

# Risk Assessment

<b>Risk assessment for</b>	Operation of College Buildings During Coronavirus (COVID-19) – Fab & Weld		
<b>Campus/Location</b>	Castleford Campus	<b>Curriculum/ Service Area</b>	Engineering
<b>Date of initial assessment</b>	15/09/2020	<b>Name of person (Risk Assessor)</b>	Sean Casey
<b>Updated</b>	27/10/2020		Graham Sherwin
<b>Reviewed by</b>		<b>Reviewed by</b>	
<b>Issued for consultation with/on</b>		<b>Response Received</b>	
<b>Who might be harmed and how?</b>			
<b>Staff/Students</b> ✓	Biological	<b>Cleaners, engineers etc</b> ✓	Biological
<b>Support Staff</b> ✓	Biological	<b>Other (Please specify)</b> ✓	Visitor/member of public, contractor

<b>What are the hazards?</b> (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	<b>What control measures are already in place?</b>
1. Physical space, movement, social	<p><b>All staff/learners/visitors to undertake a Fab &amp; Weld workshop induction around the risk assessment, delivered by the member of staff for that session within that industry area.</b></p> <p>Social distancing to be enforced in line with Government guidance 1m plus for 16 – 18 years, adult learning will remain at 2m where possible. Signage to be prominent around college as a visual reminder.</p> <p>Visual reminders (directional arrows/ distance indicators) to be prominent in all corridors and circulation spaces to highlight social distancing.</p> <p>Implementation of one-way staircases to maintain social distancing onto corridors. Signage on corridors and stairwells to signpost</p> <p>Learners to work on pre-determined tasks within Fab &amp; Weld workshops/classrooms. Staff given time to set these up prior to students attending college.</p>

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	<p>Tasks spread appropriately around the Fab &amp; Weld workshop adhering to the social distancing guidelines (2.0m/6.6ft) with guidance information displayed clearly within the working environment. This is in addition to the prominent signage throughout the building.</p> <p>Breaks/meals taken outside of the Fab &amp; Weld workshop (in a centralised area away from risk or hazardous substances observing the social distancing guidelines).</p> <p>Only staff members are to enter the stores whilst adhering to the social distancing guidelines. (One member of staff at any one time) Under no circumstances should students/visitors enter the stores area.</p>
2. Infection Protection and Control	<p>Prior to the students arriving for the start of the academic year they will be sent guidance on the measures the College has taken to reduce the level of transmission of Covid-19 and the requirements they need to observe whilst on College premises i.e. social distancing, hand hygiene, one way system</p> <p>Advise staff and students that they should not attend College if they are displaying symptoms of Covid-19 or members of their household are displaying symptoms: temperature, new cough, new loss of smell, taste.</p> <p>Advise staff/students that they should not attend College if they are displaying symptoms of Covid-19 or members of their household are displaying symptoms: temperature, new cough, new loss of smell, taste</p> <p>Mandatory wearing of face masks (unless exempt for medical reasons, blue lanyard or sunflower worn indicating exemption) in lifts, corridors, stairwells, social spaces, signage displayed reminding staff, students, visitors. Lockdown message also reinforcing the message periodically throughout the day.</p>

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	<p>All staff issued with a reusable face mask, students supplied with reusable face mask or disposable face mask. Duty Managers/ Security challenge anyone not wearing or not wearing correctly face masks whilst in the social areas</p> <p>Implementation of sanitisation process with a chemical that protects all surfaces from Covid-19 for 30 day period. All classrooms, offices, staff rooms, social spaces will be treated within a 28 day cycle to maintain protection</p> <p>Completion of Student Portfolios - Where students are completing written work in their portfolios, only the student can make physical contact with the portfolio and its contents. Any additional work or amendments need to be provided verbally by the tutor or displayed via PowerPoint or Whiteboard and noted by the student. If physical contact with the portfolio is required by the tutor, for example, to give feedback and give signatures, the portfolio must be quarantined for a minimum of 72 hours before access.</p> <p>Tutor to record the date of student portfolio additions and amendment.</p> <p>Alcohol sanitising gel dispensers available at the point of change as well as implemented in entrance to all buildings and communal areas. ES staff to coordinate the use within the Fab &amp; Weld workshop environment.</p> <p>All staff/Students/learners to wash their hands upon entering and leaving the Fab &amp; Weld workshop environment on every occasion.</p> <p>Students will be responsible (under supervision of lecturing staff) to sanitise tools at the end of every session and if necessary, at the start of each session.</p> <p>Staff/learners to provide their own food and hydration for the duration of</p>

