




RISK ASSESSMENT – COVID-19 - COLLEGE RE-OPENING – PHASE 3

Risk assessment - topic/area covered	
Location(s):	BHASVIC – All Buildings and floors
Department/staff:	All teaching/ support staff (Single office user only), Estates department and contractors
Tasks/activities:	Working on site after reopening due to COVID-19 outbreak
Other information:	Risk Assessment to work DURING College reopening phase 1 - covid-19

Risk assessment sign off					
Prepared by:	Carlos Bedoya	Signature:	CBM	Date:	15-06-20
Reviewed by:	SMT	Signature:		Date:	15-06-20
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks
Update 001	08-06-20		Carlos Bedoya	

Distribution schedule				
Registered number	Issue number	Date	Name	Designation









Personal protective equipment (PPE) assessment

Government Guidelines

- Schools and other education or childcare settings should not require staff, children and learners to wear face coverings.
- PPE is only needed in a very small number of cases (if already normally used with child/if child is symptomatic)
- PPE will be required for Cleaners and First Aiders

SMT Note: There is room for personal discretion here for those who want to wear face coverings on site.

In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:

Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	High-visibility vest	RPE	Fall arrest
	Yes	Yes	Yes	Yes		Yes	Yes	Yes
Additional requirements (list here):	Due to the current situation, cleaning staff to use disposable protective gloves and if less than 2mt proximity to others, they need to wear PPE face masks. First aiders should wear appropriate PPE including face masks. Other PPE to be supplied and specified in Departmental Risk assessments							

Note. PPE must only be considered, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.

This risk assessment template includes the national **COVID-19** alert tool which can be used as a guide to the likelihood of infection (**L**) based on the **r** number. This rating will be adjusted either up or down based on infection rates and gives guidance on the likelihood of infection **without control measures** which can then be applied to the risk assessment. In most cases it is reasonable to consider that the introduction of control measures will reduce the likelihood of infection (**L**) to one stage below the National Alert Tool.

The risk assessment has been written to mitigate the risk from **COVID-19** and should be used alongside any other existing risk assessments already in place within the College. Managers/HODs/Teachers should use the department risk assessment template for their own settings and use that as a tool to determine the control measures that can be put in place within their areas to allow the service to function safely.

Links to the government and other guidance are at the end of the document. Please continue to check that you are using the most up to date versions of this guidance.

To calculate Risk Rating (**R**): assess the likelihood (**L**) of an accident occurring against the most likely impact (**I**) the accident might have, taking into account the control measures already in place. **L x I = R**

Risk Matrix

National Covid-19 Alert Tool	Likelihood (L)	X	Impact (I)
1	Almost Impossible	1	Insignificant (minor injury, no time off)
2	Unlikely	2	Minor (non-permanent injury, up to 7 days off)
3	Possible	3	Moderate (injury causing more than 7 days off)
4 Current Level	Likely	4	Major (death or serious injury)
5	Almost Certain	5	Catastrophic (multiple deaths)

Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x impact (I) = Risk rating (R).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	

Risk Ratings

Low= 1-3	Moderate= 4-7	Significant= 8-14	High= 15-25
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Guidance. When completing a risk assessment, you should:

1. Identify the persons at risk and the significant hazards.
2. Calculate an initial R for the activity.
3. Identify risk control measures that reduce the risks to an acceptable level.
4. Calculate a revised R - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the impact (I) ratings.

Note. Ideally, you should look to reduce the risks so that the task can be classified as "low risk".

The following changes or additions have been made on 8 June and can be easily identified in the green sections in page 4 and 5 below:

<ul style="list-style-type: none"> - Appendix 1: Addition of PHE guidance for suspected/confirmed case. - New rating system according to Government guidance - Activity 2: Addition on Risk control measures - Activity 4: Addition on Risk control measures - Activity 6: Addition on Risk control measures 	<ul style="list-style-type: none"> - Activity 8: Addition on Risk control measures - Activity 11: Addition on Risk control measures - Activity 12: New activity - Activity 13: New activity
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UPDATE 001 TO RISK ASSESSMENT 08-06-20

Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
2	Transport to work	<ul style="list-style-type: none"> - Teaching Staff - Support Staff - Contractors 	Transmission of COVID-19	2	3	6	Consider installing additional parking or bike overflow racks/space to help avoid public transport use. Consider extended use of changing facilities for staff (showers, changing rooms), if the increased use of bicycles demands it.	1	2	2
4	Working on site protocols during reopening of the College	<ul style="list-style-type: none"> - Teaching Staff - Support Staff - Contractors - Households 	<ul style="list-style-type: none"> - Precautionary measures/ protocols are not being followed leads to possible spread of COVID-10 	2	4	8	Prepare induction information for all staff, visitors/contractors who require access to site. Staff do's and don'ts guidance document to be distributed to all staff prior to attending site. Complete Individual Risk Assessment for those staff that fall into the categories specified in the do's and don'ts guidance document and share it with HR.	1	3	3
6	Cleaning/ Hygiene	<ul style="list-style-type: none"> - Teaching Staff - Support Staff - Contractors 	<ul style="list-style-type: none"> - Cleaning/hygiene arrangements not in line with government guidance: Cleaning in non-healthcare settings and Implementing protective measures in educational and childcare settings 	2	4	8	Recent research had demonstrated that hand dryers are safe to use during the pandemic (CDC in the USA). The most important fact is that individuals wash correctly their hand according to the Government guidance. Cleaners to be trained on Cleaning COVID-19 guidelines and College protocols. Staff and students are responsible for disinfecting each touch point of the area that they have used, after each session of work. All work stations are supplied with disinfection products for their users. Any areas of the College not being used will display a DO NOT ENTER sign to enable cleaners to give areas in use a robust clean each day	1	2	2

UPDATE 001 TO RISK ASSESSMENT 08-06-20

Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
8	First Aid	- Teaching Staff - Support Staff - Contractors	Symptoms at the College	3	3	9	For a symptomatic person in College please follow advice from the flowchart appendix created by PHE. See appendix 1 at the end of this risk assessment. This Flow chart can be found in posters in work rooms	2	3	6
11	Staff wellbeing	- Teaching Staff - Support Staff	Staff are worried and feel stressed because of the pandemic and fear of the risk of infection	2	4	8	Take time to identify staff personal experiences during pandemic to identify individual worries or concerns. Think together about what challenges might be ahead and what support individuals might need. Increase frequency of supervision for vulnerable staff. Seek support or guidance for staff who feel overwhelmed.	1	4	4
12	Students returning	- -Students	Transmission of COVID-19	4	5	20	Prepare induction information for all students who invited to site. Students do's and don'ts guidance document to be distributed to all students invited prior to the commencing of phase 3. Complete Individual Risk Assessment for those students that fall into the categories specified in the do's and don'ts guidance document.	1	1	1
13	Track & Trace	- Teaching Staff - Support Staff - Contractors - Households	Staff/Student/Visitor test positive for COVID-19	4	5	20	Staff/Student/Visitor to self-isolate for seven days Classes/location/individuals where the person has been in contact within the College are identified. This can be achieved by maintaining an updated record of student/staff attendance. To contact Public Health England (PHE), South East Health Protection Team: In hours (Monday – Friday 9am to 5pm) 0344 225 3861 Out of hours' number between 5pm to 9pm and 8am – 9am - Surrey/Sussex 0844 967 0069 Steps to follow: - All students and staff that have been in direct contact, or within 2 metres for more than 15 minutes with the person that tested positive, must stay at home for 14 days.	4	2	8

Current National COVID-19 Alert Level = 4

Risk assessment										
Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
1	COVID-19 Guideline updates	- Teaching Staff - Support Staff	Lack of applying most up to date information	2	2	4	Government guidelines are updated daily, the Principal distributes these appropriately.	1	2	2
							Updates are found on BHASVIC website			
2	Transport to work	- Teaching Staff - Support Staff - Contractors	Transmission of COVID-19	2	3	6	Staff should read the advice on travelling to work safely and determine whether they are able to do so.	1	2	2
							Staff to use front car park when driving to avoid mixing with building contractors.			
							Consider installing additional parking or bike overflow racks/space to help avoid public transport use. Consider extended use of changing facilities for staff (showers, changing rooms), if the increased use of bicycles to go to work demands it.			
							Staff to reduce any unnecessary travel on coaches, buses or public transport where possible or stagger start/finish times to avoid peak.			
3	College site arrangements for reopening	- Teaching Staff - Support Staff - Contractors	Site not fully prepared for return of more staff with appropriate social distancing and hygiene measures in place	3	3	9	Provide signage at College entrances/exits to indicate changes to access if applicable	1	1	1
							Prepare site with signage to indicate physical distancing instructions, including floor markings, indicators, one-way routes etc.			
							PPE to be provided by College to all staff as required according to their activities.			
							Barriers to be erected to prevent site access by other people.			
							Consider/plan one-way systems (identify pinch points).			
							All staff to follow cleaning advice of work station from the Do and Don't guidance.			

