

**HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE RISK ASSESSMENT PLAN**

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| **A - SEVERITY** | **RISK RATING** | **B - LIKELIHOOD** | **RISK RATING** |
| **Fatality** | **10** | **Probability** – High Risk Activity | **10** |
| **Major Injury** Requiring Hospital Treatment | **8** | **Possibility** – If Instructions Given Are Not Followed | **8** |
| **Moderate Injury** Requiring First Aid Treatment | **4** | **Occasional** – If Instructions Given Are Not Followed | **4** |
| **Minimal Injury**  | **2** | **Improbable** | **2** |

**SEVERITY (A)** multiplied by **LIKELIHOOD (B)** gives a Risk Rating between 4 and 100 for each identified risk:

* Risk rating up to 40 need attention (Low)
* Risk rating between 40 and 70 will require action, with urgency, dependent upon where in the range they fall (Medium)
* Risk rating above 70 will require urgent attention. The activity must stop until the risks are reduced to an acceptable level

**OVERVIEW**

The College’s principle strategy for mitigating risk of COVID-19 infection from the phased re-opening (from 15 June 2020) is to maintain social distancing principles wherever possible.

The overarching principles to be followed:

* Online learning shall continue in order to minimise the numbers of people needing to attend campus as part of wider opening.
* Student numbers on campus will be prioritised to enable safe social distancing measures to be effective. The priority will be to only allow the following groups to attend the College:
	+ Our vulnerable students
	+ Students who need to complete assessments on technical and professional qualifications which require them to complete adapted assessments
	+ The small majority of students who have had low levels of engagement, either due to the practical nature of the subject or access to equipment.
	+ Wider opening is expected to commence in September subject to risk of transmission levels.
	+ Staff and students within the Government category of ‘clinically extremely vulnerable’ shall not be required to attend campus.
	+ All other staff and students will be required to attend campus when requested. Arrangements, including risk assessment where necessary, will be put in place for those staff and students who are at heightened risk from COIVD 19
* Risk assessments will form the basis of staff and students returning to college.

| **Step 1** **What are the hazards** | **Step 2** **Who might be harmed and how?** | **Step 3** **What action are you already taking?** | **Risk Rating** | **Step 4** **What further action is needed?** | **Risk Rating** | **Step 5** **What are the recommendations or further action required** | **Step 6** **Who will put RA into action?** |
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| **By Whom** | **By When** |
| COVID-19 frequency in the community | Anyone on campus | * Monitor frequency with reference to local and national sources.
* Ability to close campus or further limit use at short notice.
 | Low | - | Low | Ongoing monitoring of developments. | CMT | Ongoing |
| COVID-19 measures become out of date. | Anyone on campus | * Continue to monitor and update guidance for staff and students as required.
 | Low | * Guidance information for staff and student.
 | Low | Ongoing monitoring of developments. | CMT | Ongoing |
| COVID 19 safety arrangements not understood or complied with | Anyone on campus | * Regular updates and communication to staff and students via email, website and social media.
 | Low | * Phased return to manage the number of students attending.
* Encourage students to confirm attendance.
* Provide clear communications to all staff and students regarding control measures and expectations.
 | Low | Ongoing monitoring of developments | CMT | Ongoing |
| Teaching support staff supervision. Inability to maintain appropriate ratios and supervision of students/ visitors or to maintain effective infection control. | Everyone on campus | * A blend of leaning to be used, on campus and online from September 2020. All staff will attend site as from September 2020 as long as social distancing can be maintained. Where this is not possible additional space will be available for staff to work in. If that arrangement is not possible then as a last resort some staff may be asked to work from home for a short period of time and no more than 50% of their working hours.
* Ensure that only those students who need to attend the site do so. This will be in line with timetabling.
* Establish staffing and plan to ensure:
	+ Adequate student supervision
	+ Regular cleaning in place
	+ Routine and preventative cleaning
	+ Contingency plans in place to ensure that reserve staff can be called in if required

