

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	Gordon Scott & Sarah Cowling	Date Assessed	Initially 19/10/21
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).

This follows on from the revised risk assessment dated 19/8/21. The college continues to deliver face to face high quality education to all students in line with the government guidance. However, it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.

29/11/21 Due to advice from the Government C°2 monitors are now being installed in each classroom across site to monitor the levels of C°2. If the reading goes into the ‘RED’ then tutors are advised to open the doors and windows which should reduce the levels of C°2.

The Government have reinstated the mandatory instruction to wear face coverings in all public buildings and public transport. Further advice to the education sector means that face coverings must be worn at the College in all communal areas, walkways etc. but not in classrooms.

9/12/21 In line with the Government’s announcement, the college will be continuing with face 2 face delivery up to and including Wednesday 15th December 2021. If your role is non-delivery and can be carried out at home, we recommend that you arrange to work from home with effect from Monday 13th December 2021. Additionally, Staff requested to continue to test through the holiday period and prior to return in January. Tests, as always, available through reception. The DfE recommend vaccinations for all, especially staff working within educational environments. The college now ask that all visitors are to conduct a Lateral Flow test prior to visiting the College. Following receipt of the Government issued Carbon Monoxide monitors these will be positioned in classrooms and heavily population staff rooms. They will be in the rooms for a minimum of two weeks and then moved onto other areas. Staff are to observe the monitors and increase ventilation if required.

4/1/22 Following a Government announcement some changes were introduced ready for the start of the Spring Term.

21/1/22 Following advice from the government “to align with today’s Plan B announcement. This includes the removal of the recommendation to wear face coverings in teaching settings and communal areas, that mandatory certification will no longer be in place and that people are no longer advised to work from home if they can”.

27/1/22 All measures under the governments ‘plan B’ have been lifted therefore we return to the lower level of ‘plan A’ meaning face coverings are not required in College unless **We would like to request that all staff and students continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart.**

Testing remains voluntary but is strongly encouraged and as previously, test kits are available from main reception, in the Fleet building.

Hazards	Who might be harmed	Existing Control Measures	Risk Rating	Further Action Required
Spread of Covid-19 Coronavirus	All	<p><u>Social distancing</u></p> <p>To be respectful of others and maintain distance if felt necessary.</p> <p>The college will follow guidance and reintroduce 'bubbles' if deemed necessary</p>	6	
Spread of Covid-19 Coronavirus	All	<p><u>Infection from other</u></p> <p>Face masks will no longer be required for students, staff, and visitors when on campus in either classrooms or communal space</p> <p>The college may reintroduce the wearing of face masks as part of containing an outbreak</p> <p>Anyone who wishes to wear a mask can continue to do so, however in the classroom we recommend face coverings are not worn by teaching staff to facilitate communication</p> <p>Rooms should continue to be well ventilated</p> <p>1/11/21 - Face masks must be worn on College coaches and minibuses and in the event of large events such as open days</p> <p>29/11/21 – face masks to be worn in all communal areas by all.</p> <p>4/1/22 – Return to wearing face coverings in the classroom as well as in communal areas</p> <p>21/1/22 – The wearing of face coverings in classrooms and communal areas is no longer required.</p> <p>27/1/22 - Face masks will no longer be required to be worn by students, staff, or visitors in either classrooms or communal areas of the campus. Face masks continue to be recommended when using College transport until further notice. Individuals who are self-isolating may be able to leave self-isolation after 5 days, please refer to the NHS guidance for more information</p>	6	

Hazards	Who might be harmed	Existing Control Measures	Risk Rating	Further Action Required
Spread of Covid-19 Coronavirus	All	<p><u>Staff with Underlying Health Issues</u></p> <p>Personal risk assessments to be reviewed as felt necessary</p>	6	
Spread of Covid-19 Coronavirus	All	<p><u>Suspected case of Covid-19</u></p> <p>Where covid-19 symptoms are identified (a new continuous cough, a high temperature or lost of or change in your normal sense of taste or smell)</p> <ul style="list-style-type: none"> Isolate at home and perform a PCR test. PCR tests are available through the NHS https://www.gov.uk/get-coronavirus-test If this test is positive, the individual will be advised by the NHS on how long they must isolate for. NHS Track and Trace are responsible for contacting others who need to self isolate. Note: the college is not responsible for asking others in the same group to self isolate. Others who have been in contact should continue to undertake lateral flow testing to ensure they have a negative result (available through reception). Self isolation is not required unless advised to do so by NHS Track and Trace. From 4/1/22 – LFT testing would be taken daily for 7 days. <p>Please continue to notify all instances of suspected or confirmed covid-19 cases by emailing covid@weymouth.ac.uk and for staff only, the absence also needs to be recorded by line managers through the iTrent Managers portal available on the intranet.</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> <p>All staff must follow the guidance</p>
Spread of Covid-19 Coronavirus	All	<p><u>Living in same household as a covid-19 case</u></p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> they're fully vaccinated they're below the age of 18 years 6 months they've taken part in or are currently part of an approved COVID-19 vaccine trial they're not able to get vaccinated for medical reasons <p>NHS Test and Trace will contact individuals to let them know that they have been identified as a contact and check whether they are legally required to</p>		

