

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 any 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. • New guidance sets out how to live safely with COVID-19 - GOV.UK (www.gov.uk) 	

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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 	
Lack of knowledge and guidance from the Government in the Education sector	Staff Students Customers Contractors	<ul style="list-style-type: none"> • Department for Education advice regularly checked and followed 	
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Students Customers	<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 	

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	Contractors	<p>workplace. Open windows and doors (that are not fire doors) to aid ventilation.</p> <ul style="list-style-type: none"> • 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. • CO2 monitors placed in identified areas around the college to monitor levels and action where required. 	
Exposure to workplace hazards because it isn't possible to get personal protective equipment (PPE)	Staff Students	<ul style="list-style-type: none"> • Estates domestic department to keep PPE supplies under review to prevent running out • PPE to be worn by staff carrying out First Aid or caring for any individual suspected of having COVID-19 	
Not wearing face coverings where they are required	Staff Students Customers Contractors	<ul style="list-style-type: none"> • Face coverings are no longer advised for students, staff and visitors in classrooms and teaching environments. • Face coverings are no longer advised for students, staff and visitors in communal areas. 	A director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by students, staff and visitors, unless exempt).
Staff, students, customers presenting symptoms whilst in the facility			

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People displaying symptoms of COVID-19	<p>Staff Students Customers Contractors</p>	<ul style="list-style-type: none"> • Government guidance followed • East Riding of Yorkshire Council – suspected outbreak/positive test response protocol in place • Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend • Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days • Local COVID response team in place. • People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk) 	
Lack of Risk communication	<p>Staff Students Customers Contractors</p>	<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 managers 	

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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, pregnant employees.	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 those who may wish to take a more cautious approach as restrictions are lifted. • 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 • COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk) 	
Staff Behaviour			
Staff in workplace increasing risk of community transmission	Staff	<ul style="list-style-type: none"> • Government advice followed • Adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature • Managers to look at work place environments and 	

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		<p>make appropriate changes where necessary.</p> <ul style="list-style-type: none"> Improving ventilation, open doors (non-fire doors) /windows Reducing the spread of respiratory infections, including COVID-19, in the workplace - GOV.UK (www.gov.uk) 	
Poor workspace hygiene leading to increased risk of transferring bacteria/virus	<p>Staff Students Customers Contractors</p>	<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	<p>Staff Students</p>	<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 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 	

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		college email and Google Chrome <ul style="list-style-type: none"> • 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 are provided with 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 	
No safe area to provide first aid with someone showing symptoms and becoming unwell	Staff Students Customers Contractors	<ul style="list-style-type: none"> • Identified empty rooms to be used to provide first aid support, windows should be opened for ventilation where possible. • PPE worn by staff caring for the person. 	

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		<ul style="list-style-type: none"> In an emergency, call 999 if they are seriously ill or injured or their life is at risk. 	
Cleaning and Waste			
Reduced levels of cleaning staff available increasing risk of being unable to provide adequate cleaning services	<p>Staff Students Customers Contractors</p>	<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. Government guidelines followed 	
Untrained staff using cleaning substances and equipment	<p>Staff Students Customers Contractors</p>	<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			
Unsafe Teaching areas	<p>Staff Students</p>	<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
	Colin Brighton		November 2021	General review – no changes.
	Colin Brighton		December 2021	Updated with new Government guidance
	Colin Brighton		January 2022	Updated with new Government guidance Face coverings on campus and advice for pregnant employees.
	Colin Brighton		January 2022	Update on wearing face coverings.
	Colin Brighton		February 2022	Review on lifting of legal requirements

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Review Conducted by:	Colin Brighton		April 2022	Changes to measures and guidance for managing COVID-19 in education and childcare settings from Friday 1 April. A number of Government links removed.

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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