

## Risk Assessment

<b>Risk assessment for</b>	Operation of Castleford Reception During Coronavirus (COVID-19)		
<b>Campus/Location</b>	Castleford Campus	<b>Curriculum/ Service Area</b>	Castleford Reception
<b>Date of initial assessment</b>	11/05/20	<b>Name of person (Risk Assessor)</b>	Karen Hogg Diane Henry Josh Brannan
<b>Updates</b>	01/06/20, 11/06/20, 24/07/20, 26/10/20, 11/01/21, 04/03/21, 14/05/21, 17/05/21		
<b>Reviewed by</b>	Jason Pepper 15/05/2020	<b>Reviewed by</b>	Karen Sykes 15/05/2020
<b>Issued for consultation with/ on</b>	Trade Unions 15/05/2020	<b>Response Received</b>	Trade Unions 28/05/2020, 11/06/2020
<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> ✓	Contractors, deliveries, mail

<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>
	<p><b>With the Government's announcement to implement the latest lockdown Jan 2021 the College has moved to remote learning and the majority of staff home working. Access to the College is allowed with Executive Director approval for the following reasons listed below;</b></p> <ul style="list-style-type: none"> <li>• vulnerable students/ tutors</li> <li>• students in crisis</li> <li>• students collecting IT equipment to support home learning</li> <li>• exams/assessments</li> <li>• staff to collect resources</li> <li>• staff who have limited or issues with access to the internet or difficulties with IT</li> <li>• Estates</li> <li>• contractors to maintain statutory compliance.</li> </ul>

<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>Social distancing to be enforced in line with Government guidance where possible.</p> <p>One way system in operation on stairwells</p> <p>Visual reminders (directional arrows/distance indicators) to be prominent to highlight social distancing</p>
2. Infection Protection and Control	<p>Advise staff 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>Government guidance no longer recommends that students wear face coverings in schools and Colleges from the 17 May 2021. Wakefield, and the neighbouring districts, continue to have some of the highest case rates in the country. Given the situation in Wakefield, the Local Authority has recommended the continued wearing of face coverings in all secondary schools. The College has therefore advised staff to continue wearing face coverings, and encourage students to wear them in College. This includes classrooms, communal areas and where 2 metres social distancing cannot be maintained.</p> <p>At each campus a Lateral Flow testing centre (LFD) operating for staff and students to access on a voluntary basis with the aim to identify asymptomatic individuals which aims in breaking the chain of transmission. (see separate risk assessment for testing)</p> <p><a href="https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges#testing-handbook">https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges#testing-handbook</a></p> <p>Implementation of sanitisation process with a chemical that protects all surfaces from Covid-19 for 30 day period. All classrooms, offices, staff</p>

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	<p>rooms, social spaces will be treated within a 28 day cycle to maintain protection</p> <p>Perspex screen installed on reception</p> <p>All payments to be by card – cash to be discouraged, signs to be displayed</p> <p>Antibacterial wipes for visitors/contractors to sanitise visitor sign in screen</p> <p>Antibacterial wipes for staff to sanitise credit card machine and telephones including door access telephone</p> <p>Staff to use designated phone during the day and clean down at the end of the day</p> <p>Suitable PPE disposable gloves, apron and mask to be worn when dealing with external and internal mail and deliveries, caretakers to be requested to deliver parcels to staff rooms to reduce traffic into campus admin office . Any staff required to wear will be trained by health and safety in the correct fit, use and disposal. The college will follow Government/ DfE guidance for the appropriate PPE requirements for the particular task/ activity</p> <p>Food must not be shared with everyone e.g. sweets, biscuits, fruit</p> <p>Increased cleaning/disinfection during all operational hours additional cleaning staff will sanitise high risk surfaces e.g. door handles, lift buttons, hand rails and toilets – flushes, taps, and seats on an hourly basis in each operational building.</p> <p>Alcohol sanitising gel dispensers implemented in entrance to all buildings, high traffic routes and communal areas.</p>

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	<p>Sanitising handwash gel available near reception</p> <p>Hard surface antibacterial wipes to be provided for office workstations, phones.</p> <p>Utilisation of ‘Lockdown’ systems to broadcast messages reminding people to wash their hands, maintain social distancing, and to comply with college virus management information.</p> <p>Regular briefings/communication to staff and students on COVID-19 and promotion of Government/ NHS guidance</p> <p>Posters displayed in prominent areas, toilets, lifts, refectories, libraries promoting hand washing and the symptoms of COVID-19.</p> <p>Suitable and sufficient supply of hot water and soap for hand washing. Where hand dryers are not contactless paper hand towels will be implemented.</p> <p>Ventilation – air conditioning and ventilation systems have been set to 100% fresh air where applicable</p> <p>Ventilation – Openable windows provided where mechanical ventilation is not present</p> <p>Ventilation – All mechanical ventilation is serviced and maintained in line with statutory requirements</p> <p>Ventilation – Any rooms that do not meet the ventilation standard will firstly identify if there are alternative measures that can be applied to enable the room to be used, if not the room will be removed from service</p> <p><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p>

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3. Additional Staff and Student Welfare (including PPE)	<p>High risk illness category staff will be identified through their Line Managers. Separate risk assessment carried out to identify any additional control measures/ amendments to their working required. (See Individuals with Increased Risk Factors separate risk assessment)</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>All Curriculum/Service Areas are subject to Covid-19 risk assessments, these risk assessments are the responsibility of the relevant manager to develop, maintain and reflect changes to practices, procedures to ensure compliance to Government/ Industry guidance. Staff will be consulted and briefed on the risk assessments, control measures and any amendments to working practices.</p> <p>Managers ensure regular contact with staff who are home working</p> <p>Ensure that all staff are able to report issues or concerns regarding the buildings or spaces through established College reporting procedures</p>
4. Managing Symptoms	<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="http://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 track and tracing if positive</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/</a></p>

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	<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. 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> <p>Communications to staff/students/parents/guardians on the amended operations of the College</p>
5. Group Size and Reducing Contact	<p>One person only allowed on reception (area too small to allow appropriate social distancing). Senior managers to work elsewhere</p> <p>Reduction of seating capacity in Campus office to allow adequate social distancing measures</p> <p>Only one person to be in mail room at any one time – signage to this effect to be displayed on door</p>

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	<p>Access to Campus admin office restricted to admin staff only (request to IT support to change door access to restricted)</p> <p>Student Data team to relocate as desk too near door entrance to maintain social distancing (RFA aware)</p> <p>Requests for resources for staff to be made via email to then be collected from reception</p> <p>Staggered lunch/ break periods with occupation rota issued by manager to prevent congestion/ over occupancy in staff kitchens etc.</p> <p>Cancellation of external events to reduce the number of visitors attending College premises</p>
6. Shared Resources	<p>All extraneous equipment and materials locked away to prevent unnecessary handling</p> <p>Shared equipment is kept to absolute minimum and system implemented to clean/sanitise before and after use</p>
7. Contractors and 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> <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>

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8. Transport	<p>Withdrawal of service of College staff mini bus and pool car</p> <p>Staff and students 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 and students 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 Accident, 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> <p>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></p>

Are extra precautions needed? Yes		
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	Review 6	Review 7	Review 8
<b>Name</b>	D. Henry	D. Henry	D.Henry	D. Henry	D. Henry	D.Henry	D.Henry	D.Henry
<b>Date</b>	01/06/20	11/06/20	24/07/20	26/10/20	11/01/21	04/03/21	14/05/21	17/05/21