							Encourage staff to feed back any concerns regarding the measures in place via statement at sign-in, meetings and update notices.			
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Risk assessment										
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
4	Working on site protocols during phase 1 of reopening of the College	<ul style="list-style-type: none"> - Teaching Staff - Support Staff - Contractors - Households 	<ul style="list-style-type: none"> - Precautionary measures/ protocols are not being followed leads to possible spread of COVID-10 	2	4	8	Prepare induction information for all staff, visitors/contractors who require access to site. Staff do's and don'ts guidance document to be distributed to all staff prior to the commencing of phase 1. Complete Individual Risk Assessment for those staff that fall into the categories specified in the do's and don'ts guidance document and share it with HR.	1	3	3
							Staff to confirm they have read and understood the guidance documents via disclaimer at sign in.			
							All staff to ensure that appropriate PPE is worn where necessary at all times on site, eg cleaning staff			
							Use of doorstops devices linked to fire alarm system to keep regularly used doors in an open position			
							Contractors/other visitors only allowed on site for emergency or statutory compliance works – visits to be arranged in advance with the Estates manager			
							Thorough cleaning of the rooms in use at the end of the day. Thorough cleaning of multi-touched surfaces.			
							Limiting the number of staff who use the toilet facilities at one time – follow instructions on toilet doors.			
							Minimise numbers of staff using the staff room at the same time. Door signs to highlight max room capacity for self-policing.			

									Staff to avoid physical contact with other staff unless for First Aid.			
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Current National COVID-19 Alert Level = 4

Risk assessment

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	I	R		L	I	R
5 Visitor to College	- Teaching Staff - Support Staff - Contractors	Transmission of COVID-19	2	4	8	No non-essential visitors to the College	1	1	1
						Hand washing/sanitising on arrival and clear guidance to visitors of need to use/ location of wash station/ hand sanitiser			
						No visitors allowed into college if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)			
						Procedure for delivery of food and other supplies so that deliveries are left outside			
						Maintenance/ repair work can take place if safe to do so during operational hours and usual safeguarding and contractor management procedures apply.			
						Contractors visiting premises – let them know arrangements in advance of visit and check that they have robust social distancing procedures in place. Office/ reception staff to log their arrival and departure from site.			

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Risk assessment

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	I	R		L	I	R
6 Cleaning/ Hygiene	<ul style="list-style-type: none"> - Teaching Staff - Support Staff - Contractors 	<ul style="list-style-type: none"> - Cleaning/hygiene arrangements not in line with government guidance: Cleaning in non-healthcare settings and Implementing protective measures in educational and childcare settings 	2	4	8	Paper towels in bathrooms rather than hand dryers if possible. Although this is advised on the Government guidelines, recent research had demonstrated that hand dryers are safe to use during the pandemic (CDC in the USA). The most important fact is that individual wash correctly their hand according to the Government guidance.	1	2	2
						Availability of: <ul style="list-style-type: none"> - Soap and hot water in every toilet - Sanitising wipes for cleaning of equipment. - Hand sanitiser. - Tissues (following the 'Catch it, Bin it, Kill it' principles for the disposal of tissues) 			
						Minimise number of resources and furniture etc. to enable cleaning			
						Cleaners to be trained on Cleaning COVID-19 guidelines and College protocols. Staff and students are responsible for disinfecting each touch point of the area that they have used, after each session of work. All working station are supplied with disinfection products for their users.			
						Any areas of the school not being used will display a DO NOT ENTER sign to enable cleaners to give areas in use a robust clean each day			
						Estates manager [Lester Grice] to ensure that appropriate cleaning resources/protective clothing is ordered as required following DfE guidance			
						The College should ensure an adequate supply of essential supplies and are well stocked in situ.			
						Any areas of the school not being used will display a DO NOT			

							ENTER sign to enable cleaners to give areas in use a robust clean each day			
							A monitoring system for PPE should be introduced to ensure that a supply of stock is available to all who require it.			

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Risk assessment										
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
7	Health & Safety arrangements	- Teaching Staff - Support Staff - Contractors	Health & safety arrangement no in line with government COVID-19 guidance	2	5	10	<p>Where any part of the premises has been closed, ensure all required H&S checks are carried out before reopening the College to staff</p> <ul style="list-style-type: none"> - Fire safety in place, this includes fire notices, firefighting equipment, training, supervision and instruction and testing (alarm test, PAT testing, fire dills, fire evacuation notices, etc.) - Health and safety statutory training up to date (fire wardens, manual handling, working at high, cleaning and hygiene practices COVID-19, etc.) - Legionella control up to date (Hot and cold water systems). - Ventilation inspection. - Gas safety inspection. - Kitchen equipment maintenance and inspection. - Security including access control and intruder alarm systems. - Provide PEEPs (Personal Emergency Evacuation Plans) to those staff that require one prior returning to College. - Supply PPE (Personal Protective Equipment) according to the activity. - Prepare department and individual risk assessments. - DSE (Display screen equipment) assessment to be done by each member of staff when returning to work. - First Aid provision. - Asbestos management. 	1	5	5

