

1. **STOP!** Assess the risks!

2. **THINK!** How to reduce the risks.

3. **ACT** to ensure safe operations



RISK ASSESSMENT

Activity	Persons on Site During COVID -19 Pandemic	Risk Assessor	Sarah Cowling & Gordon Scott	Date Assessed	13/4/20
Location	Various across site				

Risk Rating System

Severity or most likely consequence
1 = Minor/ No Injury
2 = Lost Time Injury
3 = Major Injury/ Fatality

Likelihood of the incident occurring
1 = Unlikely / Infrequent
2 = Possible/Occasional
3 = Likely/ Frequent

Risk Rating = Likelihood x Severity
1 or 2 = Low Risk/ Priority
3 or 4 = Medium Risk/ Priority
6 or 9 = High Risk/ Priority

This document will continually be reviewed as per the changes to the Governments advice.

On the 20th March 2020 the UK government in response to the coronavirus pandemic (designated by the World Health Organization as COVID-19) introduced a lockdown of the working population, except for persons identified as Key Workers. This was as a medical control measure to reduce the spread of the virus and to enable resources to be allocated to those who are infected and maintain essential services for running the country. As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended almost daily. It is imperative that you keep up to date with the latest advice on Coronavirus (COVID-19).

SLT communicate weekly via email bulletins followed up by Managers arranging Teams video calls or face-to-face meetings as required.

The College has remained open to provide care for the children of designated Key Workers and those identified as vulnerable. Request to visit site must initially be sought via email through your SLT lead. Please be mindful of the site opening hours as these will vary over the coming weeks/months. Local arrangements to be made with Estates on building security i.e. door openings etc. This has resulted in a reduction in occupation of the premises and staff implementing alternative working patterns, including working from home and the provision of remote learning. Nominated areas remained open to accommodate and deep cleaning undertaken as and when required. This is managed by a skeleton staff on site. Weyco remained open operating a shift rota for staff, and only providing pack lunches for local schools as requested. The Estates team are operating with minimal staffing to carry out cleaning, water flushing and other onsite duties. Weymouth College clarifies no offsite visits/educational visits or lettings are to be arranged until Government guidelines confirm and to confirm that all training is to be recorded.

From the week commencing 15 June 2020 at the earliest, the government are asking that in England: nurseries and other early years settings to open to all children. In terms of colleges, we are able to make our own local arrangements. Colleges to offer some face to face support for students in year 12 to supplement their remote education. Many students have already completed their programs remotely, however, there may be a small number of students on programs, which include “license to practice” elements, who may be required to be in College to complete practical assessments. The Vice Principal of Curriculum has been working directly with Heads of School to identify those individual students who will be required to attend.

Where possible staff and students will remain working/studying from home using Teams or other technology available to them. This will reduce the number on site. If staff and students are to return to the College site, then they must have a briefing on changes to College procedures on the morning of return.

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and students of the College in line with the government guidance. It will also be updated on a monthly, or when required, basis to keep all staff informed.

Hazards	Who might be harmed	Existing Control Measures	Risk Rating	Further Action Required
Spread of Covid-19 Coronavirus	<p>All</p> <p>Anyone else who physically comes in contact with you relation to your business</p>	<p>Social Distancing - reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England (PHE) This has since been reduced to 1m+ with additional measures. Currently the College continues to work with the 2m advice where possible.</p> <p>If not viable in some circumstances (i.e Nursery) then consider working within 'bubbles' of up to 8 children. Remain in bubbles throughout each day.</p> <p>Minimal amount of students within one classroom. To enable social distancing and safe exit. Follow government guidelines.</p> <p>Review work schedules including start & finish times, working from home etc. reduction in number of workers on site at any one time. Relocating workers to other tasks where possible</p> <p>Keep classes apart where possible and stagger lunch times</p> <p>Redesigning processes as required to ensure social distancing in place - persons should not share vehicles or taxi, where suitable distancing cannot be achieved. Will be reviewed as Government guidelines change. I.e. masks to be worn on public transport.</p> <p>Conference calls can be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff</p> <p>Social distancing to be adhered to across college in all areas, including any planned meetings. Adjust rooms to allow for 2m rule, safe access, exit and fire evacuation. Or reduce to 1m+ with additional measures.</p> <p>Any equipment that is needed by students from storerooms etc. local arrangements must be considered</p>	6	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it</p> <p>2m markers in high use areas such as classrooms, reception, canteen, entrances to all buildings (2m tutor buffer zones, where possible)</p> <p>Management checks to ensure social distancing is adhered to in the workplace</p> <p>Posters, leaflets and other materials are available for display. Order as necessary before college resumes.</p> <p>Report concerns as required</p> <p>Where possible use Teams, conference calls instead of face to face meetings.</p> <p>All controls to be monitored by all staff.</p> <p>PPE to be considered if unable to maintain the social distancing</p> <p>Use of perspex screen to allow 2m /1m+ rules to be followed</p> <p>College guidelines on use of masks/visor to be adhered to for anyone on site.</p>

