

## Risk Assessment

	Operation of College Buildings During Coronavirus (COVID-19) <b>Horticulture at Thornes</b>		
<b>Campus/Location</b>	Thornes Park Horticulture	<b>Curriculum/ Service Area</b>	Whole College
<b>Date of initial assessment Update</b>	03/06/2020, 11/06/2020 27/07/2020, <b>28/10/2020</b>	<b>Name of person (Risk Assessor)</b>	Richard Brown Sally Thompson Diane Henry
<b>Reviewed by</b>	Karen Sykes 02/06/2020	<b>Reviewed by</b>	
<b>Issued for consultation with/ on</b>	Trade Unions 04/06/2020	<b>Response Received</b>	Trade Unions 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> ✓	Visitor/member of public - Biological

<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 1m plus where possible, signage to be prominent in the indoor facility as a visual reminder.</p> <p>Reduction of class size/ seating capacity in room to facilitate social distancing measures</p> <p>Protocols to enter /leave classrooms will be issued to students and staff via videos and guidance to enter from the desks furthest from the rooms entrance and empty from the desks closest to the door to maintain social distancing.</p>

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	<p>Social distancing capacity 8 + 2 staff members in classroom area, 2 in kitchen area, 2 in locker room/boot changing area, 1 in tool container and 4 in break room/log cabin.</p> <ul style="list-style-type: none"> <li>• Desks in classroom are single desks, set 2m apart.</li> <li>• Each student to be allocated their own table and chair to use.</li> <li>• Spend as much of the session time outside as possible</li> <li>• Students issued with disposable gloves with added grip</li> <li>• Students to be issued with own gardening gloves</li> </ul> <p>Lockers</p> <ul style="list-style-type: none"> <li>• Each student has their own allocated locker</li> <li>• Doors especially handles disinfected at start and end of session</li> </ul>
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>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.</p> <p>All staff issued with a reusable face mask, students supplied with reusable face mask or disposable face mask.</p>

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	<p>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>Staff members will monitor students to ensure social distancing and use of hand sanitizer stations are being utilised</p> <p>Enclosure doors disinfect at start and end of session</p> <p>Stools – in position at start of lesson, disinfect at start and end of session</p> <p>Surfaces - All surfaces disinfected at start and end of session</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>Single occupancy toilets.</p> <p>Enhance the cleaning regimes for toilet facilities particularly door handles, locks, and the toilet flush.</p> <p>Sanitising wipes and tissues installed on entrance to classrooms for occupants use</p>

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	<p>Classroom decluttered with only the minimum of items permitted on work and other surfaces. This allows for more intensive cleaning and reduces the risk of the virus landing on multiple surfaces</p> <p>Regular briefings/communication to staff and students on COVID-19 and promotion of Government/ NHS guidance.</p>
3. Additional Staff and Student Welfare (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>The college will follow Government/ DfE guidance for the appropriate PPE requirements for the particular tasks/ activities for staff and students. Staff /students will be trained in the correct fit, use and disposal of any additional PPE requirements</p> <p>Drinking water provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Staff and students will be briefed on all control measures and issued with the relevant Risk Assessment's.</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="https://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> or by calling 119 if no access to internet</p>

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	<p>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>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	Restrict the number of people present in the locker room/boot changing room 2 at a time before exit into the garden area.
6. Shared Resources	Where possible no shared student resources, if this is not possible system implemented to sanitise after use

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	Equipment: <ul style="list-style-type: none"> <li>Includes: spades, forks, rakes, hoes, hand trowels, forks, weeders etc – (allocate a set for each student) Disinfect between use</li> <li>Communal tools such as wheelbarrows, watering cans, sprayers, hose pipes to be only used when wearing gloves and disinfected at end of session.</li> </ul>
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
8. Transport	Withdrawal of service of College staff mini bus 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,

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	users are advised to maintain social distancing where possible, maintain good hygiene i.e. hand washing and mandatory face masks.
9. Managing Accidents, Emergencies	<p>Duty Manager on site during College teaching hours</p> <p>Individual single use first aid kit for minor cuts containing accident form, wipes and plasters</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?		
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
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					