

Risk Assessment

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| | Operation of College Buildings During Coronavirus (COVID-19) – First Aid | | |
| Campus/Location | All College Sites | Curriculum/ Service Area | Whole College |
| Date of initial assessment | 04/05/20 | Name of person (Risk Assessor) | Diane Henry |
| Updates | 01/06/20, 11/06/20, 19/08/20, 26/10/20, 12/03/21, 14/05/21, 17/05/21, 18/08/21, 30/11/21 | | |
| Reviewed by | Jason Pepper 18/05/2020 | Reviewed by | Karen Sykes 18/05/2020 |
| Issued for consultation with/ on | Trade Unions 18/05/2020 | Response Received | Trade Unions 28/05/2020, 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 |

| 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? |
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| 1. Physical Space, Movement, Social | <p>This risk assessment has been updated to incorporate the Prime Ministers announcement on 27/11/21 on the temporary introduction of new measures as a result of the Omicron variant.</p> <p>Social distancing is advised where possible, support and supervise the person to administer first aid to themselves</p> <p>Where this is not possible, the first aider is advised to wear the designated/ supplied PPE prior to administering first aid.</p> |
| 2. Infection Protection and Control | College supports the Government recommendations that face coverings should be worn by students, staff and adult visitors (unless exempt) when moving around the College, such as in corridors and communal areas. Due to the higher infection rates in the local area the local Public Health have requested face coverings to be worn in classrooms and indoor teaching |

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| | <p>areas,. This is a temporary measure, and will be reviewed and amended following Governments and local Public Health guidance.</p> <p>If the person is not wearing a face mask first aider is required to administer first aid and ask them to wear a mask if they are not exempt.</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>Suitable and sufficient supply of hot water and soap for hand washing in first aid rooms. Where hand dryers are not contactless paper hand towels will be implemented</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. First Aiders to notify cleaning if First Aid room has been used to enable them to sanitise the room.</p> <p>First aiders to ensure they wash/sanitise prior to and after any contact with a casualty.</p> <p>College staff and students have access to lateral flow test kits to have test to identify asymptomatic individuals and reduce the spread.</p> |
| 3. Infection Protection Control | All first aiders contacted with email/telephone to ensure they are confident and happy to be in the role in the current climate. |
| 4. Additional Staff and Student Welfare (including PPE) | All first aiders are contacted to ensure they are confident to continue the role and are sent the risk assessment and checked to ensure they fully understand the control measures. |

| 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? |
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| | <p>First aiders supplied with single use individual PPE packs containing disposable gloves, apron and face mask. Training on the correct use, fit and disposal will be given. The college will follow Government/ DfE guidance for the appropriate PPE requirements for the particular task/ activity this is to be applied before treating anyone.</p> <p>Additional single use PPE packs distributed via Health and Safety</p> <p>Walk-in-Centre (Wakefield) services currently are operating the following service. Person requiring treatment/ assistance required to telephone 01924 882350, details are taken and then called back by a triage nurse and assessed whether they are required to be seen and if so an appointment made. First aiders/ reception staff briefed on the amended procedures for Walk-in-Centre</p> <p>Staff will be briefed on all control measures and issued with the relevant Risk Assessment's.</p> |
| 5. Managing symptoms | <p>Students/ staff displaying symptoms whilst at College sent home. They should avoid using public transport and, wherever possible, be collected by a member of their family or household. 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 https://www.gov.uk/get-coronavirus-test 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>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/</p> <p>Close contacts will be identified via NHS Test and Trace. The College is no longer required to carry out this function.</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>Staff sickness reporting system to monitor staff absence due to</p> <ul style="list-style-type: none"> • Displaying COVID19 symptoms • Isolating due to a family member displaying COVID19 symptoms • Confirmed COVID19 • Family member confirmed COVID19 <p>Staff or students are not required to self-isolate if they live in the same household as someone with COVID-19 that has not been identified as the Omicron variant, or are a close contact of someone with COVID-19 that is not the Omicron variant, and any of the following apply:</p> <ul style="list-style-type: none"> • they're fully vaccinated • they're below the age of 18 years 6 months • they've taken part in or are currently part of an approved COVID-19 vaccine trial • they're not able to get vaccinated for medical reasons <p>Even if they do not have symptoms themselves they should be advised to still request a PCR test https://www.gov.uk/get-coronavirus-test but can still continue to work and do not need to isolate.</p> <p>Communications to staff/students/parents/guardians on the amended operations of the College</p> <p>Fogging machines which are able to disinfect small areas/rooms if a case has been confirmed.</p> |

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| 6. Group Size and Reducing Contact | <p>If contact with a first aider is required where possible social distancing measures maintained whilst taking details of the medical details/history etc. prior to undertaking any treatment</p> <p>Hands only CPR to be utilised.</p> <p>Promotion for staff/students where possible to self administer first aid i.e. plasters/ dressings and complete an accident form to reduce the requirement of contact with a first aider. This will be implemented via staff bulletins, student Moodle</p> |
| | <p>Supply of mini first aid kits in a plastic bag for cuts distributed to Curriculum/ Service Areas and Receptions containing</p> <ul style="list-style-type: none"> • plasters • antiseptic wipes • accident form <p>Students requesting to see a first aider, reception or staff to identify prior to calling first aider whether</p> <ul style="list-style-type: none"> • the person can self administer first aid e.g. cut then issue of a mini first aid kit • Otherwise call a first aider |
| 7. Shared Resources | <p>Shared equipment is kept to absolute minimum and system implemented to clean/sanitise before and after use</p> <p>First aid room cleaned/sanitised after use</p> <p>Curriculum/Service Areas are responsible for their first aid box and supplies, if the box has been used system in place to sanitise the box, handle etc.</p> |

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| 8. Contractors and Visitors | <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> |
| 9. Transport | <p>Transport for additional first aid treatment is either via</p> <ul style="list-style-type: none"> • ambulance • or if less serious taxi or parent/guardian collection to hospital |
| 10. 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>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. Unless there is a clear and present danger</p> |

| Are extra precautions needed? | | |
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| 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 |
| Review operating procedures for Walk -in Centre, any changes update First Aiders/ Reception | Health and Safety | As changes occur |
| Are extra precautions needed? | | |
| 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 | Review 9 |
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| Name | D. Henry | D. Henry | D.Henry | D. Henry | D. Henry | D.Henry | D.Henry | D Henry | D Henry |
| Date | 01/06/20 | 11/06/20 | 19/08/20 | 26/10/20 | 12/03/21 | 14/05/21 | 17/05/21 | 18/08/21 | 30/11/21 |