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		<p>i.e. staff to hand them out</p> <p>The Student Charter sets out 'do and don'ts' in relation to staying safe and behaviour towards others, when in College, which includes social distancing</p> <p>Students will be asked to bring their own food and drink, where classrooms will be used as space for students to use during these times. (Please note, that not all classrooms are suitable for this use and this will be clearly explained in the School Level Plan).</p>		
<p>Spread of Covid-19 Coronavirus</p>	<p>All</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p><u>Staff with Underlying Health Issues</u></p> <p>From the 4/9/20 the government's updated guidance is being followed. Information below has been constantly reviewed as the pandemic evolves. Now the college is in the process of reopening and staff are required to attend site.</p> <p>On the announcement of the college reopening, any staff with underlying health conditions or concerns, are to contact their line manager and/or HR. Personal risk assessments may be required by the Health & Safety team.</p> <p>March 2020 - Based on the latest Government guidance on social distancing - Coronavirus (COVID-19): implementing social distancing in education and childcare settings:</p> <ul style="list-style-type: none"> • Staff with serious underlying health conditions which put them at very high risk of severe illness from Coronavirus (COVID-19) must not attend work. • Staff with other conditions that mean they are at increased risk of serious illness as a result of coronavirus (COVID-19) should work from home where possible • If a member of staff lives with someone in a 	<p>6</p>	

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		<p>vulnerable health group, including those who are pregnant, they can attend their workplace. The number of social interactions in the environment will be reduced, due to there being fewer children attending, social distancing and good hand hygiene being practiced.</p> <ul style="list-style-type: none"> The college will consider staff who live with someone in the most vulnerable health groups, to work from home where possible. <p>The college will keep up to date on the latest Government guidance on underlying health conditions that may put persons at either increased or very high risk of severe illness as these may change in line with the latest scientific research.</p> <p>Staff with serious underlying health conditions which put them at very high risk of severe illness from Coronavirus will need to self-isolate at home (in line with Government guidance on shielding) and should be advised that they must not attend work. Where possible, Line Managers to assign work that can be completed whilst they are home</p>		
Spread of Covid-19 Coronavirus	<p>All</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p>Suspected case of Covid-19 - if anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the NHS/government guidance</p> <p>Line Managers will maintain regular contact with staff members during this time and update SLT</p> <p>Estates to be contacted if any area needs to be cordoned off or deep cleaned</p> <p>If a student, staff or contractor becomes ill with symptoms of coronavirus whilst on site, they must be sent home and advised to follow the latest Government stay at home guidance. This includes where a member of staff has visited other work place premises such as</p>	6	<p>Internal communication channels and cascading of messages through Line Managers will be carried out regularly to reassure and support employees in a fast changing situation</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>Line Managers will offer support to staff who are affected by Coronavirus or has a family member affected</p> <p>Report concerns as required</p>

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		<p>domestic premises, SLT will review and discuss, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. H&S to be advised.</p> <p>If a member of staff, contractor, or student displaying symptoms is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. We will be mindful of individual students' needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. Areas should be cleaned and disinfected using appropriate cleaning products before being used by anyone else. Also fog the areas.</p> <p>Consider that parents/carers/family members attending site to collect a pupil/student/member of staff/contractor displaying symptoms may also have the virus themselves, and so should not be permitted to access any other areas of the school/college.</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Staff, contractors and pupils/students should be made aware that they must inform a member of college staff prior to leaving the site (i.e. they should not just leave the site without informing that college that they have developed symptoms of Coronavirus).</p>		

