

Risk Assessment

ACTIVITY: COVID-19 Overarching Risk Assessment – July Review for September 2021

DETAILS:

This risk assessment is applicable to all staff, students, visitors, contractors and delivery personnel on all DN Colleges Group (DNCG) premises (including partnership sites) and on official offsite activities. This assessment should be read and used in conjunction the Outbreak Management Reporting Requirements, Asymptomatic Test Centre Risk Assessment and with existing risk assessments and guidance in place that outline general control measures and can be used in the review process.

The overarching **hazard** is the exposure of individuals or groups of individuals to potentially infected individuals, contaminated surfaces or equipment aiding coronavirus (COVID-19) transmission and spread. This can be through poor hand and respiratory hygiene regimes/facilities, inadequate cleaning protocols, inadequate ventilation, lack of social distancing and contact minimisation.

Type of **harm** is that individuals contract the virus leading to increased risk of severe illness and/or death and/or mental ill health effects and physical injuries/disorders due to changes in process and procedures.

Persons affected include all building/premises users and all persons on official offsite activities.

1. Identified Hazards/Activity and Existing Controls:

Hazard No	Description of Activity	Existing Controls
1	Arrival/departure on/from site	<ul style="list-style-type: none"> • All staff and students are required to read Covid-19 induction slides • Online 'safesmart' COVID-19 awareness module via 'smartlog' refreshed every 3 months • All users encouraged to wash or sanitise hands on arrival and when leaving the premises • All visitors must sign in/out at reception • All visitors must read visitors safety information on arrival • Where possible, all visitors will be sent safety information prior to arrival on site (by the staff host)

		<ul style="list-style-type: none"> • Staff hosts are responsible for ensuring their visitors have read and understood the safety information
2	Contact minimisation	<ul style="list-style-type: none"> • The college continues to adopt an agile working approach (as agreed with Line Managers) • Movement through corridors and on stairwells must be kept to the left hand side • Clear signage and information displayed throughout all buildings • Where possible, Perspex screens have been installed at front of house services (including receptions, service desks, student support, pay points) • Where possible, Perspex screens have been installed in staffrooms • Staff advised to remain at teaching wall wherever possible
3	Cleaning procedures	<ul style="list-style-type: none"> • Existing cleaning protocols to continue • Additional enhanced cleaning procedures in place • Increased focus on frequently touched surface such as door handles, handrails, light switches • Cleaning stations throughout the buildings • Individual areas have been provided with cleaning materials to be used by staff and students
4	Classrooms	<ul style="list-style-type: none"> • Windows and doors to be open where possible (fire doors not propped open) • Ventilation rates have been increased where possible • Staff advised to stay at teaching wall where possible • Cleaning stations provided in all classrooms
5	Workshops/practical/laboratory teaching space	<ul style="list-style-type: none"> • Local area risk assessments will be displayed • All work benches/equipment/surfaces to be sanitised frequently • Where possible, screens have been installed • Where possible, windows will remain open to aid ventilation • Ventilation rates increased where possible • Drinks only permitted (not food), all waste must be placed in the bins provided
6	Shared equipment	<ul style="list-style-type: none"> • All equipment to be sanitised frequently by teaching staff • Where possible, equipment will be assigned to the individual for the duration of the session and cleaned before and after use
7	Personal/intimate care requirements	<ul style="list-style-type: none"> • Where assistance with essential personal/intimate care is required to ensure the needs of the student are met, full PPE will be provided including; nitrile gloves, plastic aprons, surgical masks • Additional PPE bins have been provided
8	Personal protective equipment (PPE)/workwear and face coverings	<p>PPE/workwear</p> <ul style="list-style-type: none"> • Existing PPE requirements/assessment in identified areas remain the same • Reusable PPE will not be shared and disinfected before and after each use

