

Campus:	Bishop Burton & Riseholme	Date:	August 2021	Completed By:	Colin Brighton
Department:	HR				
Risk Assessment:	<p>Covid-19 (Coronavirus) pandemic</p> <p>Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p> <p>This is a college generic Risk Assessment for dealing with the current COVID-19 situation in the workplace. It is not likely to cover all scenarios and each Head of Department has carried out a department specific assessment considering their own unique circumstances.</p> <p>Lincolnshire County Council health protection team were contacted for support and advice when making this COVID risk assessment</p>			Reference No:	CV03

Keeping up to date with official guidance			
Lack of up to date information regarding the virus	Staff Students Customers Contractors	<ul style="list-style-type: none"> • Government advice regularly checked and followed - www.gov.uk • NHS advice regularly checked and followed - www.nhs.uk • Department for Education advice regularly checked and followed • All staff are made aware by college e-mail of the increased risk of the new variant of the virus and the heightened risk of virus spread within the college. Communication regularly sent to all staff to reiterate the importance of maintaining the Government guidance. 	

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Preventing the spread of Covid-19 (Coronavirus) in the building			
Lack of hand washing facilities leading to increased risk of spread of bacteria/virus	Staff Students Customers Contractors	<ul style="list-style-type: none"> • Hand sanitation points provided around the campus • Hand soap dispensers kept refilled • Hand dryers maintained in working order • Paper towels provided where required • Hot water system maintained to provide constant supply • Hand washing signage in place 	
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Students Customers Contractors	<ul style="list-style-type: none"> • Follow HSE guidance on cleaning, hygiene and hand sanitiser • Water, soap and drying facilities at wash stations. Hand sanitisers strategically placed around the college campus where people can't wash their hands • Information/signage on how to wash hands properly and display posters • Self-check of skin for dryness and cracking and to report if there is a problem 	
Lack of knowledge and guidance from the Government in the Education sector	Staff Students Customers Contractors	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#aerosol-generating-procedures-agps • Department for Education advice regularly checked 	

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		<p>and followed</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance • https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term 	
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<p>Staff Students Customers Contractors</p>	<ul style="list-style-type: none"> • Follow HSE guidance on heating ventilation and air conditioning (HVAC) • Fresh air is the preferred way of ventilating the workplace. Open windows and doors (that are not fire doors) to aid ventilation. • Estates department maintain air circulation systems in line with manufacturers' recommendations • Switch heating ventilation and air conditioning (HVAC) systems to draw in fresh air where they can be, rather than recirculating air • Air extraction throughout most buildings, some areas it is air recycling but these also have air extraction in so they draw in fresh air. 	
<p>Exposure to workplace hazards because it isn't possible to get</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> • Estates domestic department to keep PPE supplies under review to prevent running out 	

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personal protective equipment (PPE)		<ul style="list-style-type: none"> PPE to be worn by staff carrying out First Aid or caring for any individual suspected of having COVID-19 while they await collection 	
Not wearing face coverings where they are required	<p>Staff Students Customers Contractors</p>	<ul style="list-style-type: none"> All staff and students are expected to wear a face covering in all communal areas of the campus (unless exempt) – this includes all catering outlets, the LRC and whilst moving around the campus, indoors. Students are not expected to wear face coverings in classrooms, but may do so if they wish and feel more comfortable in doing so. The wearing of face coverings is not expected in classrooms, where-as it is in communal areas. This is because in classroom settings there is less interaction and close contact. Face coverings to be worn in crowded and enclosed spaces where you come into contact with people you don't normally meet. 	<p>The reintroduction of face coverings for students or staff may be advised by Public Health for a temporary period in response to particular localised outbreaks, including variants of concern. We will be advised that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).</p>
Staff, students, customers presenting symptoms whilst in the facility			
People displaying symptoms of COVID-19	<p>Staff Students Customers</p>	<ul style="list-style-type: none"> Any symptomatic person will be asked to leave the campus, self-isolate and get a PCR test. Government guidance followed 	

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	Contractors	<ul style="list-style-type: none"> • East Riding of Yorkshire Council – suspected outbreak/positive test response protocol in place • Local COVID response team in place. • DJ3 to be used for isolation until the student can be collected which has separate toilet facilities, windows should be opened for ventilation. Sledmere accommodation block to be used for residential students. • Rooms available at Showground campus. 	
Lack of Risk communication	Staff Students Customers Contractors	<ul style="list-style-type: none"> • Senior team to co-ordinate monitoring government and other advice and guidance. • Different communication tools and technologies are utilised to enable risk communication messages to reach a variety of audiences – website, i-learn, staff bulletin, e-mail, posters and signage. • College to notify Public Health England authorities about COVID-19 cases • RIDDOR reporting in place. • Regular contact with line manager 	
High risk employees / students (as defined by government, including pregnant, those with underlying health issues, employees over the age of 70 years)			
Those employees / Students who are at higher risk from contracting Covid-19 – clinically vulnerable, clinically extremely vulnerable	Staff Students	<ul style="list-style-type: none"> • Government guidance followed – links below • Individuals to limit the close contact they have with those they do not usually live with in order to reduce the risk of catching or spreading COVID-19, particularly if they are clinically extremely vulnerable. It is important to respect and be considerate of 	