Risk assess as necessary | Low | - | Low | - | CMT and OMT | Ongoing |
| Severe symptoms or risk to life in the event of an infection | Vulnerable and extremely vulnerable individuals, staff or students with known health conditions. | * Follow current guidance on clinically extremely vulnerable people:
	+ **Source** – Staying alert and safe (social distancing) Government update10th August 2020. Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID019 updated 10th August 2020
	+ Clinically extremely vulnerable staff and students need to take extra precautions but the Government is advising that these individuals do not need to shield at the moment. This is because the rates of transmission of coronavirus in the community have fallen significantly.
* Seek and maintain records of staff.
* Seek and maintain records of staff with listed conditions.
* Communicate guidance on vulnerable people and College guidance and risk assess where necessary.
* .
 | Low | * Guidance is communicated to staff and students.
 | Low | - | CMT and HR | Ongoing |
| Anxiety/stress through lack of clear guidance or compliance | Anyone on campus through lack of clear guidance leading to non-compliance or stress/anxiety. | * Risk assess as necessary
* Communicate plans and expectations to staff and students as part of wider opening measures.
* Communicate that face masks must be work when travelling on College transport and external transport. Those wishing to wear a face covering in College may do so - PPE Guidance: face coverings and face masks.
* Communicate to staff and students that PPE is only in a small number of cases including:
	+ Students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
	+ If an individual becomes unwell with symptoms of Coronavirus while in College and needs direct personal care until they can return home.
* Communicate that parents, carers and settings do not need to take students’ temperatures every morning. Routine testing of an individual’s temperature is not a reliable method for identifying Coronavirus.
* Reiterate to parents the need to follow standard national advice on the symptoms to look out for that might be indicators of Coronavirus and where to get further advice.
	+ **Source** - Coronavirus (COVID-19); implementing protective measures in education and childcare settings. Refer to most recent Government guidance
 | Low | * Communication for staff and students.
 | Low | Ongoing monitoring of developments and returning students’ behaviour. | CMT | Ongoing |
| Lack of training staff and student training and briefing | Anyone on campus through lack of clear guidance. | * Communication/training video prepared for staff to include guidance on COVID-19 safety and hygiene procedures.
* Communication for students and staff to include guidance on COVID-19 safety and personal hygiene procedures:
	+ Importance of social distancing
	+ Adherence to hand washing guidance on arrival, departure, mealtimes and after toilet use.
	+ Provision of hand sanitiser at the entrance to each building and wipes in classrooms.
* Staff and students to receive information before they commence any activity on campus.
* Information on COVID aware standard to be disseminated
* Covid code of conduct for students returning to College and a power point is available