		<p>Face coverings</p> <ul style="list-style-type: none"> • The wearing of face coverings is a personal choice and one that will be supported • We advise that face coverings continue to be worn during close contact activities and in communal areas • Anyone developing or displaying coronavirus symptoms are required to wear a face covering <p>Face shields</p> <ul style="list-style-type: none"> • The use of face shields is not a suitable alternative to face coverings
9	Learning Resource Centre (LRC)	<ul style="list-style-type: none"> • Students asked to only handle resources they intend to use • Where possible, Perspex screens have been installed at front of house service desks • Cleaning stations provided
10	Office/staffroom	<ul style="list-style-type: none"> • Clear desk policy implemented to aid cleaning and desk sharing • Where possible, Perspex screens have been installed • Cleaning materials provided • Windows and doors to be open where possible (fire doors not propped open) • Ventilation rates have been increased where possible
11	Catering/welfare/break facilities	<ul style="list-style-type: none"> • Cleaning materials available at vending machines • Water coolers/fountains have been upgraded to foot operation • Where possible, Perspex screen have been installed
12	Waste disposal	<ul style="list-style-type: none"> • Staff to follow existing waste disposal protocols • If Covid-19 contamination is suspected, all waste to be double bagged and stored for 72 hours before disposal into general waste
13	Fire safety arrangements	<ul style="list-style-type: none"> • Individual personal emergency evacuation plan (PEEP) requirements must be identified prior to returning to site • Corridor doors and/or fire doors are to be held open by magnetic devices linked to the fire alarm only • Fire doors are not to be propped open • Workshop/Classroom doors can be propped open on student arrival and departure • All doors must be closed on evacuation • Contaminated waste storage area identified and ignition sources removed
14	First aid arrangements	<ul style="list-style-type: none"> • First aid procedures reviewed • CPR procedures reviewed • All first aiders have been issued with additional equipment/PPE including; nitrile gloves, plastic aprons, surgical masks, face shield, contaminated waste bags and contactless thermometer


		<ul style="list-style-type: none"> • FFP3 facemask in the event CPR is required
15	Symptomatic individual	<ul style="list-style-type: none"> • Where a person presents with symptoms including fever, cough, shortness of breath, breathing difficulties, loss of senses of taste and smell, they will be given a facemask and gloves immediately and asked to leave site immediately • Where immediate removal is not achievable, they will be taken to the isolation room whilst departure from site is arranged • If they require supervision whilst they wait the individual will wear PPE as described in the first aid arrangements • Where symptom severity dictates an ambulance will be called, the operator must be informed of possible case prior to them arriving on site • If the symptomatic individual requires the use of a toilet during this time, they will be taken to a single use toilet that will then be locked off to enable a full clean and disinfection
16	Isolation room	<ul style="list-style-type: none"> • All sites have a designated isolation room • Non-essential equipment and soft furnishings have been removed from the room • A full clean and disinfection of the isolation room will be conducted after use
17	Confirmed case	<ul style="list-style-type: none"> • All confirmed cases must be reported using the online form • All confirmed cases will be managed by NHS Test and Trace • The test and trace initiative will be fully supported
18	Mental Health	<ul style="list-style-type: none"> • Counselling services in place for staff and students • Mental health first aiders • All encouraged to talk openly about the effects of the pandemic on them and their loved ones • Support materials and guidance shared on a regular basis • Continue regular communication with homeworking staff including furloughed members • Continue to support staff and promote positive work life balance
19	Enforcement	<ul style="list-style-type: none"> • All staff are responsible for ensuring the requirements of this assessment are promoted, encouraged and enforced in their own areas and whilst on site • Existing area risk assessment reviews must reflect how these control measures will be managed and enforced in their own area
20	Communication	<ul style="list-style-type: none"> • Signage throughout all buildings • Information posters displayed throughout the buildings and in toilet areas • Information displayed on the plasma screens • Good personal hygiene and handwashing methods (at least 20 seconds) promoted and encouraged • All users encouraged to wash or sanitise hands on arrival and when leaving the premises

