Risk Assessment

wakefieldcollege

	Operation of College Buildings During Coronavirus (COVID-19) **(Wakefield campus Library)**		
Campus/Location	Wakefield	**Curriculum/ Service Area**	Library
Date of initial assessment Update	18/05/2020, 11/06/2020 05/08/2020, **26/10/2020**	**Name of person (Risk Assessor)**	Helen Sherwood Diane Henry
Reviewed by	Karen Sykes 02/06/2020	**Reviewed by**	
Issued for consultation with/ on	Trade Unions 04/06/2020	**Response Received**	Trade Unions 11/06/2020
Who might be harmed and how?			
Staff/Students ✓	Biological	**Cleaners, engineers etc** ✓	Biological
Support Staff ✓	Biological	**Other (Please specify)** ✓	Visitor/member of public - Biological

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
1. Physical Space, Movement, Social	Social distancing to be enforced in line with Government guidance where possible, signage to be prominent around college as a visual reminder. Visual reminders (directional arrows/ distance indicators) to be prominent in all corridors and circulation spaces to highlight social distancing. Implementation of one-way staircases to maintain social distancing No access to students signage clearly identifies areas that are restricted.

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2. Infection Protection and Control	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 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 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. 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 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 Amended Library opening hours to give staff time to sanitise PCs, equipment and book returns. Increased cleaning/disinfection during all operational hours. Additional cleaning staff will sanitise high risk surfaces e.g. door handles, lift buttons, handrails and toilets – flushes, taps, and seats on an hourly basis in each operational building.

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	Alcohol sanitising gel dispensers implemented in entrance to all buildings, high volume traffic areas and communal areas.
	Suitable and sufficient supply of hot water and soap for hand washing. Where hand dryers are not contactless paper hand towels will be implemented
	Utilisation of 'Lockdown' systems to broadcast messages reminding people to wash their hands, maintain social distancing, and to comply with college virus management information.
	Posters displayed in prominent areas, toilets, lifts, refectories, promoting hand washing and the symptoms of COVID-19
	Staff members will monitor students to ensure social distancing and use of hand sanitizer stations are being utilised
3. Additional Staff and Student Welfare (including PPE)	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)
	The college will follow Government/ DfE guidance for the appropriate PPE requirements for the tasks/ activities for staff and students. Staff /students will be trained in the correct fit, use and disposal of any additional PPE requirements
	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

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	Drinking water provided with enhanced cleaning measures of the tap mechanism introduced on an hourly basis in each operational building mechanism introduced Library staff will be provided with sufficient supplies of disposable gloves for use when handling cash, post and books Staff will be briefed on all control measures and issued with the relevant Risk Assessment's.
4. Managing Symptoms	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 www.nhs.uk/coronavirus 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 First aid room sanitised by cleaning staff after a person with symptoms vacates the first aid room COVID-19 testing for staff available through contacting HR Staff sickness reporting system to monitor staff absence due to • Displaying COVID19 symptoms • Isolating due to a family member displaying COVID19 symptoms • Confirmed COVID19 • Family member confirmed COVID19

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	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. Communications to staff/students/parents/guardians on the amended operations of the College
5. Group Size and Reducing Contact	Staff from other departments encouraged to telephone/email the library with any queries or to otherwise observe distancing rules at the counter. Increased number of permitted renewals via Cirqa app, Heritage online or by phone/email to reduce the need to come to the Library to extend book loans. Strict 1 person per PC. Customer should arrive unaccompanied (unless with a support worker). PC's book in advance only. Customers to follow guidance for use of study tables. Advance booking only. Decrease book transactions at counter by encouraging use of self-service applications by all students (both online and at self-service machine located in the Library). Increase permitted number of renewals by app/online. A 'click and collect' system for book loans. Locate book on catalogue, make reservation, books available for collection following day (or later in

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	day where available). Staff will be responsible for running reports frequently and collecting books from the shelves, ready for collection.
6. Shared Resources	Shared equipment is kept to absolute minimum and system implemented to clean/sanitise before and after use The suggested timescale for virus viability on plastic is 72 hours and 24 hours for paper/card. The majority (if not all), of our book stock is plastic backed. We will sanitise book stock to limit the risks posed to both staff and students. All books should be wiped on both covers with a sanitiser suitable for use against COVID-19 and then placed upon the returns trolley for the duration of that day. Staff should ensure that they use gloves for this activity and apply the proper hand washing advice. This method would allow quick turnaround of book stock.
7. Contractors and Visitors	Only visitors and contractors essential to the College's operations will be permitted to attend Visitors must be pre-booked with reception with a minimum of 24 hours prior notice Contractors to be issued with instructions on Covid-19 safety arrangements prior to initial visit 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

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8. Transport	Withdrawal of service of College staff minibus and pool car Staff and students are advised against car share (to and from work) unless living together in the same household Every effort to be made to complete off site meetings via telephone or video chat 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.
9. Managing Accidents, Emergencies	Duty Manager on site during College teaching hours 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 First aid staff supplied with individual single use packs of PPE containing, disposable apron, mask and gloves Individual single use first aid kit for minor cuts containing accident form, wipes and plasters Fire bag for each building contains single use packs of disposable PPE for evac chair operators to wear containing apron, mask and gloves During an alarm activation social distancing should be maintained when evacuating and whilst awaiting instruction at assembling points. **Unless there is a clear and present danger**

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	Health and Safety	As changes occur
PPE stocks will be maintained, if shortages occur and unable to source risk assessment will be reviewed to identify additional control measures or the particular activity/procedure amended/withdrawn. Updated/amended risk assessment or withdrawal of the activity will be communicated to affected staff and students	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
Re-arrangement of office/counter spaces and staff rota to adhere to 2m distancing and to limit contact of any one individual providing a counter service to airborne infection	Library	7/9/2020
Screening at all Library counters on ground and first floors to limit exposure	Estates	7/9/2020
A reduction in term time Library opening hours to reduce exposure and allow PC/equipment cleaning, cleaning of books, retrieval of books from shelves on behalf of customer	Library	7/9/2020 (Library Service closed to all staff and students until this date or until the screens are in place - see point above)
Sanitising of all book stock on return	Library	7/9/2020
Appropriate PPE for handling books and cash	Estates	7/9/2020
Appropriate sanitising equipment for use on PCs, printers, books	Estates	7/9/2020

Are extra precautions needed?		
Availability of face masks for situations where 2m cannot be maintained	Estates	7/9/2020
Rearrangement of study tables and PC areas on all 3 Library floors to comply with social distancing measures (to include removing PCs on lime benching completely, too close to offices)	Library/Estates/IT	7/9/2020
Consideration of entry/exit points as this is currently a 'pinch point'	Estates	7/9/2020
Floor markings at counters x 2/printers x 3 /self-service machines x 1/kiosk PCs x 2	Estates	7/9/2020
Pedestal kiosk (access to MyPC and Library Catalogue only) moved so it is in sight of the ground floor counter but with enough circulation space around it	IT	7/9/2020
An extra kiosk (access to MyPC and Library Catalogue only) set up using the PC on the ground floor group study table	IT	7/9/2020
Click and collect service for book loans	Library	7/9/2020
	Library	7/9/2020

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