Staff have received Smartlog training on Covid and there was a power point available on staff development dayThe Principal will undertake staff inductions during the first week of September | Low | * Reminders from OMT and CMT
 | Low | - | CMT and OMT | Ongoing during initial phase |
| Individuals requiring first aid or personal help (not suspected to be COVID-19 related) | First Aiders/staff through close contact. | * Risk assess as necessary
* Brief staff to use first aiders and other designated staff to help assess and if necessary, assist individuals.
* First aiders should maintain social distancing wherever possible. Where this is not possible or contact is required, appropriate PPE must be used face visors should be worn.
* For contact, aprons, gloves and face visors should be used during treatment.
 | Low | - | Low | - | All staff First Aiders | Ongoing |
| Individuals exhibiting symptoms of Coronavirus while in College | Staff, Students and First Aiders | * Brief staff to use first aiders and other designated staff to help assess and if necessary, assist with or removal of individual exhibiting symptoms to the designated isolation area on each campus. Separate written guidance is available on Moodle
	+ If a student or other individual becomes unwell with symptoms of Coronavirus while in College and needs direct personal care until they can return home, a face mask should be worn by the supervising adult.
	+ If contact with the young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.
	+ If a risk assessment indicates that there is a risk of splashing to the eyes, for example, from coughing, spitting or vomiting, then eye protection should also be worn
* Thorough cleaning of corridors and affected rooms/areas where the individual has spent significant time, in particular, isolation room after the individual has left the site in line with COFID-19 cleaning of non-healthcare settings guidance.
* Designated isolation rooms have been identified, where the individual can be isolated and can be locked for 72 hours following the incident.
* Identify/designated spare classroom/area to be available to allow relocation of staff and students from any suspected contaminated rooms/areas until cleaned.
* Risk assess as necessary
 | Medium | * Provide guidance and train all First Aiders on how to deal with symptomatic individuals.
* Ensure First Aiders know where to obtain PPE.
* Update all staff on procedure for dealing with symptomatic individuals.
* Provide guidance and training for estates and cleaning staff. Ensure and maintain stocks of PPE for First Aiders and cleaning/estates staff as required.
* Communication pack for staff and students to include guidance and set expectations.
 | Low | Ongoing review of situation to assess effectiveness and determine if alternative precautions are required. | All staff First Aiders | Ongoing |
| Contamination from sick individual prior to departure from site | Staff, Students, First Aiders | * Isolate individual in a separate room until able to depart safely.
* Maintain social distance
* Isolation rooms identified
 | Low | - | Low | - | All staff First Aiders | Ongoing |
| Large group activities | Staff and students on site by lack of infection control/social distancing. | * No large group gatherings
* Group sizes limited
* Activities amended.
* Risk assess as necessary
 | Low | - | Low | - | All staff | Ongoing |
| Break/lunch times and outside space use | Staff and students on site by lack of infection control/social distancing | * Limit campus occupancy to priority group to reduce occupancy to levels where social distancing can be maintained.
* Staggered/flexible break times to be implemented.
* Communal seating areas demarcated to enforce social distancing.
* Canteens to be closed for reconfiguration.
* Staff and students encouraged to use outside areas for breaks (weather permitting).
 | Low | - | Low | - | All staff | Ongoing |
| Lack of or failure to observe infection control measures on site. Poor behaviour or inability to understand or comply with COVID-19 measures | Staff and students on site by lack of infection control/social distancing. | * Risk assess as necessary
* Promote infection control guidance through clear and repeated signage across all three campuses.
* Key posters/information – in each room and area:
	+ Hand washing and hygiene
	+ Social distancing
	+ Maximum room occupancy as necessary
	+ COVID symptoms
* Enhanced cleaning regime. Regular wipe down of door plates, shared areas and bin emptying.
* Where possible, assess prior knowledge of students to determine whether students are reliably able to follow guidance before requesting that they attend campus.
 | Medium | * Provide guidance and train all staff and students through regular online briefings and/or reminder.
* Encourage and empower staff to enforce and encourage compliance by students – see revised Code of Conduct.
* Use disciplinary enforcement measures to ensure a culture of compliance to support and ensure compliance.
* Include in communication pack for staff and students.
 | Low | Ongoing review of situation to assess effectiveness and determine alternative precautions are required. | CMT, Estates, Safeguarding Teams | Ongoing |
| Lack of or failure to maintain infection control measures on site. Enhanced cleaning. | All staff and students on site by lack of infection control. |  | Low | * Ongoing monitoring and response to staff/student requests for additional cleaning.
 | Low | Ongoing review of situation to assess effectiveness and determine alternative precautions are required. | CMT, Estates,  | Ongoing |
