

# COVID -19 Risk Assessment



<b>Date of update</b>	<b>14.09.2020</b>
<b>Approved by</b>	<b>Senior Management Team</b>
<b>Contact</b>	<b>Health &amp; Safety</b>
<b>Review frequency</b>	<b>Weekly</b>

## RISK ASSESSMENT CORONAVIRUS

### Introduction

This risk assessment takes into consideration the known risks arising from COVID-19 and best practice advice and guidance on managing those risks specifically within workplaces and educational establishments. These have been collated from guidance issued by the Government through the Department for Education, the Health and Safety Executive, the AoC and trades unions within the following publications:

- AoC and trades unions "Planning guide for further education colleges from September 2020" undated
- Department for Education "Coronavirus (COVID-19): implementing protective measures in education and childcare settings dated 1<sup>st</sup> June 2020
- Department for Education "What FE colleges and providers will need to do from the start of the 2020 autumn term" dated 15<sup>th</sup> July 2020
- Department for Education "Further education (FE) autumn term guidance" updated 29<sup>th</sup> August 2020
- Department for Education "What parents and carers need to know about early years providers, schools and colleges in the autumn term" dated 21<sup>st</sup> August 2020
- Health and Safety Executive publication "What to include in your COVID-19 risk assessment" dated July 2020

Government websites are monitored daily for new or revised guidance on the risks and controls which should be put into place to mitigate risks.

<b>Area or Activity Assessed</b>	Covid19	<b>Original Assessment Date</b>	24.07.20
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<b>Assessment Completed By</b>	Elvy Kollasseril	<b>Persons At Risk</b>	Staff/ Students / Visitors/Contractors
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No.	HAZARD	WHO MIGHT BE HARMED	IMPLEMENTED CONTROLS	RISK RATING WITH	ADDITIONAL ACTIONS REQUIRED (IF ANY)
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				<b>CONTROLS IN PLACE</b>	
1.	Building systems/equipment (water, fire safety, gas safety etc.)	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>All equipment and systems at the Academy have been maintained in accordance with PPM regimes since the academy remained open except for a short period</li> <li>Curriculum equipment is inspected at the start of term as part of new academic year routines</li> <li>Windows opened to allow good ventilation</li> <li>Doors left open (not fire doors) to help good ventilation</li> <li>Air conditioning systems inspected and sanitized</li> <li>NHS track and trace system in place with staff and learners encouraged to take part.</li> </ul>	Low	
2.	Travel to and from Academy	Staff and Students	<ul style="list-style-type: none"> <li>Walking to and from Academy is promoted</li> <li>Managers mindful of peak travel periods on public transport and due consideration given to the start and finish times of staff but balanced against business needs</li> <li>Face masks provided to all staff and Students at the start of the term which may be used on public transport</li> </ul>	Low	
3.	Spreading or getting coronavirus by not washing hands or not washing them adequately	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>Posters displayed to remind of the need to wash/sanitize hands more frequently</li> <li>Sanitizer stations at entrance and exit points</li> <li>sanitizers in each room</li> <li>sanitizer provided in each classroom/learning area and office</li> </ul>	Low	
4.	Spreading or getting coronavirus in common use areas (canteens, corridors, offices, classrooms, entrance/exit points and lifts)	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>Information provided to staff and students informing them not to attend the Academy if they have coronavirus symptoms or if they should be self-isolating</li> <li>Information provided to visitors informing them not to enter the Academy if they have coronavirus symptoms or if they should be self-isolating and information provided on what to do if they develop symptoms whilst in the academy</li> <li>The wearing of face masks or face coverings in common areas is compulsory for all academy occupants</li> </ul>	Low	

			<ul style="list-style-type: none"> <li>• Where necessary, re-configured staff rooms to enable social distancing and alternative work- spaces provided</li> <li>• Occupancy levels set for classrooms and all other teaching areas to enable social distancing</li> <li>• Additional controls in place where social distancing is impracticable through the provision of PPE/RPE and revised safe systems of work</li> <li>• Staff attendance at the academy is managed to enable social distancing and where possible face to face meetings are reduced by the use of online meeting facilities</li> <li>• Blended learning and other strategies to control the number of students and staff needing to be in academy at any one time</li> <li>• Timetabling to limit staff and student movements and to enable the creation of groups/bubbles</li> <li>• Tissues and bins provided</li> <li>• Coronavirus isolation room set up and arrangements in place for managing and supporting anybody who develops symptoms in the Academy</li> </ul>		
5.	Spreading or getting coronavirus by not cleaning surfaces, equipment and workstations	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Surface wipes provided in each office and learning area</li> <li>• Revised and enhanced cleaning regimes and a focus on the cleaning of touch points e.g. banisters, door handles, tables, table surfaces, chairs etc.</li> <li>• Waste bins available in all learning areas and offices</li> <li>• Bins available in each classroom and at reception</li> <li>• Bins emptied at least daily and sanitized</li> <li>• Vending machines taken out of service to reduce touch points</li> <li>• All computer keypads deep cleaned and sanitizer wipes available</li> <li>• Restricted use of shared equipment but if shared use is necessary, cleaning wipes or sanitizer spray are available for sanitizing equipment</li> </ul>	Low	

6.	Spreading or getting coronavirus by not social distancing	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>Academy's occupancy levels managed to ensure social distancing is possible</li> <li>Signage displayed to remind people to maintain social distance</li> <li>Classroom/teaching area capacities reviewed to enable social distancing and posters displayed detailing capacities</li> <li>Office working reviewed to enable social distancing with additional working spaces allocated and IT equipment provided</li> </ul>	Low	
7.	Poor workplace ventilation leading to the risk of coronavirus spreading	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>Windows opened each morning to facilitate good ventilation</li> <li>Doors left open where possible to allow the flow of fresh air (but not fire doors)</li> <li>Air conditioning systems sanitized</li> </ul>	Low	
8.	Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff Students	<ul style="list-style-type: none"> <li>Regular communications with staff by the line managers to inform on the current situation and points of referral for concerns</li> <li>Flexible hours and opportunities to work/study from home</li> <li>Encourage learners to keep in touch with each other virtually</li> <li>Brief teaching staff on COVID regulations and updates</li> <li>All teaching staff undertook the Level 2 Award in Infection Prevention COVID-19</li> <li>Learners and Staff given contact email in case of a COVID-19 symptom</li> <li>Personal workplace risk assessment arrangements for staff who are considered to be clinically extremely vulnerable from COVID-19</li> <li>Regular contact with students by teaching staff and support available through the Be Safe team etc.</li> <li>Staff and students sent updates on the changes made due to COVID-19</li> <li>Students will be informed of coronavirus control measures in place at their induction to help address any concerns or anxieties</li> </ul>	Low	

## Health and Safety Risk Matrix

## Risk Level Guidance

		1 SEVERITY			
		Slightly harmful / minor injury or illness	Harmful injury or illness incurring time loss for subject/s	Serious injury or illness	Life threatening or fatal injury or illness
Probability 2	Unlikely	Low	Low	Low	Med
	Likely	Low	Med	Med	High
	Highly Possible	Med	Med	High	High
	Certain	Med	High	High	High