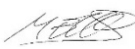



Richard Huish College Risk Assessment

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Operational – (Living Document)

| | | | |
|--|--|---|---|
| Area/Activity Assessed | COVID-19 – Operational (Living Document) | Date | 02/07/20 Revised – 10/08/20, 13/08/20, 18/08/20, 31/08/20, 02/09/20, 03/09/20, 10/09/20, 17/09/20, 18/09/20, 15/10/20, 16/10/20, 05/11/20, 12/11/20, 04/01/21, 05/01/21, 08/01/21, 01/02/21, 01/03/21, 08/03/21, 16/03/21, 23/03/21, 19/04/21, 16/05/21, 21/06/21 |
| Initial Assessment Completed By | Martin Ellis Group Health and Safety Manager  | Person(s) Consulted and Updated by | Richard Anderson Director of IT & Facilities  |

| | | | | | |
|------------------------|------------------|-----------------|--------------------------|--------------------|------------------------|
| Persons Exposed | Employees | Students | Expectant Mothers | Contractors | Visitors/Public |
| | ✓ | ✓ | ✓ | ✓ | ✓ |

| | |
|--|---|
| Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity- (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant) | 0-8 - Low Risk No Action Required. 9-15 - Medium Risk Ensure adequate controls are in use. (requires Existing Control Measures) 16-25 - High Risk Stop operation and implement (requires Additional controls) |
|--|---|

Changes from the last RA are highlighted in yellow

Background information

The virus that causes COVID-19 is an enveloped RNA virus, and is transmitted through droplet infection (droplets containing the viruses that are formed when a person coughs or sneezes enter the nose, mouth, airways and eyes of an uninfected person), as well as via finer droplets called aerosol and potentially via faeces / urine and blood. Transmission of the virus can be direct (person-to-person) or indirect (where an uninfected person touches a surface that has been contaminated with the virus or breathes in virus-laden droplets following on from sneezing, coughing, singing etc.). The emergence of more transmissible variants has resulted in extra measures being put into place.

ATS

There is a separate risk assessment for the college ATS (Asymptomatic Testing Site). The college will maintain a small ATS after the initial mass screening period so that there is still an onsite facility for those that require it.

Relaxation of guidance (Step 3) 17/05/2021

Changes in control measures for step 3: Regular LFD home testing for staff and students is taking place. Wearing face coverings in all indoor spaces is now only a requirement for staff and visitors, (including classrooms and offices where social distancing cannot be maintained).

Due to the increasing rate of the delta variant within the country, including the South West. We have made the decision to ask students to wear face coverings once again within buildings and the classroom, where 2m social distancing cannot be maintained, for the final two weeks of the academic year. There is an updated CV19 code of conduct.

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| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|--|----------|-------------|------|---|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 1 | Site not ready for use after reopening from lockdown | 4 | 3 | 12 | <ul style="list-style-type: none"> Premises have been deep cleaned before reopening. All staff are competent and instructed with regards to the procedures in place for the protection against infection from the risk of Covid-19. Legionella testing has been completed. A College reopening plan has been created in line with current Government, Public Health and DfE guidelines. All staff and students will have access to Coronavirus tests. Regular visitors to the site such as volunteers or contractors are also able to be tested on site. A strict guideline has been produced and will be implemented by the College as far as reasonably practical. (See College Reopening Plan) If necessary, the College will liaise with agencies (DfE and ESFA) if we cannot meet the governments guidelines due to staff shortages or space within the College. | 4 | 1 | 4 | |