| Lack or failure to maintain infection control measures. Hard to clean surfaces. | All staff and students on site by lack of infection control. | * Minimise use of soft furnishings – isolate or remove where possible, for example settees
 | Low | - | Low | - | CMT, OMT and Estates | Ongoing |
| Lack of or failure to maintain social distancing on arrival or departure from site. | All staff and students on site by lack of infection control. | * Monitor and limit occupancy of campus to minimise risk of queues.
* Communicate arrival/departure protocol to staff and students.
* Duty managers/estates/ to ensure compliance during busy periods.
 | Low | - | Low | Ongoing review to assess effectiveness and determine if alternative precautions required. | CMT and OMT  | Ongoing |
| Lack or failure to maintain infection control measures on site – room ventilation. | All staff and students on site by airborne COVID-19 aerosols insignificant or re circulated air. | * Windows in rooms in use to be opened to ensure airflow and removal of stagnant air.
* Toilet windows to be opened where privacy allows. Extraction fans to be running to maximise air exchange and renewal where no windows are available.
* Air conditioning systems and air circulation systems to be set to draw in fresh air and to minimise any re circulation of air or if not possible then they will be turned off
* Review and ensure servicing schedules maintained on all air circulation systems, including change of filters where scheduled.
 | Low | - | Low | Ongoing review to assess effectiveness and determine if alternative precautions required. | CMT and Estates | Ongoing |
| Spread of Coronavirus in high traffic areas where significant numbers of students, staff or visitors/reception. | Reception staff, students, visitors. Those in regular face-to-face contact with the public or high numbers of students and colleagues through close contact. | * Risk assess as necessary
* Reception areas –
	+ Required demarcation lines on floor to ensure/encourage social distancing.
	+ Signage to ensure/encourage social distancing, for example on lift doors.
	+ Physical screens in areas such as receptions and LRCs to limit airflow between students/visitors and reception staff or required boundaries
	+ Acceptance of card/contactless payments (no cash)
	+ Wipes/disinfectant spray available for regular cleaning of surfaces.
	+ Hand sanitiser available at reception.
	+ Hold open reception entrance doors to ensure ventilation (weather permitting)
 | Low | * Training and guidance for reception staff.
 | Low | Ongoing review to assess effectiveness and determine if alternative precautions required | CMT and Estates | Ongoing |
| Spread of Coronavirus in high traffic areas where significant numbers of students/visitors – the Hub | Student Services | * Student Services desk will have the following controls implemented:
	+ Relevant demarcation lines on the floor to ensure/encourage social distancing.
	+ Signage to ensure/encourage social distancing.
	+ Signage and demarcation on seating/desks to state numbers of individuals allowed in particular areas.
	+ Physical screens to limit airflow between students/visitors.
	+ Acceptance of card/contactless payments (no cash)
	+ Wipes and disinfectant spray available for regular cleaning of surfaces/card machines etc.
	+ Hand sanitiser available at the counter.
	+ Ensure ventilation by keeping doors open (weather permitting)
	+ Remove soft furnishings if practical
 | Low | * Training and guidance for Learner Services staff
 | Low | Ongoing review to assess effectiveness and determine if alternative precautions required | CMT and Head of Student Services | Ongoing |
| Spread of Coronavirus in high traffic areas – LRCs | Staff and students | * Remove/mark seating not in use and separate/mark IT equipment not in use to enforce social distancing during use.
* Tape off/isolate books and magazines.
* Enhanced cleaning regime:
	+ Regular emptying of bins
	+ Wipe down/cleaning of keyboards/mouse
* Open windows to ensure ventilation.
* Designate a workstation/desk to a specific student for the day.
* Signage to ensure/encourage social distancing.
* PPE – wipes and disinfectant spray – hand sanitiser available.
* Quarantine procedures and arrangements for return of books and physical resources.
* Drop off box and 72 hour isolation of returns of LRC resources.
 | Low | * Training and guidance for LRC staff.
 | Low | Ongoing review to assess effectiveness and determine if alternative precautions required | CMT and LRC staff | Ongoing |
| Spread of Coronavirus in high traffic areas where significant numbers of students/staff/ visitors. | Canteens staff and customers | * When open control measures.
* Relevant demarcation on floor to ensure/encourage social distancing for any queues.
* Signage and one-way system marked where appropriate
* Remove/mark seating not in use to create social distancing.
* Limit occupancy.
* Students and staff requested to bring in own packed lunches.
* To be further detailed when Canteens are remodelled.
 | Medium | * Training and guidance for Canteen staff
 | Medium | Review Canteens and server for September 2020 | CMT/Mitchell Gardner |  |
| Spread of Coronavirus due to increased risk from surface contamination/eating meals | Anyone on campus from surface contamination. | * Enhanced cleaning measures by Catering, cleaningand Estates staff.
 | Low | - | Low | - | CMT | Ongoing |
| Spread of Coronavirus due to increased risk from surface contamination – Availability of drinks/water | Anyone on campus from surface contamination. | * Water coolers/drinking fountains to have wipes by them to use to prevent/reduced risk of contamination at refill points.
* Staff requested to bring own refillable water bottles.