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		<p>those who may wish to take a more cautious approach as restrictions are lifted.</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 • Women less than 28 weeks pregnant with no underlying health conditions will have an individual risk assessment and will only continue to work if the assessment advises that it is safe to do so. • Women more than 28 weeks pregnant or with underlying health conditions will have an individual risk assessment and the college will ensure they are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). Link below • https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees • https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#staff-who-are-clinically-extremely-vulnerable 	

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Staff Behaviour			
Staff in workplace increasing risk of community transmission	Staff	<ul style="list-style-type: none"> Any staff showing symptoms will be sent home to get a PCR test. Government advice followed: https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf Managers to look at work place environments and make appropriate changes where necessary. Staff encouraged to carry out twice weekly testing Improving ventilation, open doors (non-fire doors) /windows 	
Poor workspace hygiene leading to increased risk of transferring bacteria/virus	Staff Students Customers Contractors	<ul style="list-style-type: none"> Cleaning products available for wiping down work surfaces and equipment Hand sanitiser available Robust cleaning schedule in place Surfaces kept clear to make it easier to clean and reduce the likelihood of contaminating objects 	
Lack of Mental health support	Staff Students	<ul style="list-style-type: none"> Access to student support services who provide counselling, chaplaincy, careers advice, sexual health clinics Access to student association Safeguarding team and welfare support Wardens on campus 24/7 and Duty Manager on call Support provided by course leaders Staff to discuss with line managers Mental health champion & Mental Health first aiders on campus 	

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		<ul style="list-style-type: none"> • College Mental Health coach – ‘Slack’ on line communication tool. To join the group, type in the below, through the slack app you can also access the group by phone by downloading the app – “staffmentalhe-al04464.slack.com” using your college email and Google Chrome • Counselling service provided for staff through the college • Resources available in the HR folder on the staff intranet • https://www.nhs.uk/every-mind-matters/ • Staff Wellbeing folder on the College intranet 	
First Aid			
Withdrawal of first aid to a person in need could put their life at risk	Staff Students Customers Contractors	<ul style="list-style-type: none"> • First aid trained personnel available • Preservation of life a priority • Current Resuscitation Council guidance followed on carrying out CPR. 	
First Aid / Cardiopulmonary Resuscitation (CPR) training	Staff Students Customers Contractors	<ul style="list-style-type: none"> • Staff displaying COVID 19 symptoms not to attend First Aid training • Staff to wear gloves when performing chest compressions • Only compressions practiced during ongoing training • Rescue breaths demonstrated by trainer and course participants to demonstrate through question and answer during a qualification course 	

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No safe area to provide first aid with someone showing symptoms and becoming unwell	Staff Students Customers Contractors	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough, a high temperature or loss or change to your sense of smell or taste they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • DJ3 to be used for isolation until the student can be collected which has separate toilet facilities, windows should be opened for ventilation. Rooms available at at Showground. • PPE worn by staff caring for the person while they await collection if a social distance cannot be maintained (such as for a student with complex needs). • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. 	
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Cleaning and Waste			
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Reduced levels of cleaning staff available increasing risk of being unable to provide adequate cleaning services	Staff Students Customers Contractors	<ul style="list-style-type: none"> • Staff rostered to carry out cleaning tasks • Restriction of areas available to staff/public to reduce facilities to be cleaned • Cleaning regime in place in accordance with Government guidelines. • Regular stock checks to ensure cleaning / sanitising products are available at all times. • Cleaning team briefed regarding COVID-19, use of PPE and increased awareness of Infection Control. 	
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		<ul style="list-style-type: none"> Government guidelines followed https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 	
Untrained staff using cleaning substances and equipment	Staff Students Customers Contractors	<ul style="list-style-type: none"> COSHH assessments and data sheets for all substances in place Only staff trained in safe methods and use of substances carry out cleaning tasks, including mechanical cleaning equipment Staff provided with COSHH e-learning and face to face training 	
Business Continuity			
Not following NHS test and trace/home testing kit	Staff Students Customers Contractors	<ul style="list-style-type: none"> Everyone to follow Government advice. https://www.gov.uk/government/news/businesses-urged-to-prepare-for-nhs-covid-19-app LFD testing kits supplied to all staff and students. https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person 	<ul style="list-style-type: none"> The Government intends to exempt people who have been fully vaccinated from the requirement to self-isolate if they are a contact of a positive case, with a similar exemption for under 18s. Anyone who tests positive will still need to self-isolate regardless of their vaccination status.

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Unsafe Teaching areas	Staff Students	<ul style="list-style-type: none"> • Non-fire doors left open to improve workplace ventilation • Fire doors must not be propped open • Hand sanitisers located around the campus at entrance/exit points 	
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	Name	Signature	Date	Actions added
Review Conducted by:	Colin Brighton		September 2021	Face coverings on campus
Review Conducted by:	Colin Brighton		September 2021	Government links removed as no longer in use. Link added - NHS every mind matters

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Assessment Acknowledgment – COVID-19

I have read and understood the above Risk Assessment(s) that I will be adhering to in the course of my work at Bishop Burton / Riseholme College Or

I have had explained to me and I understand the Risk Assessment(s) that I will be adhering to in the course of my work at Bishop Burton / Riseholme College.

NAME – BLOCK CAPITALS	SIGNATURE	DATE