with students and minimise any direct time spent less than 2 metres from a student to 15 minutes maximum in any one hour. Teachers can wear a facemask and visor, and they can ask the students that they are helping and supporting to put their facemask on.	JTS, Estates, Covid team All	
Shared resources; computers, laptops, books	Staff Students		Students should bring their own frequently used items e.g. pens, pencils to College to use. Books, can be used and shared within the classroom 'bubble', but should be wiped down after use, using the wipes provided. If they can be left for 48 hours after use (72 hours for plastic), they can then be used again, without being wiped down. Sports, Arts and Science equipment cleaned frequently or rotated to allow for 48 hours non-use (72 hours for plastic). Photocopied resources can be distributed for student's sole use.		All	
Available space in staff work areas to meet social	Staff Students Contractors		Rearrangement of staff work areas to observe 2m distance guidance. Removal of furniture. Controlled use of shared department 'kitchen' facilities.	Department teams/staff restructure offices in line with guidance from Covid team. If 2m not possible, use departmental classrooms not in use, LRC etc.	JTS, Estates, Covid team	

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distancing measures			Information signs in each area. Screens fitted/extended on desks. Desk setup altered where possible. Conference calls instead of face-to-face. Hand sanitisers in all corridors. No shared workstations.	Some staff working remotely at points during the week.		
Staff team meetings for planning and departmental work – proximity to spread infection	Staff Catering Staff		Use larger spaces to conduct meetings allowing 2m distance per person. Virtual meetings – Teams.		All	
Student team/group activities – proximity to spread infection	Staff Students		All National Governing Body Regulations followed for each individual sport. Sports equipment cleaned frequently or rotated to allow for 48 hours non-use (72 hours for plastic). National professional body guidance and DfE guidance followed for higher risk group activities e.g. band rehearsal.	Individual participation risk assessments completed for each sport. <i>Educational sport sessions essential to qualifications continued and sports participation can commence again following the end of national lockdown, following all sporting body and DfE guidelines.</i>	Relevant curriculum staff (Performing Arts, Sport)	
Travel to and from college – use of college transport or	Staff Students Catering Staff Contractors External lettings		Observation of government guidance when using public transport. College buses; students to wear masks, social distancing recommended where possible but not required.	Same direction parking. Ensuring the message that travel on public transport requires the mandatory use of face coverings.	JFL, MSC	

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public services	Members of the public Transport/delivery services External visitors Anyone else with contact to the college		Students make their own way to college without use of services. Covid-19 cleaning kits available for all transport for students and one kit stored in the College minibus.			
Staff travelling to and from work by car	Staff Catering Staff		Advise single car occupancy, no car sharing, unless sharing with same household members. If unavoidable, non-household car sharing; keep the car windows open, promoting good ventilation, wear a face covering. Park towards building at all times. Maintain 2m distance walking to and from car. Maintain 2m distance entering the building.		All	
Accessing food on premises	Staff Students Catering Staff		Catering facilities minimised to grab and go. Vending machines not operational. Shop area socially distanced. Protective screens in place in shop areas. Dedicated year group bubble dining areas (Costa Café year 12s, dining area year 13s).	Liaise with contract caterers.	JFL, CH & Co, Covid team	
First Aid provision	Staff Students Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors Anyone else with contact to the college		First aiders will require FULL BODY PPE/RPE as they will be in direct contact with patient. This applies to ANY contact for ANY first aid situation however minor. This is based on current industry guidance. First aider training in line with current guidance from external UK agencies.	First aid is provided in line with guidance from external agencies. St. John's Ambulance guidance. https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ UK resuscitation council guidance https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/	First aid team	

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Fire and other evacuation	Staff Students Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors Anyone else with contact to the college		Safety from fire, etc. overrides safety from Covid-19 so in this circumstance, exit procedure remains.	Staff and students advised that the one-way system does not apply in an evacuation situation.	Estates, Fire Marshalls	
High levels of sanitiser stored on site (flammable risk)	Staff Students Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors Anyone else with contact to the college		Stored in fireproof container away from College buildings.	Fire risk assessment updated accordingly.	Estates, Fire Marshalls	
Covid-19 outbreaks	Staff Students Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors Anyone else with contact to the college		Reference Covid-19 Positive case checklist (staff and students).	New dedicated DfE helpline available 0800 046 8687 (new guidance from SFCA 16/09/20).	JTS, MSC, LGD	

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Any enhanced risk from suppliers / sub-contractors visiting site	Staff Students Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors Anyone else with contact to the college		Check that all suppliers and sub-contractors (transport providers/grounds maintenance etc.) are following appropriate social distancing and hygiene measures. Temperature scanner at main entrance for essential external visitors.	All contractors to complete risk assessments and submit to SLT lead. Sub-contractors working within buildings to have assurance visits from IT/Estates to ensure compliance with SD measures. Revised delivery area for suppliers without reception contact. All essential external visitors and contractors to be sent the staff guidance to adhere to before visiting the campus.	JTS with Estates/IT Staff arranging visit	
External lettings/hire increasing risk of infection	Staff External lettings Members of the public External visitors Anyone else with contact to the college		All National Governing Body Regulations followed for each individual sport. Sports equipment cleaned frequently or rotated to allow for 48 hours non-use (72 hours for plastic).	Individual risk assessments completed for each letting (majority are recurring and well-established partnerships).	JFL, AHL, JMN, hirers	

Version	Date	Policy Owner	Comments	Feedback Route	Date of Next Review
1	19/05/20	JTS	Initial draft by CKY, MEL, GSS	Sent to JTS for review	27/05/20
2	27/05/20	JTS	Amended where necessary	Sent for review by Huddersfield University	29/05/20
3	29/05/20	JTS	Annotated with feedback from Andy Bamforth (Health and Safety Manager at Huddersfield University)	Sent to SLT for review	03/06/20
4	03/06/20	JTS	Feedback from SLT	Sent to Governor sub-group for review	05/06/20

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5	05/06/20	JTS	Feedback from Governor sub-committee incorporated	Sent to Professional Associations for feedback	09/06/20
6	19/08/20	JTS	No changes from Professional Associations and updated for full opening from 20/08/20	SLT	14/09/20
7	16/09/20	JTS	Updated following changes in national guidance and lessons learnt from wider re-opening	Audit Committee and Professional Associations	22/09/20
8	30/10/20	JTS	Updated in light of national lockdown restrictions	SLT	06/12/20
9	30/11/20	JTS	Updated in readiness for the end of the national lockdown period	Audit Committee and Professional Associations	09/12/20

Sources of information consulted

1. Government guidance on shielding and extremely vulnerable persons - <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
2. Government publication safe working in education - <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
3. Sixth Form Colleges Association – actions for education and childcare settings to prepare for wider opening from 1 June 2020
4. NASUWT – checklist on preparation for the reopening of schools
5. NEU/GMB/Unison/Unite Commentary and checklist. Planning guide for primary schools. Coronavirus crisis.
6. Association of Colleges. Covid recovery and reopening.
7. Government guidance on maintaining education and skills training provision: further education providers - <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers>
8. Gresham Offices – Covid risk assessment and employee re-induction May 2020
9. St. John's Ambulance guidance for first aiders - <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
10. UK resuscitation council - <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>
11. HSE Coronavirus guidance - <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm#>

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