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		Discussions to be had with SLT following a positive testing regarding whether any area of college to be temporary closed.		
<p>Spread of Covid-19 Coronavirus</p> <p>Best way to wash your hands: https://www.nhs.uk/livewell/healthy-body/bestway-to-wash-yourhands/</p>	<p>All</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p>Hand Washing - hand washing facilities with soap and hot water are in place</p> <p>Stringent hand washing taking place and paper towels/hand driers for drying of hands. Gel sanitisers in any area where washing facilities not readily available</p> <p>Employees are to regularly wash their hands for 20 seconds with warm water and soap and the importance of proper drying.</p> <p>Existing guidance posters to remain in place</p> <p>Electronic information placed on college portals</p> <p>Staff to instruct students on strict guidelines</p> <p>It will be made clear to all students that regular and thorough hand cleaning is going to be needed as they arrive at our site, when they return from breaks, when they change rooms and before and after eating. The 'catch it, bin it, kill it' approach will be both explained during induction and promoted throughout the site. Induction will provide students with an understanding of the enhanced cleaning procedures that are in place and what specific practices are place for individual vocational areas.</p>	<p>6</p>	<p>Employees reminded to catch coughs and sneezes in tissues – Follow <i>Catch it, Bin it, Kill it</i> and to avoid touching face, eyes, nose or mouth with unclean hands</p> <p>Tissues are available throughout the workplace</p> <p>Report concerns as required</p> <p>Hand Gel available at high usage areas i.e. reception, classrooms and photocopiers.</p>
<p>Spread of Covid-19 Coronavirus</p>	<p>All</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p>Smoking</p> <p>Smoking will only permitted in smoking shelters.</p> <p>Strict social distancing to be applied.</p> <p>Staff to monitor and ensure all cigarette butts are disposed of in the bins provided.</p>	<p>6</p>	

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		Staff cleaning this area to follow guidance on PPE and emptying/cleaning of the bins		
		<p><u>Non-compliance to College guidance</u></p> <p>Contractors/visitors to be reminded of the College procedures and asked to leave the premises if needed. Advise contractors employers if this is the case.</p> <p>Report to SLT/HR if felt necessary</p> <p>Students found to be non-compliant to be reminded. HoS to be advised and my concern raised. Necessary action to be taken depending on severity</p> <p>Staff to be reminded and line manager advised depending on severity</p> <p>Estates team will be monitoring all on site activities and have SLT approval to close any areas deemed non-compliant with this risk assessment</p>	6	
Spread of Covid-19 Coronavirus	All Anyone else who physically comes in contact with you in relation to your business	<p><u>Cleaning</u> –</p> <p>As from 4/9/20 fogging machines have been obtained and will assist with sanitising areas. Some previous control measures have been reviewed to take this into consideration.</p> <p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, toilet handles, taps, light switches, scissors, combs, spanners, socket sets, toys etc. and reception area using appropriate cleaning products and methods.</p> <p>Cleaning products are available in every classroom.</p> <p>Arrangements in place for external bins to be emptied daily. Staff encouraged to use external bins only or to</p>	6	<p>Rigorous checks will be carried out by Line Managers to ensure that the necessary procedures are being followed</p> <p>Report concerns as required</p> <p>Cleaning regime to be put in place by Estates and agreed with SLT</p>

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		<p>remove their waste from site.</p> <p>Ensure that COSHH assessments are completed for any new cleaning substances introduced</p> <p>Welfare areas to be cleaned on a regular basis</p> <p>Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum, with use of protection for the eyes, mouth and nose for heavily contaminated areas such as visible bodily fluids from a person known to have or suspected of having COVID-19);</p> <p>Cleaning staff to be provided with training on the latest Government guidance and this is refreshed in line with any changes to the guidance (N.B. all training should be recorded)</p> <p>Cleaning staff to be provided with training on any new cleaning substances, equipment and/or PPE (N.B. all training should be recorded).</p> <p>Close and secure the contaminated room/area where possible to restrict access until cleaning has been undertaken. Where possible, leave the area/room closed and wait for 72hrs before cleaning as the amount of virus living on surfaces will have reduced significantly;</p> <p>Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) to be double bagged and stored/disposed of in line with the Government guidance</p> <p>All staff to liaise with Estates regarding cleaning of rooms/areas and emptying bins. Please be aware you may be asked to clean your area.</p> <p>Laundry such as towels, gowns and overalls (although disposable towels, gowns and overall would be a good option) to be washed on a hot temperature (60° or more) following each usage. If using washable gowns, they</p>		