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| No | Hazard | I | | | Existing Control Measures | Resi | | | Additional |
|----|--|---------|------|------|---|----------|--------|------|------------|
| | | Severit | Prob | Risk | | Severity | Probab | Risk | |
| 2 | Virus spreading via direct and indirect methods. Social Distancing | 4 | 4 | 16 | <ul style="list-style-type: none"> Everyone must practice social distancing. We are encouraging a culture where individuals disobeying the rules will be challenged by both staff and students. Code of Conduct for everyone. Signs on entrances asking to not enter the site if you have symptoms. Social distancing between individuals. Where possible stay 2m apart or 1 metre + apart, with additional measures such as installing screens, sat side by side, desks facing the front within classrooms, wearing face coverings where appropriate, increase ventilation (advise individuals to wear additional warm clothing to counter any reduction in temperature from maximising ventilation) and providing extra handwashing and sanitising facilities. Following face covering guidance including (safe storage of them in individual, sealable plastic bags between use) It is recognised that students within a class may not be able to socially distance from one another. As far as possible, pupils will sit in rows, side by side, facing the front and we will remove excess furniture from rooms. It is strongly advised that staff teach their lessons from the front of the class and maintain a 2m distance from students. Movement around the college is kept to a minimum. Staff and students are to strictly adhere to direction and instruction signage i.e. Keep left, One-way system/No entry etc. Where possible, and appropriate, staff will work from home. Staggered start times, end times, breaks and lesson changeovers. If necessary, the College will liaise with agencies (DfE and ESFA) if we cannot meet the governments guidelines due to staff shortages or space within the College. Subject specific risk assessment templates will be made available for staff to plan how to run their course. Changed timetable to 2 columns per day over 2 weeks. All students offered a test before returning to face to face learning on the 8th March, followed by a further two tests 3 to 5 days apart. Staff offered regular twice weekly home LFD tests from w/c 1st March Students offered regular twice weekly home LFD tests from w/c 15th March. Individuals are exempt from testing by both PCR and LFD within 90 days of a positive PCR test unless they develop new symptoms. A positive LFD result via home testing, or onsite ATS, must be confirmed via government PCR testing. Follow the latest guidance on wearing face coverings. Continued use of virtual systems for staff meetings / training where appropriate. <p>See College Reopening Plan for further details on how the College is going to implement social distancing</p> | 4 | 1 | 4 | |

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| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional |
|----|--|----------|-------------|------|---|----------|-------------|------|------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 3 | Failing to adhere to Social distancing rules | 4 | 4 | 16 | <ul style="list-style-type: none"> Social Distancing rules are followed and monitored as far as reasonably practicable. Staff have been asked to keep an eye out to make sure that social distancing is being adhered to and to challenge where appropriate. Duty manager and senior managers will check the site during the day to enforce social distancing. <p>Extra support.</p> <ul style="list-style-type: none"> Students are encouraged to practice social distancing. Parents/Carers are asked to reinforce this message at home. All users of the site are reminded to wash / sanitise their hands regularly and to avoid touching their face. Updates and changes are communicated in staff briefings, emails and via PowerPoints to play in lessons. Code of conduct is displayed in various places around the site, including reception. Visitors can be sent the code of conduct in advance of coming to site. | 4 | 1 | 4 | |

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Operational – (Living Document)

| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|---|----------|-------------|------|--|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 4 | Staff/Students/visitors/contractors showing signs of an Infectious Disease (coronavirus COVID-19) | 5 | 5 | 20 | <ul style="list-style-type: none"> Staff, students, visitors and contractors are instructed not to attend premises if they are displaying Coronavirus symptoms. Staff, Students, visitors, and contractors are instructed to monitor their health and should not be coming into the College if they or anyone they live with are displaying Coronavirus symptoms. Staff, students, visitors and contractors are asked to follow the advice of their GP and should self-isolate for 10 days from when they started showing symptoms. Staff, students, visitors and contractors should book themselves for a COVID-19 PCR government test to be taken at a government testing facility as soon as possible. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. | 5 | 1 | 5 | |
| 5 | Staff/Students/visitors/contractors confirmed of having an Infectious Disease. | 5 | 3 | 15 | <ul style="list-style-type: none"> Staff, students, visitors and contractors must notify the College immediately by calling Reception. The College will follow the procedure for reporting a positive Covid case. Based on advice from Public Health England the College may need to shut immediately. There is the understanding that if a case is confirmed, a deep clean will be carried out along with contact tracing. College will refer to Public Health England for advice. | 5 | 2 | 10 | |