Hazards	Who might be harmed	Existing Control Measures	Risk Rating	Further Action Required
		self-isolate.		
Spread of Covid-19 Coronavirus	All	<p><u>Hand Washing</u></p> <p>Recommend continued use of hand sanitiser, and good hygiene practice https://www.nhs.uk/livewell/healthy-body/bestway-to-wash-yourhands/</p> <p>Employees reminded to Follow <i>Catch it, Bin it, Kill it</i> and to avoid touching face, eyes, nose or mouth with unclean hands</p>	6	Hand Gel available at high usage areas i.e. reception, corridors and photocopiers.
Spread of Covid-19 Coronavirus	All	<p><u>Smoking</u></p> <p>All smokers must only smoke in dedicated smoking areas</p> <p>Staff cleaning this area to follow guidance on PPE and emptying/cleaning of the bins</p>	6	
Spread of Covid-19 Coronavirus	All	<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>	6	
Spread of Covid-19 Coronavirus	All	<p><u>Cleaning</u></p> <p>Canteen area to be cleaned on a regular basis</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.</p>	6	<p>Report concerns as required</p> <p>Cleaning regime to be put in place by Estates and agreed with SLT</p>
Spread of Covid-19 Coronavirus	All	<p><u>Catering</u></p> <p>Cleaning regimes to be increased (e.g. regularly cleaning push buttons on drinks machines, water fountains etc.).</p> <p>Use contactless card payments where possible</p>	6	

Hazards	Who might be harmed	Existing Control Measures	Risk Rating	Further Action Required
Spread of Covid-19 Coronavirus	All	<p><u>Recruitment</u></p> <p>HR will conduct meetings/interviews virtually or face to face as deemed necessary</p>	4	
Spread of Covid-19 Coronavirus	All	<p><u>Visitors to Site –</u></p> <p>Visitors should maintain social distance from staff and students</p> <p><i>Redlands/Sports Centre :</i></p> <ul style="list-style-type: none"> • All activities will ideally be pre booked. • Sanitiser points available throughout the facilities • Participants must follow government guidelines to ensure well being of themselves and other users. • Equipment will be sanitised between sessions by staff. <p>9/12/21 Visitors to conduct a Lateral Flow test prior to visiting the College 27/1/22 All visitors should be asked to test with an LFT and ensure a negative result before arriving on campus on the day of their visit</p>	6	Report concerns as required
Spread of Covid-19 Coronavirus	All	<p><u>Lateral flow testing (LFT)</u></p> <p>Students and staff should continue to test twice weekly for Covid-19 until government update received.</p> <p>11/1/22</p> <ul style="list-style-type: none"> • Anyone testing positive must self isolate and only requires a PCR test if showing symptoms. Follow the NHS guidance depending on outcome. • If LFT test was positive but not displaying any symptoms, the isolation can end when the individual returns 2 negative results through Lateral Flow testing taken on day 6 and day 7 of your isolation period – these LFD tests must be taken 24 hours apart. Isolation ends on day 7 if both were negative. As staff working in an education setting there is additional guidance requiring you to continue to take tests on day 8, 9 and 10. <p>1/11/21 - Anyone who tests positive with a lateral flow test should book a confirmatory PCR test through the NHS, and self-isolate until the PCR result is confirmed. 17/1/22 – The isolation period for a positive PCR test has been reduced to 5 days providing they test negative on days 5 & 6.</p>	4	

Hazards	Who might be harmed	Existing Control Measures	Risk Rating	Further Action Required
		20/1/22 - Booking a PCR test is only required <u>if you have symptom's</u> , after testing positive from an LFT.		

Revision Number	1	2	3	4	5	6	7	8	9	10
Frequency of review										
Next review date	1/11/21	2/12/21	9/12/21	11/1/22	20/1/22	27/1/22				
Reviewed by	SC	GS	SC	SC	GS	GS				

H&S Approval	Gordon Scott	Approval Date	19/10/21	Signature	GS
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