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		<p>should only be used once.</p> <p>Any items left in your area prior to lockdown must be removed and washed as above.</p>		
Staff wellbeing	<p>All</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p><u>Staff working from home and Mental Health</u> - Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Support, advice and guidance available via Line Managers and HR</p> <p>Information can also be found on the Health, Safety & Welfare site</p> <p>Support available 24/7 from Health Assured – Confidential Employee Support Line</p> <p>Counselling services in place for student and staff. Plus The Health & Safety Executive (HSE) have confirmed that there is no increased risk for DSE work for those working at home temporarily. So in that situation employers do not need to do home workstation assessments. Hints and guidance published on the college intranet from HR.</p>	6	<p>Internal communication channels and cascading of messages will be carried out regularly to reassure and support employees in a fast changing situation</p> <p>Regular communication of mental health information and open door policy for those who need additional support</p> <p>Report concerns as required</p>
Spread of Covid-19 Coronavirus	<p>All</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p><u>Catering</u> - Review and identify multi-touch points of service at serveries, salad bars, and drinks stations and either eliminate, or reduce where possible. For example, food and drinks could be served as opposed to self-service. Where this is not possible, then cleaning regimes to be increased (e.g. regularly cleaning push buttons on drinks machines, water fountains etc.).</p> <p>Review and increase cleaning regimes for areas where food is prepared and consumed. Fogging machines obtained.</p> <p>Use contactless card payments where possible</p> <p>Staff responsible for preparing food are aware of and follow the latest Government guidance to be briefed to</p>	6	

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		<p>all staff</p> <p>All water fountains across site to be taken out of action until further notice. With the exception of the one situated in the fleet canteen. Signage to be displayed directing all to the canteen water fountain. Recommend to use cups only.</p> <p>College catering provisions will be limited therefore we recommend taking own food and drink on site.</p> <p>Staff kitchens spaces across site are not to be used.</p>		
Spread of Covid-19 Coronavirus	All Anyone else who physically comes in contact with you in relation to your business	<p><u>Recruitment</u></p> <p>Virtual meetings/interviews to be conducted</p> <p>Consider the method of recording the interview notes. Recommendation is to type the notes on the laptop and then share with HR via email. IF paper notes are used, this is for your use only and to not share with others, due to risk of contamination.</p> <p>Seek advice from HR and follow their guidelines on recruitment</p>	4	
Spread of Covid-19 Coronavirus	All Anyone else who physically comes in contact with you in relation to your business	<p><u>Visitors to Site –</u></p> <p>As of 24/8/20, the college reopened. SLT approval for visitors attending College is not required. Procedures for COVID -19 are still to be adhered to.</p> <p>Staff or students seeking to attend site to collect essential resources to enable them to continue working from home must obtain SLT approval</p> <p>Avoidance of non-essential travel. Staff and Learners working from home wherever possible. College Site/s are open to key staff only</p> <p>Contractors wishing to access site must seek permission from Estates and follow college guidelines and</p>	6	<p>Arrangements to be put in place to ensure social distancing control measures can be maintained as noted above</p> <p>Rigorous checks to be carried out to ensure that the necessary procedures are being followed</p> <p>Report concerns as required</p>

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		<p>procedures.</p> <p>Any deliveries to site are directed to goods in</p> <p>Persons presenting symptoms within the household must not attend to collect items.</p> <p>All staff must seek SLT approval before any visitor is invited onto site. They will then need to consider site opening hours, social distancing and welfare facilities. (no refreshments on site till further notice)</p> <p>Any visitors to site are asked to only arrive at their given time. If the area is busy then the 2m social distancing must be adhered to.</p> <p>Any external visitors/persons working on site to gain prior permission from SLT. Plus, provide relevant risk assessments.</p> <p>Health & Safety briefing to be carried out before working on site.</p> <p>Lettings – all visitors to be escorted around site by the lead client.</p> <p>Liaise with Estates regarding cleaning of the area.</p> <p>All visitors to wear a mask when attending site, this can be removed once they are at their meeting.</p>		

Revision Number	1	2	3	4	5	6	7	8
Frequency of review	Monthly	Monthly	Weekly	Monthly	Monthly	Monthly	Monthly	Monthly
Next review date	15/5/20	9/6/20	16/6/20	17/6/20	14/7/20	17/8/20	21/8/20	04/9/20
Reviewed by	SC	SC	GS	GS	GS	GS	SC	SC

H&S Approval	Gordon Scott	Approval Date	13/4/20	Signature	GS
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