

HNC Risk assessment – Covid-19 (version 14)

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, Vice Principal Corporate Services and Planning Supported by: Gary Symms, Director of Estates / Matt Ellis, Health and Safety Co-ordinator / Colin Knightley (NEU Health and Safety representative)
Date	29 th November 2021

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 contingency 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 29/11/21 following Government announcement 27/11/21)

Hazard	Who might be harmed	Risk	Controls in place	Additional controls	Responsible, lead SLT	Updated risk
			<p>Staff training briefing carried out.</p> <p>Conference calls to be used if relevant, instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff (encouraged to be outside)</p> <p>Face masks Face masks highly recommended for all staff, students and visitors in 'transition,' communal areas (unless exempt) and on buses (College and Public transport). Masks are available from reception and will be given out to anybody arriving on campus</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 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.</p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p>	<p>Principal's bulletin to staff, students, and parents/carers to inform of revised arrangements. Email to all staff too.</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>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.</p>	<p>SLT</p> <p>All, SLT</p> <p>All, HR</p> <p>All, SLT</p> <p>Estates, Study Centre, Covid team</p> <p>First aid team or others where relevant</p>	

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			<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 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>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.</p> <p>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>Line managers will offer support to staff/student who are affected by Covid-19 or has a family member affected. 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>All, Marketing</p> <p>Line managers</p> <p>HR</p> <p>All, JTS/HR</p>	

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			<p>Ventilation – Fresh air The opening of doors and windows should be encouraged to increase natural ventilation and to reduce contact with door handles. However, propping open of doors into corridors, external doors, security access systems and any other fire safety doors is prohibited.</p> <p>It should be sufficient for windows to be open dependent on climates and for existing mechanical ventilation where desired to achieve thermal comfort (although colder months are returning)</p> <p>A ventilated space is available for students and staff who become symptomatic to wait in until they can be collected or safely get home.</p>	<p>Communication briefing to parents/carers and students to wrap up warm and to expect cooler environments. If a classroom is too cold due to open windows in a cold climate, a student can ask permission from the teacher to wear their outer clothing. This does not cover hats, hoods, gloves as these should be removed.</p> <p>Areas in College have been measured; The HSE (Health and Safety Executive) report that 400ppm is considered fresh air level and anything under 800ppm is considered well ventilated. Reception at 570 – 513ppm is the highest measure (and therefore the least well ventilated area) but still well below the 800ppm. All other areas measured fall below 500ppm.</p>	All, Marketing	
Spread of Covid-19 (testing)	<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>Mass test and go took place for students during early September.</p> <p>Staff and student home kits available</p> <p>Testing station remains in place for the use of students and staff</p> <p>Vaccination promoted for all staff and students as the best way to protect our HNC community</p>	<p>Full contingency plan in place if mass testing was required for a January 2022 new term return</p> <p>Reminder to all staff, students and parents/carers to test twice weekly and that testing kits are available from the Student helpdesk in the LRC</p> <p>Linking with PHE; grab-a-jab pop-up vaccination centre in place for all returning students (Sports Centre; full plan in place) for the first week of term</p>	JTS, MBS, Marketing	

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Cleaning of premises – including deep clean and disinfecting after daily use	Staff Students Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors Anyone else with contact to the college		<p>Cleaning 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. 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 Champion remains in post</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</p> <p>JTS, MBS</p> <p>Estates</p>	
Clinically vulnerable and clinically extremely vulnerable staff	Staff		<p>Identification of these staff; see HR sub risk assessment</p> <p>Shielding removed from 31st March 2021 so working from home arrangements reduced</p> <p>Individual risk assessments in place for all categories of staff; clinically extremely vulnerable, vulnerable, over 60, from a BAME background or pregnant</p> <p>Most of these categories should be doubly vaccinated but pregnant members of staff in the 3rd trimester or CEV should have additional measures in place</p> <p><i>(from joint Union guidance September 2021)</i></p>	<p>Identification of staff by HR Health Audit Self-identification by staff.</p> <p>All identified staff contacted and advised</p> <p>Try to maintain a 2 metre social distance from others on campus, wherever possible</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>HR, SLT, line managers</p> <p>HR, Staff</p> <p>HR, Staff</p>	

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Students with specific educational/ health/ well-being needs/ vulnerable	Students		<p>Identification of all vulnerable groups. Review of existing conditions affecting these students.</p> <p>Shielding removed from 31st March 2021 so working from home arrangements reduced</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 and advised</p>	Pastoral team, identified by LGD	
Mental Health & Wellbeing	Staff Students Catering Staff		Management will promote mental health & wellbeing awareness to staff during the Covid-19 outbreak and will offer whatever support they can to help	Regular communication of mental health and wellbeing information and open door policy for those who need additional support.	HR, Staff wellbeing team	
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		<p>All users advised before opening of the guidance and guidelines for using the site.</p> <p>All Professional Associations to be involved in the risk assessment process.</p> <p>Risk assessment available to staff and published on the website</p>	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; high volume	Staff Students Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors		Provision of 'disinfecting' stations at all entry/exit points and encouragement of use.	Clear visibility of signage and communication.	JTS, Estates, Covid team	

