

Risk Assessment

Operation of College Buildings During Coronavirus (COVID-19) (Carpentry and Joinery CX208)			
Campus/Location	All College Sites	Curriculum/ Service Area	Whole College
Date of initial assessment Update	02/06/2020, 11/06/2020 11/08/2020, 26/10/2020	Name of person (Risk Assessor)	Suzanne Black 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	<p>Social distancing to be enforced in line with Government guidance 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</p> <p>Reduction of workshop capacity to maintain social distancing - The workshop area will have 10 bays, students will be restricted to one student per bay and to support social distance will work in alternate bays. A bay plan will be produced and displayed for each group and learners will be allocated a bay for the duration of their study. This will reduce capacity to 6.</p> <p>Students are encouraged to access the toilet during class/ throughout the day to help avoid congestion/ queues at break</p>

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	Students that do not have scheduled lessons are informed they must not attend College
2. Infection Protection and Control	<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> <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>To minimise handling in the workshops, tutors will record feedback on phones that will then with ease transfer to written form using the app. To avoid data breach no learner name will be used but learner bay and date reference</p> <p>In addition, to support activity at each bay there will be a manual for the practical tasks. Each manual will contain step by step instruction and QR codes providing access to a demonstration video. All on laminated sheets to support wipe down. Students will wipe at the end of each session.</p>

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	<p>Learners will not use the lockers but plastic boxes and where possible hooks at each bay will be provided for coats and bags. But nothing will be left when not in use.</p> <p>Alcohol sanitising gel dispensers implemented in entrance to all buildings, high traffic routes and communal areas. A hand sanitising station will be set up at the entry point to the workshop and staff and students will be managed washing their hands with sanitiser prior to entering the workshop and when leaving the workshop</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, toilets- flushes, taps and seats on a hourly basis in each operational building</p> <p>Suitable and sufficient supply of hot water and soap for hand washing in work shop areas. Where hand dryers are not contactless paper hand towels will be implemented.</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>Posters displayed in prominent areas, toilets, lifts, refectories, promoting hand washing and the symptoms of COVID-19</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>Staff and Students will be expected to wear masks within the workshop environment</p>

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	<p>Staff who in certain situations can not maintain the 1+m social distancing will be provided with disposable gloves, apron and face mask and/or shield</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>When students are operating power tools and it is not safe for staff and students to maintain the 2m social distance goggles and masks in addition to the normal PPE must be worn. These will be in accordance with the government guidelines</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>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 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</p> <p>First aid room sanitised by cleaning staff after a person with symptoms vacates the first aid room</p>

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	<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"> • Displaying COVID19 symptoms • Isolating due to a family member displaying COVID19 symptoms • Confirmed COVID19 • Family member confirmed COVID19 <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>Start; break and finish times to be controlled to avoid congestion in the entrance to this workshop area and a clash with electrical installation.</p> <p>Learner entry and exit from the workshop will be managed in bay order.</p> <p>To reduce movement around the workshop, each bay will have a set of tools.</p> <p>All materials will be pre delivered to each bay. The management of materials will be through learners completing job sheets at the end of each session to pre order for the next session.</p>

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	<p>Job sheets will be in folders at the end of each bench</p> <p>To support the maintenance of social distancing and assessment of work, a defined observation point will be identified for each bay. This point will identify where the tutor can observe from and where the students can position to observe feedback.</p> <p>A dustpan and brush will be provided at each bay to support social distancing when cleaning. Learners will be expected to brush down the bay to a pile at the edge. Once the workshop is vacated the technician will sweep this and clear.</p> <p>The roofing rig activity will return to outside whilst the weather permits, and a review will be carried out after four weeks.</p> <p>To support this the practical sessions will be double staffed, and the number of roofing rigs increased to 8.</p> <p>When working on roofing rigs it is the norm that students work in pairs. To support social distancing new rigs with an increased size will be made to support social distancing. The increased size will be wider than 2m and square. Students will be given clear instruction to remain on the opposite side of the rig.</p>
6. Shared Resources	<p>Shared equipment is kept to absolute minimum and system implemented to clean/sanitise before and after use</p> <p>Tools will be wiped and cleaned at the end of each session.</p> <p>In addition, a teaching set of tools will be kept separate.</p> <p>Staff and students will be supplied with a pair of gloves that must be used when using power tools that are shared.</p>

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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>
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 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>

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	<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?		
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					