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| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|---|----------|-------------|------|---|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| | Staff/Students/visitors /contractors confirmed of having an Infectious Disease. (continued) | | | | <ul style="list-style-type: none"> Infected people will stay at home and should self-isolate for 10 days from when they started showing symptoms. Others in their household should self-isolate for 10 days. Infected people are asked to follow the advice of their GP and/or Public Health England. Government guidance will be followed to identify any 'contacts' home to self-isolate due to being in close proximity of the confirmed infected person. These 'contacts' must self-isolate for 10 days regardless of receiving a negative test result as they could still develop symptoms. Cleaners will follow covid cleaning action plan. | | | | |
| 6 | Staff/Students/visitors /contractors displaying symptoms during College hours | 5 | 4 | 20 | <ul style="list-style-type: none"> College has created a CV19 Suspected Covid Procedure (See CV19 Suspected Covid Procedure document for more info) | 5 | 2 | 8 | |

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| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|---|----------|-------------|------|---|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 7 | Virus spreading via direct and indirect methods. Personal Hygiene | 5 | 5 | 20 | <p>Handwashing</p> <ul style="list-style-type: none"> Handwashing is one of the most important ways of controlling the spread of infections, The recommended method is the use of liquid soap, warm water and dry hands thoroughly using either paper towels or hand dryers. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Antiviral hand gel stations are installed in every building, near toilets and at the front and rear entrances to the College. Staff have been provided with a personal kit that includes hand sanitiser that they can have topped up in the staff room. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> Coughing and sneezing easily spread infections. People should be encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues into a bin. Spitting should be discouraged. <p>Personal protective equipment (PPE)</p> <ul style="list-style-type: none"> The correct PPE should be used when handling cleaning chemicals and potentially infectious material. PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. Covid ready first aid bags have been prepared with required PPE. Appropriate training in the use of PPE will be provided. Staff are able to collect a face shield to be used in addition to a mask if appropriate. | 5 | 1 | 5 | |

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| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|---|----------|-------------|------|--|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| | Virus spreading via direct and indirect methods. Personal Hygiene (continued) | | | | <p>Other changes</p> <ul style="list-style-type: none"> • Where possible doors and windows are opened to allow ventilation and prevent the need to touch door handles. • Fire door holdbacks have been repaired and installed where required. • General use water fountains have been covered over to stop use. • Bottle refilling stations will be clearly marked with instructions for use and have sanitizing wipes next to them. • Where possible staff/students are encouraged to bring their own refreshments. • Allow eating and drinking in classrooms. • It is clear that the CLEAPPS guidance is based on COSHH legislation and so there is a legal requirement not to allow students to eat and drink in labs, the current Covid risk does not change this. Alternative locations are provided for students using labs to eat or drink. • Posters have been put up in all toilets and various locations to inform how to stop the spread of coronavirus. • Toilet lids are being reinstalled to toilets along with guidance on closing them before flushing the toilet. • Chewing gum is no longer allowed on site due to the increased risk of transmission of Covid 19 when not properly disposed. • Follow guidance from HSE on increasing ventilation. • Portable CO2 monitors can be used to measure ventilation. • Multi-occupant spaces that are used regularly and are poorly ventilated (below 5 l/s/person or above 1500ppm CO2 for prolonged periods) should be identified and prioritised for improved ventilation rates. • Spaces with low occupancy or where enhanced aerosol generation is likely (e.g. through singing, loud speech, aerobic activity) should aim to ensure ventilation is sufficient to maintain CO2 concentrations below 800ppm (typically 10-15 l/s/person), and should also include additional mitigations such as reduced exposure (occupancy) times, face coverings for audiences and restricting the size of groups and duration of activities. | | | | |