		<ul style="list-style-type: none"> • Catch it bin it kill it' initiative promoted • Staff instructed not to attend work if they are unwell or have symptoms • Staff to be instructed to notify HR if they fall into a 'clinically extremely vulnerable' category, either existing or new condition • Students instructed not to attend site if they are unwell or have symptoms
21	Disregard of controls	<ul style="list-style-type: none"> • All areas are responsible for enforcing and monitoring compliance with controls set out • Blatant disregard of the controls will lead to the immediate removal of the individual • Disciplinary procedures will be initiated as appropriate
22	Nursery	<ul style="list-style-type: none"> • Working under individual comprehensive risk assessment • Continue to monitor and adapt to changing Government guidelines
23	Visits and trips	<ul style="list-style-type: none"> • Visits and trips are able to go ahead – subject to approval • All participant to lateral flow home test before and after visit - residential • All visits to be approved by H&S prior to going • Risk assessment must include Covid-19 control measures • COVID secure information to be received from the external venue prior to visit taking place and incorporating into the college risk assessment
24	Contractor management	<ul style="list-style-type: none"> • All contractor works must go through Estates • All contractors must be inducted on arrival on site • Unauthorised contractors will be removed and/or refused access • Contractor risk assessments and method statements (RAMS) must be submitted and agreed prior to works and arrival on site • All contractors will report to Estates and sign in • Contractor works will be monitored by Estates and Health & Safety (H&S)
25	Homeworking	<ul style="list-style-type: none"> • Continue to support staff working from home as require, further practical guidance and assessment checklist issued to identify at risk staff members
26	Official offsite/employer activities (apprenticeships, work placement, training delivery)	<ul style="list-style-type: none"> • All staff to adhere to site specific control measures • All staff to undertake external inductions as required • Be in receipt of the employer DNCG COVID-19 declaration/questionnaire prior to site visit
27	Partnership sites – CATCH, Airco, British Steel, Kirklees	<ul style="list-style-type: none"> • Site specific risk assessments have been developed and agreed • The same standards from this assessment will be applied to all partnership sites
28	Business continuity	<ul style="list-style-type: none"> • 'Post lockdown review' conducted to analyse what went well, what we can learn from and prioritise actions to enhance response capabilities in the future

		<ul style="list-style-type: none"> • Due to possibility of future pandemic, further wave or localised lock down ensure our capability to work and teach remotely remains active and well advanced
29	Safeguarding	<ul style="list-style-type: none"> • Continue to have regard to statutory safeguarding guidance set out in Working Together to Safeguard Children and Keeping Children Safe In Education 2021 • Fundamental safeguarding principles remain the same in that the best interests of children must always continue to come first • If anyone has a safeguarding concern they should continue to act and act immediately by contacting the Safeguarding team in the relevant college via e mail or telephone as usual • Senior Designated Safeguarding Lead (DSL) and deputy DSL are always available for advice and are contactable via telephone and online
30	Outbreak Management	<ul style="list-style-type: none"> • SLT/Covid Group identified and meet weekly • Outbreak management plan in place • Notification process in place • Online reporting form in place
31	Asymptomatic testing	<ul style="list-style-type: none"> • Test centres set up in line with government and NHS guidelines • Tests centres have specific risk assessment arrangements in place • All test centre operatives have undertaken the recognised NHS training • Testing centres remain open for those not able to undertake their test at home, for test centre staff and contractors • All results reported via the online government portal • Positive result procedure developed and introduced • Staff and student twice weekly home testing strongly advised and encouraged • All staff and students to record and report results to NHS and College

2. Additional Control Measures:

Hazard No (from above)	Additional Controls Required	Who Will Action These? When?
1	<ul style="list-style-type: none"> • Update website materials and links 	NM by 6 September

Assessment by: Sign 	Print Nikki Mell – Head of Health & Safety	Approved by (SLT member): Sign 	Print Mick Lochran - Chief Executive Officer
Date: February 2021 Review May 2021 Review July 2021		Date: February 2021 Review May 2021 Review July 2021	

Review Log:
Complete review in line with government operational guidance changes effective from 19 July.