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	<p>their working day to further prevent the transmission of COVID-19 to others through shared contact with taps/cups/machines and limit the number of personnel on site in accordance with DfE guidelines.</p> <p>Increased cleaning/disinfection of all contact areas including wash facilities within Fab &amp; Weld workshop environment, additional cleaning staff maintained throughout core operational hours</p>
3. Additional Staff and Student Welfare Measures (including PPE)	<p>High risk illness category staff and students will be identified through their Line Managers or from enrolment/ Tutors. Separate risk assessment carried out to identify any additional control measures/ amendments to their working/ study required. (See Individuals with Increased Risk Factors separate risk assessment)</p> <p>Staff who in certain situations cannot maintain the 1+m social distancing will be provided with disposable gloves, apron and face mask and/or shield</p> <p>Drinking water provided with enhanced cleaning measures of the tap mechanism introduced on an hourly basis in each operational building mechanism introduced.</p> <p>The College will follow Government/ DfE guidance for any PPE requirements for the particular task/ activity. Staff will be trained in the correct fit, use and disposal</p> <p>Staff will be briefed on all control measures and issued with the relevant Risk Assessment's.</p>
4. Managing Symptoms	<p>Any learners or staff members presenting symptoms of COVID-19 are to notify their Lecturer/manager ASAP for the purpose of self-isolation and notification to HSE (RIDDOR). Disinfection regimes to be carried out by college estate team.</p>

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	<p>Students/ staff displaying symptoms whilst at College sent home. The First Aid room at each campus will be used as the holding area for students requiring to be collected by their parent/guardian. The student over 18 years or parent/guardian if under will be contacted and advised to request a test via the NHS on line Track and Trace service <a href="https://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> or by calling 119 if no access to internet and to inform College of the results to either return to work/study if negative or to support tack and tracing if positive</p> <p>COVID-19 testing for staff available through contacting H</p> <p>First aid room sanitised by cleaning staff after a person with symptoms vacates the first aid room</p> <p>COVID-19 testing for staff available through contacting HR</p> <p>Staff sickness reporting system to monitor staff absence due to</p> <ul style="list-style-type: none"> <li>• Displaying COVID19 symptoms</li> <li>• Isolating due to a family member displaying COVID19 symptoms</li> <li>• Confirmed COVID19</li> <li>• Family member confirmed COVID19</li> </ul> <p>Staff notifying College confirmed COVID19, College obtains advice of protocols to follow from local Health Protection Team and DfE with regards sanitising/disinfection protocols of rooms/areas affected. College undertakes disinfection cleaning protocols with fogging machines for smaller areas or external contractors to undertake larger areas/buildings.</p> <p>College subject to Health Protection Team/ DfE recommendations/requirements Executive Team review current operations within affected Curriculum/Service Area and agree measures to implement.</p>

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	Communications to staff/students/parents/guardians on the amended operations of the College
5. Group Size and Reducing Contact	<p>Main lifts operated as one passenger only with the exception if the person requires a support person to accompany them</p> <p>Restrict access to Fab &amp; Weld workshop space to authorised personnel only.</p> <p>Anyone entering is to observe the social distancing protocols put in place by the college and complete a Fab &amp; Weld workshop induction around the risk assessment in place, delivered by the member of staff within that area.</p> <p>Where learners are required to work together, face masks to be worn (some tasks may require two people to work together within the recommended social distancing rules.) If the task allows then a face shield is to be worn. Where this is not possible due to constraints with available room then the task is to be limited to less than 5 minutes. If this is not possible, an alternative task that meets criteria is to be sought.</p>
6. Shared Resources	Shared equipment is kept to absolute minimum and system implemented to clean/sanitise before and after use
7. Contractors, Visitors	<p>Only visitors and contractors essential to the College's operations will be permitted to attend</p> <p>Visitors must be pre-booked with reception with a minimum of 24 hours prior notice</p>

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	<p>Contractors to be issued with instructions on Covid-19 safety arrangements prior to initial visit</p> <p>Visitors/ contractors to be collected from reception and instructed on the College procedures for reducing the transmission of Covid-19, i.e. social distancing, hand washing, hand sanitiser, one-way system</p>
8. Transport	<p>Withdrawal of service of College mini bus and pool car</p> <p>Staff are advised against car share (to and from work) unless living together in the same household</p> <p>Every effort to be made to complete off site meetings via telephone or video chat</p> <p>Staff who use public transport are advised where possible to use other means (walking, cycling, car etc.). If this is not practicable, users are advised to maintain social distancing where possible, maintain good hygiene i.e. hand washing and mandatory face masks.</p>
9. Managing Accidents, emergencies	<p>Duty Manager on site during College teaching hours</p> <p>Duty Manager or Student Intervention Officer to be contacted to deal with an incident where a student/visitor refuses to follow the required social distancing guidelines or preventative hygiene and cleanliness measures</p> <p>First aid staff supplied with individual single use packs of PPE containing, disposable apron, mask and gloves</p> <p>Individual single use first aid kit for minor cuts containing accident form, wipes and plasters</p> <p>Fire bag for each building contains single use packs of disposable PPE for evac chair operators to wear containing apron, mask and gloves</p>

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	During an alarm activation social distancing should be maintained when evacuating and whilst awaiting instruction at assembling points. <b>Unless there is a clear and present danger</b>

Are extra precautions needed?		
If yes, please describe.	Who has been asked to do this?	By what date?
Review guidelines from Government and DfE for updates/amendments and review/update risk assessments. Updates/amendments will be communicated to all staff	Health and Safety	As changes occur
Confirmed cases of COVID-19 review risk assessments for amended procedures/ change of College/Campus operation. Updates/amendments will be communicated to all staff and students	Principal and Exec	As changes occur

	Review 1	Review 2	Review 3	Review 4	Review 5
Name					
Date					