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	Anyone else with contact to the college					
Classroom layout and contact	Staff Students Contractors		<p>Rearrangement of classrooms to observe 2m distance from teacher – teacher choice</p> <p>Classroom set out - teacher choice</p> <p>All College equipment and personal equipment used during the lesson must be wiped down when coming to a working/learning station</p> <p>Wipes, spray and paper towels are provided</p> <p>All wipes and paper towels must be disposed of in the lidded bins provided. Information signs in each classroom.</p> <p>Screens for teachers staying in place, where requested</p>	<p>Air conditioning on and open windows</p> <p>Open doors, if not a fire door, using door plates</p> <p>Although not compulsory, 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.</p> <p>Message to all staff to raise a Covid ticket if they wish to have screens reinstated in their classrooms and their seating re-arranged</p>	JTS, Estates, All	
Shared resources; computers, laptops, books	Staff Students		<p>Students should bring their own frequently used items e.g. pens, pencils to College to use</p> <p>Books and resources can be used and shared within the classroom but should be wiped down before use, using the wipes provided</p>		All, students	
Available space in staff work areas	Staff Students Contractors		<p>Controlled use of shared department workspace and kitchen facilities</p> <p>Information signs in each area</p>	If additional controls are required e.g. screens, social distancing, then curriculum leads and service managers to request via a Covid ticket	All	

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			<p>Screens fitted/extended on desks, if preferred</p> <p>Wipes, spray and paper towels are provided</p> <p>All wipes and paper towels must be disposed of in the lidded bins provided. Information signs in each room.</p>			
Staff team meetings for planning and departmental work – proximity to spread infection	Staff Catering Staff		<p>Use larger spaces to conduct meetings allowing 2m distance per person.</p> <p>Virtual meetings – Teams.</p>	Meetings to be held virtually where possible	All	
Student team/group activities – proximity to spread infection	Staff Students		<p>All National Governing Body Regulations followed for each individual sport.</p> <p>National professional body guidance and DfE guidance followed for higher risk group activities e.g. band rehearsal.</p>	<p>Individual participation risk assessments completed for each sport.</p> <p>If an event is non-essential, due consideration should be given to whether the event should go ahead; consult SLT members</p>	Relevant curriculum staff (Performing Arts, Sport)	
Travel to and from college – use of college transport or public services	Staff Students Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors Anyone else with contact to the college		<p>Observation of government guidance when using public transport.</p> <p>College buses and public transport; students to wear masks, social distancing recommended where possible but not required.</p> <p>Covid-19 cleaning kits available for all transport for students and one kit stored in the College minibus.</p>	Ensuring the message that travel on public transport recommends the use of face coverings.	JFL, MSC	

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Staff travelling to and from work by car	Staff Catering Staff		Keep the car windows open, promoting good ventilation Park towards building at all times.		All, JTS	
Accessing food on premises	Staff Students Catering Staff		Catering facilities open and available	All visitors to the shop and catering outlets, should wear face masks	JFL, CH & Co,	
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 may require PPE/RPE as they will be in direct contact with patient. This applies for students with symptoms 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	
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 social distancing does not apply in an evacuation situation.	Estates, Fire Marshalls	
High levels of sanitiser	Staff Students		Stored in fireproof container away from College buildings.	Fire risk assessment updated accordingly.	Estates, Fire Marshalls	

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stored on site (flammable risk)	Catering Staff Contractors External lettings Members of the public Transport/delivery services External visitors Anyone else with contact to the college					
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		Covid cases recorded for staff and students Levels reported to DfE for monitoring purposes	If levels rise other measures may come into place; Face masks worn by staff and students SD measures Amended timetable Service staff working from home where possible	JTS, MSC, LGD	
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 contractors (transport providers/grounds maintenance etc.) are following appropriate hygiene measures. Temperature scanner at main entrance for external visitors.	All suppliers 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	Staff External lettings Members of the public		All National Governing Body Regulations followed for each individual sport.	Individual risk assessments completed for each letting (majority are recurring and well-established partnerships).	JFL, AHL, JMN, hirers	

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risk of infection	External visitors Anyone else with contact to the college					

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
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
9a	05/01/21	JTS	Updated to move into third national lockdown	SLT	06/01/21
10	01/03/21	JTS	Updated to facilitate re-opening on 8 th March following national lockdown	SLT, Audit Committee and Professional Associations	16/03/21
11	19/05/21	JTS	Updated following national easing of some restrictions from 17 th May – HNC are keeping measures in place, where the regulation has relaxed, as ‘highly recommended’. Union guidance references updated	SLT, Audit Committee and Professional Associations	19/05/21

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12	03/09/21	JTS	Updated following major review of Government guidance including removing many safety measures previously in place	SLT and Professional Associations Audit Committee for information	01/11/21
13	01/11/21	JTS	Updated regarding CO2 level measurements on campus	SLT and Professional Associations Audit Committee for information	16/11/21
14	29/11/21	JTS	Updated following Government announcement 27/11/21 and updated DfE guidance	SLT and Professional Associations Audit Committee for information	29/11/21

Sources of information consulted

1. Joint Union safety checklist for schools – advice for safe opening September 2021
https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwj8-fnZrv7yAhXJg_0HHW2-D6EQFnoECAIQAAQ&url=https%3A%2F%2Fneu.org.uk%2Fmedia%2F17046%2Fview&usg=AOvVaw2tW9WmbpuHuNEw0MXoucNM
2. 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>
3. 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>
4. Sixth Form Colleges Association – actions for education and childcare settings to prepare for wider opening from 1 June 2020
5. Association of Colleges. Covid recovery and reopening.
6. 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>
7. St. John's Ambulance guidance for first aiders - <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
8. UK resuscitation council - <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>
- 9.