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Risk assessment										
Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
8	First Aid	<ul style="list-style-type: none"> - Teaching Staff - Support Staff - Contractors 	Symptoms at the College	3	3	9	If a member of staff feels ill while in college, they must return home immediately and arrange a test.	2	3	6
							For a symptomatic person in College please follow advice from the flowchart appendix created by PHE. See appendix 1 at the end of this risk assessment. This Flow chart can be found in posters on work rooms			
							Ensure a duplicate PPE kit, including a face mask is available and accessible for first aiders			
9	Fire evacuation	<ul style="list-style-type: none"> - Teaching Staff - Support Staff - Contractors 	Fire	1	5	5	In case of fire or fire alarm activation, everyone to use their nearest available exit route, even if a one way system has been developed for day-to-day attendance.	1	3	3
							If the recommended social distancing in corridors and assembly points is not achievable, staff should manage this to ensure the greatest separation available is utilised.			
							Any doors in the setting that are heavily used may be held open using 'doorguards' or magnetic catches linked to the fire alarm to enable them to close when the alarm activates. Fire resisting doors should not be held open by using wedges or other equipment			
							Staff to be informed of all changes to the fire evacuation procedures (if any changes have taken place) A fire drill is recommended, to practise the old/new routes.			
							PEEPs that may be in place for staff who need assistance in evacuating the building should be reviewed.			
10	College closure	<ul style="list-style-type: none"> - Teaching Staff - Support Staff - Contractors 	COVID infection outbreak or staff shortages etc.	2	3	6	College closure protocols followed including seeking advice from and informing Public Health England. communication protocols for staff/ parents/ contractors etc.	1	3	3

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Risk assessment										
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	I	R		L	I	R	
11	Staff wellbeing	- Teaching Staff - Support Staff	Staff are worried and feel stressed because of the pandemic and fear of the risk of infection	2	4	8	<p>Staff made aware of the measures in place to reduce infection and involved with these, as specified in the RA.</p> <p>Staff can raise concerns through various channels (line manager, H&S officer) and are reminded of this through meetings, guidance and staff updates. Implement additional measures as appropriate.</p> <p>Use of classrooms and offices to maintain distancing.</p> <p>Staff have access to BHASVIC information and well-being support (HR, Intranet, SWELL; Staff updates, meetings)</p> <p>Staff meetings taking place remotely via video or audio link.</p> <p>CPD and training accessed via eLearning when possible.</p> <p>Open door policy to talk to managers about anxiety or concerns.</p> <p>Take time to identify staff personal experiences during pandemic to identify individual worries or concerns. Think together about what challenges might be ahead and what support individuals might need. Increase frequency of supervision for vulnerable staff. Seek support or guidance for overwhelmed staff.</p>	1	4	4
12	Students returning	- -Students	Transmission of COVID-19	4	5	20	<p>Prepare induction information for all students who invited to site. Students do's and don'ts guidance document to be distributed to all students invited prior to the commencing of phase 2.</p> <p>Complete Individual Risk Assessment for those students that fall into the categories specified in the do's and don'ts guidance document.</p>	1	1	1

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Risk assessment										
Activity		Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
				L	I	R		L	I	R
13	Track & Trace	<ul style="list-style-type: none"> - Teaching Staff - Support Staff - Contractors - Households 	Staff/Student/Visitor test positive for COVID-19	4	5	20	<p>Staff/Student/Visitor to self-isolate for seven days</p> <p>Identified classes/location/individuals where the person has been in contact within the College. This can be achieved by maintaining an updated record of student/staff attendance.</p> <p>To contact Public Health England (PHE), South East Health Protection Team: In hours (Monday – Friday 9am to 5pm) 0344 225 3861 Out of hours' number between 5pm to 9pm and 8am – 9am - Surrey/Sussex 0844 967 0069</p> <p>Steps to follow: All students and staff that have been in direct contact, or within 2 metres for more than 15 minutes with the person that tested positive, must stay at home for 14 days.</p>	4	2	8

Links to key government guidance

- [Coronavirus Covid-19](#)
- [Stay at home: guidance for households with possible coronavirus \(Covid-19\) infection](#)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Implementing protective measures in childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Early years foundation stage: coronavirus disapplications](#)
- [Covid-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
- [Covid-19: guidance on supporting children and young people's mental health and wellbeing](#)
- [Covid-19: cleaning in non-healthcare settings](#)
- [Coronavirus \(Covid-19\): safer travel guidance for passengers](#)
- Handwashing advice is at <https://youtu.be/bQCP7waTRWU>

APPENDIX 1

PHE South East Health Protection Team:

Guidance for Childcare and Educational Settings in the Management of COVID-19

Version 1.1 Date 04/06/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Surrey and Sussex Health Protection Team on 03442253861. If the matter is not urgent you can also email SSHPU@phe.gov.uk.

GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance

TESTING: Visit nhs.uk/ask-for-a-coronavirus-test