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|----|--|----------|-------------|------|--|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 8 | Virus spreading via direct and indirect methods. General Cleaning | 5 | 4 | 20 | <p>Cleaning of the environment</p> <ul style="list-style-type: none"> We are encouraging and developing a culture where everyone is responsible for cleaning. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. Cleaners will be emptying bins more regularly. Staff that leave a classroom are responsible for cleaning and disinfecting the common equipment which another teacher can reasonably expect to use, remote control, the keyboard etc. <p>See College Cleaning Action Plan for further details on how the College is improving cleaning.</p> | 5 | 1 | 5 | |
| 9 | Failure to Deep Clean the College after a member of staff or Student is suspected of having coronavirus COVID-19 | 5 | 5 | 25 | <ul style="list-style-type: none"> SMT are made aware of any area that requires deep cleaning due to corona virus and will check that it is completed. The area will be isolated, and access restricted to only those staff involved in the deep cleaning. All cleaning staff have been shown and understand the Government guidelines for cleaning a contaminated area. | 5 | 1 | 5 | |

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| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|---|----------|-------------|------|--|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 10 | Stopping the virus from spreading Deep Cleaning | 5 | 4 | 20 | See College Cleaning Action Plan for further details on how the College will deep clean. | 5 | 1 | 5 | |
| 11 | Travelling to and from College | 5 | 3 | 15 | <ul style="list-style-type: none"> Staff and students should avoid car sharing and only use public transport where a private vehicle is not available. If public transport is used, the wearing of face coverings is mandatory. Students must wear face masks on college transport. Staff and students should be encouraged to walk or cycle to college wherever possible. If driving they should try to be the only person in the vehicle but can share a car if essential. They should open windows, wear a face covering and sit far away from others. | 5 | 1 | 5 | |
| 12 | Use of Computers and Laptops | 5 | 3 | 15 | <ul style="list-style-type: none"> Where possible workstations to have a minimum 1m + gap between them. Where workstations will result in users facing each other within 2m, screens will be used. Students are only to use their allocated workstation for that session. Workstations are thoroughly cleaned and disinfected at the end of each session by the individual that used it. Where equipment must be shared then it must be cleaned between uses. Before and after the use of IT equipment, the user is to apply hand sanitiser or wash their hands. | 5 | 1 | 5 | |

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|----|--|----------|-------------|------|--|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 15 | Student use of designated study rooms | 5 | 3 | 15 | <ul style="list-style-type: none"> Students will remain 1m+ apart. Windows and doors opened for ventilation. Students will be signed in and out of the room by a member of staff to enable track and trace. Students supervised by a member of staff. Anti-Viral wipes and hand sanitiser available. Workstations are thoroughly cleaned and disinfected at the end of each session by the individual that used it. | 5 | 1 | 5 | |
| 16 | Sharing / Issuing of equipment / handling of paperwork | 5 | 3 | 15 | <ul style="list-style-type: none"> Sharing individual and very frequently used equipment such as pens, pencils and board markers is not advised. Instead each person should have their own. Where staff and students need to borrow / have kit issued to them the items will need to have been thoroughly cleaned before being reissued to another person. In more complex areas – eg Art, Sciences and PE – each subject will create their own protocols. Students encouraged to bring and use their own equipment. Photocopiers and vending machines have hand sanitiser next to them that should be used before and after using the machine. Cleaners will wipe them down during the day. If it is not possible to thoroughly clean the item (e.g. paperwork) the following precautions will reduce the risk. Wash / sanitise hands before touching your face, wear gloves, or the item can be stored in quarantine for 48 hours (72 hours for plastics). | 5 | 1 | 5 | |

