

Risk Assessment

Risk assessment for	Operation of College Buildings During Coronavirus (COVID-19) - Photography		
Campus/Location	City Campus	Curriculum/ Service Area	Media and Design
Date of initial assessment Updated	22/09/2020 27/10/2020	Name of person (Risk Assessor)	S.Reynolds / Jane Robertshaw / Gemma Haigh
Reviewed by		Reviewed by	
Issued for consultation with/on		Response Received	
Who might be harmed and how?			
Staff/Students ✓	Biological	Cleaners, engineers etc ✓	Biological
Support Staff ✓	Biological	Other (Please specify) ✓	Visitor/member of public, contractor

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?
<ol style="list-style-type: none"> 1. Physical space, movement, social 2. Darkroom use 3. Studio use (photography & film) 	<p>Social distancing to be enforced in line with Government guidance (1m plus) 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>Limit numbers students use either darkroom or photography studio to 3 or 4 at any one time. The film studio allows for a larger capacity of 8 (TBC by Estates/H&S)</p> <p>The darkroom and studios should be closed during this time and there should be no flow of traffic in between rooms. Timetabling system to be put in place amongst all staff.</p> <p>All equipment to be wiped down with anti-bac wipes at end of each use by person using it.</p>

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	Gloves (masks optional in class, recommended in studio, compulsory in darkroom) should be worn at all times in the photography areas to prevent to unlikely transmission of coronavirus on to soft furnishing such as curtains or camera equipment.
Darkroom	<p>Area to be COSHH tested before use by technician. All chemicals to be stored in a locked cupboard and checked on a regular basis by technicians and tutors.</p> <p>Hand washing station to be fully operational (soap, hot water and paper towels) and be re-filled regularly by cleaning staff.</p> <p>Gloves & masks must be worn at all times when handling any equipment/chemicals and gloves disposed of safely.</p>
Photography Studio	<p>Students/Tutor/Technician to deep clean all equipment (lighting/hoods/reflectors etc) after each use</p> <p>Group work: all participant should stay 2 meters from each other and limited to 3 people in one bay at a time (lighting assistant, model, photographer).</p>
Film Studio	<p>All equipment to be wiped down with anti-bac wipes at the end of each use by the person using it.</p> <p>Gloves (masks optional) to be worn at all times in the film studio by the crew to prevent transmission of coronavirus on to soft furnishings such as curtains or any filming equipment. If the cast need to be involved in the set-up they must also wear gloves when touching any soft furnishings/equipment.</p> <p>Group work: all participants should adhere by Government guidance regarding social distancing and remain 1 meter plus apart from each</p>

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	<p>other. Groups to be limited to 8 (to be confirmed by Estates/H&S) including cast and crew.</p> <p>Only students who are timetabled in the adjoining classroom (WD102) to have access to the film studio.</p>
Equipment	<p>Use of equipment to be minimised where possible. No shared equipment. A combined system of sterilization and 72 hour quarantine in place. Soft camera cases, tripod cases, straps and other porous materials removed if full quarantine period not possible. Equipment booked in advance by staff & learners through email or phone, no face to face bookings. Equipment deposited outside tech room for collection in plastic box, bubble-wrapped. Equipment to be wiped down by student after use (tripods/lenses/lighting accessories/filters/wires).</p>
4. Infection Protection and Control	<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>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>

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	<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>Alcohol sanitising gel dispensers implemented in entrance to all buildings, high traffic routes and communal areas.</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>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> <p>Staff members will monitor students to ensure social distancing and use of hand sanitizer stations are being utilised</p> <p>Masks and gloves should be worn at all times in the photography areas to prevent transmission of coronavirus on to soft furnishing such as curtains or camera equipment.</p> <p>Any secondary equipment should be wiped down, specifically on touch areas.</p> <p>ALL equipment to be sterilized post student use by technician using wipes and specific sterilization equipment.</p>

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5. Additional Staff and Student Welfare Measures (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 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>Drinking water provided with enhanced cleaning measures of the tap mechanism introduced on an hourly basis in each operational building mechanism introduced.</p> <p>The College will follow Government/ DfE guidance for any PPE requirements for the particular task/ activity. Staff will be trained in the correct fit, use and disposal</p> <p>Staff will be briefed on all control measures and issued with the relevant Risk Assessment's.</p>
6. Managing Symptoms	<p>Staff displaying symptoms whilst at College sent home, 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 the College of the results to either return to work if negative or to support contact track and tracing if positive.</p> <p>COVID-19 testing for staff available through contacting H</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

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	<ul style="list-style-type: none"> • 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>
7. Group Size and Reducing Contact	<p>Main lifts operated as one passenger only with the exception if the person requires a support person to accompany them.</p> <p>Cancellation of external bookings to reduce the footfall within College properties.</p> <p>Reduced group sizes would be beneficial to containment and prevention measures.</p>
8. Shared Resources	<p>Shared equipment is kept to absolute minimum and system implemented to clean/sanitise before and after use.</p> <p>Camera loans pre-booked only to specific individuals and NOT shared.</p>

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	All returning equipment to be cleaned by loanee. Additional sterilisation and quarantine by technician.
9. Contractors, 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>
10. Transport	<p>Withdrawal of service of College mini bus and pool car</p> <p>Staff 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 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>

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11. 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> <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. 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
Name					
Date					