Risk Assessment

wakefieldcollege

	Operation of College Buildings During Coronavirus (COVID-19) – Teaching - Lightwaves – WL104		
Campus/Location	All College Sites	**Curriculum/ Service Area**	Sport & Public Services
Date of assessment **Update**	11/09/2020 **27/10/2020**	**Name of person (Risk Assessor)**	Amy O'Keefe
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?
1. Physical Space, Movement, Social	**Teaching** Social distancing to be enforced in line with Government guidance 1m plus for 16 – 18 years, adult learning will remain at 2m 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 Students timetabled for morning or afternoon block sessions, if classroom is required to be used by a different group of students for the afternoon block the room is blocked to allow for sanitising clean/ removal of waste carried. Photograph of room layout displayed on room entrance to identify social distancing layout to be maintained 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

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	entrance and empty from the desks closest to the door to maintain social distancing. Students are encouraged to access the toilet during class/ throughout the day to help avoid congestion/ queues at break Students that do not have scheduled lessons are informed they must not attend College
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 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 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

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	rooms, social spaces will be treated within a 28 day cycle to maintain protection
	Vents have been installed in the two doors to allow an increase in ventilation and an increase in the air movement.
	Lightwaves staff will use the fogging machine each evening after the centre closes for sanitation purposes.
	Classrooms will be sanitised/cleaned/removal of waste after each teaching/training
	Alcohol sanitising gel dispensers implemented in entrance to all buildings, high traffic routes and communal areas.
	Sanitising wipes and tissues installed on entrance to classrooms for occupants use
	Suitable and sufficient supply of hot water and soap for hand washing. Where hand dryers are not contactless paper hand towels will be implemented
	Bins emptied on request additionally outside the sanitising cleans via staff reporting to cleaning or caretaking
	Posters displayed in prominent areas, toilets, lifts, promoting hand washing and the symptoms of COVID-19
	Staff members will monitor students to ensure social distancing and use of hand sanitiser stations are being utilised
	Classrooms 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

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3. Additional Staff and Student Welfare Measures (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) 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 Drinking water provided with enhanced cleaning measures of the tap mechanism introduced on an hourly basis in each operational building mechanism introduced. 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 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

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	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 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	Reduction of class size/ seating capacity in rooms to facilitate social distancing measures following Government guidance of 1m plus for 16 – 18 yrs. Adult learning will remain at 2m Stagger class start/finish times to reduce numbers of students arriving at the same time

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6. Shared Resources	All extraneous equipment and materials locked away to prevent unnecessary handling Students advised to provide and use own equipment and materials as appropriate Shared equipment is kept to absolute minimum and system implemented to clean/sanitise before and after use
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 College liaised with Lightwaves management on restricted access from members of public to areas that College operate from 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, users are advised to maintain social distancing where possible, maintain good hygiene i.e. hand washing and mandatory face masks.

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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

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. 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					