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| | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|--|----------|-------------|------|---|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 17 | Clinically extremely vulnerable (CEV) staff and students | | | | <ul style="list-style-type: none"> Individual risk assessments are available on request to HR for staff and student support for students. Individuals who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves should still attend their educational setting. We will monitor the situation and adapt based on government guidance. The government has announced that shielding guidance is being paused. From Thursday 1 April, clinically extremely vulnerable (CEV) people are no longer advised to shield. CEV people must continue to follow the national restrictions that are in place for everyone. | | | | |
| 18 | COVID 19 spreading during physical exams | 5 | 3 | 15 | <ul style="list-style-type: none"> All exam students will sit in venues within their classes and 2m apart from another class. They are strongly advised to wear their face coverings throughout the exam. All invigilators will have taken an LFD test in advance. All exam students have also been offered the opportunity to have an LFD test beforehand. Exam venues will remain well-ventilated throughout. Invigilators will be provided with gloves to collect exam papers. All students will sanitise their hands upon entry, and exam equipment/furniture will be sterilised in advance. | 5 | 1 | 5 | |

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|----|--|----------|-------------|------|--|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 19 | Clinically vulnerable (CV) staff and students | | | | <ul style="list-style-type: none"> Clinically vulnerable staff can attend work. While in the workplace, they should follow the system of controls to minimise the risks of transmission. People who live with those who are clinically vulnerable can attend the workplace If clinically vulnerable staff have concerns around their individual circumstances, they can speak to their line manager to discuss those concerns and how best to be flexible in seeking to address them. Individual risk assessments are available to support this. Clinically vulnerable students can attend their setting. All 16 to 18 year olds with underlying health conditions who are in at risk groups will be offered a vaccine in priority group 6 of the vaccination programme. At present, these students should self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated. | | | | |
| 20 | Staff having an increased workload and potential for increased stress levels due to changes in working | 3 | 3 | 9 | <ul style="list-style-type: none"> Expanded HR team Staff wellbeing role Staff individual risk assessments available Line managers asked to monitor workload and check in with their teams more than usual IT champions in place to assist with transition to online teaching Training sessions on how to setup IT systems for use with students Occupational health Regular people update from Chief People Officer. Employee Assistance Programme available to all staff to access confidential support and counselling Stress Management tools and strategies (HSE & CIPD resources) in place to support SMT in reducing Stress within their teams. | 3 | 2 | 6 | |

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| | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|--|----------|-------------|------|---|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 21 | External visitors passing on CV19 to the college population. | 4 | 4 | 16 | <ul style="list-style-type: none"> Visitors can be sent the latest CV19 code of conduct in advance of coming to site. Visitors will need to sign in at reception as normal where there will be a physical copy of the code of conduct. The sign in system will include the message of not coming to site if they have CV19 symptoms or have been told to self-isolate. If possible, visits will be encouraged to take place outside of the core teaching timetable hours to reduce the risk of mixing with the college population. E.g. prospective student tours. CV19 LFD tests are available for any site users from our asymptomatic testing site (ATS). | 4 | 1 | 4 | |
| | | | | | | | | | |

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| ACTION ARISING FROM RISK ASSESSMENT | | | | | |
|-------------------------------------|-------------|--|------------------------|---------------|----------------|
| No | Risk Rating | Action Required: | Person (s) Responsible | Target Date | Date Completed |
| 1 | Low | College is advised to create a reopening plan in line with current Government, Public Health and DfE guidelines. This Must include ways in which <ul style="list-style-type: none"> • Social Distancing can be maintained, • Deep Cleaning • Action Plan to deal with suspected Coronavirus cases. | RIA | ASAP | 01/07/20 |
| 1 | Low | College is advised to create a reopening plan in line with current Government, Public Health and DfE guidelines. This Must include ways in which <ul style="list-style-type: none"> • How Practical Lessons can be taught safely • The care of pupils on EHC plans can be maintained. • How EHC lessons can be taught safely. | MNO | For September | 01/09/2020 |
| 1 | Low | Staff Training – The College is advised to provide staff training and instruction to all staff before reopening. This training should be recorded to verify staff attending the training/instruction fully understand. This will done via MyConcern. | JAB | 03/07/20 | 03/07/20 |
| 2 | Low | Social Distancing – The College is advised to create a set of social distancing rules that all staff and students should follow. | RIA | ASAP | 01/06/20 |
| | | Continued review and implementation of control measures. | RIA | Ongoing | Ongoing |