 | Low | - | Low | - | CMT | Ongoing |
| Spread of Coronavirus from contractors | Anyone on campus from lack of adherence to COVID-19 infection control measures. | * All contractors on site to be by pre-arrangement with Head of ICT and Estates
* Contractor visits to be minimised where possible.
* Contractor to be issued with instructions on COVID-19 safety arrangements prior to initial visit and site COVID-19 precautions induction provided
 | Low | - | Low | - | Head of ICT and Estates | Ongoing |
| Spread of Coronavirus – visitors. | Anyone on campus from lack of adherence to COVID-19 control measures. | * Visits to site to be discouraged where alternative means of communication are possible – use of phone or video conferencing.
* All visitors to be pre-arranged
* Visitors provided with COVID-19 site rules on arrival as part of sign-in procedure.
* All visitors to sign a declaration and be open to a temperature check as required
* Visitor details to be recorded for use with Public Health England and Track and Trace as necessary
* Drop-in visitors asked to book an appointment
 | Low | - | Low | - | CMT |  |
| Spread of Coronavirus in high traffic areas – building entrances and exit routes, pedestrian approaches. | All on campus.Public approaching building by failing to maintain social distancing. | * Social distancing markings at relevant intervals from car parks and entrances towards the entrances to buildings.
* Appropriate spacing on pathways and car park areas and directional arrows.
* Signage reminding users to maintain social distancing on entrance to College and common pedestrian routes on campus
* Restrict the use of smoking shelters.
 | Low | - | Low | Ongoing review of situation to assess effectiveness and determine if alternative precautions are required. | CMT and Estates | Ongoing |
| Spread of Coronavirus in high traffic areas – corridor/transit areas. | Staff and students | * Marked relevant intervals on floors to enforce/remind need for social distancing.
* Brief staff and students on maintaining social distancing
* Managers and staff to ensure/support social distancing compliance during busy periods.
 | Low | Communicate to staff and students conventions on social distancing. | Low | Ongoing review of situation to assess effectiveness and determine if alternative precautions are required. | CMT, Estates, H & S | Ongoing |
| Avoidable infection by Coronavirus – IT suites/ IT based in classrooms. | All staff/Students on site by insufficient cleaning/social distancing. | * Remove/mark seating or IT equipment in use to create social distancing for example, move desks, use hazard tape to identify desks out of use, remove keyboards.
* Ensure room layout maintains current social distancing requirements if room furniture is to be re arranged.
* Enhanced cleaning regime for IT equipment.
* Designate desk and IT equipment to individual student for each day where possible (minimise shared use).
* Clean/wipe down keyboards between use by different groups.
* Provide teaching staff with access to cleaning materials for wiping down surfaces and equipment if needed.
* Provide room/teaching staff with secure access to PPE and sanitiser.
* Open windows to ensure ventilation (weather permitting).
 | Low | Ensure access to PPE and sanitiser | Low | Ongoing review | CMT, IT Technicians and Estates |  |
| Avoidable Coronavirus infection within genetic classroom areas | Staff/students on site by insufficient social distancing. | * Remove/mark seating and desks to enforce social distancing during lessons.
* Establish maximum occupancy for rooms.
* Ensure hazard tape demarcates social distancing where required or equipment not in use.
* Designate desks and equipment to an individual for the day.
* Enhanced cleaning regime – enable clean/wipe down shared keyboards. Provide teaching staff with access to cleaning materials for wiping down surfaces and equipment if needed.
* Open windows to provide ventilation (weather permitting)
 | Low | Access to PPE and sanitiser | Low | Ongoing review | CMT and Estates |  |
| Shared equipment : MFD Photocopiers | All staff and students on site by insufficient social distancing, sharing of equipment and tools. | * Add hand sanitiser stations in proximity of equipment such as photocopiers
* Training/guidance for all staff and students to wash or to sanitise hands before using photocopier.
* Wipes to wipe down copier touch screens to be available.
 | Low | Training and communication to staff and students | Low | - | CMT, H & S and Estates | Ongoing |
| Avoidable Coronavirus infection within toilet facilities | Any staff/ students on site | * Hold open entrance doors where privacy can be maintained.
* Open windows/enable improved external ventilation where possible.
* Instructions to users on social distancing.
* Key posters/information in each toilet block
	+ Hand washing and hygiene
	+ Social distancing
	+ Contact number and instructions for additional cleaning if required.
* Enhanced cleaning regime – increased wipe down of high contact points for example door places, toilet cubicle handles, doors etc.
* Keep toilet lids closed when finishing to reduce splash/aerosol contamination risk
 | Low | Instructions to campus users on social distancing convention when using toilet facilities. If toilet already has recommended occupancy then wait outside or use alternative if possible. | Low | Ongoing review | CMT and OMT | Ongoing |
| Avoidable Coronavirus infection – Dance studios/event and sports spaces | All staff and students in these areas | * Studios/event spaces to remain closed unless required for specific activity.
 | Low | Activity to be individually risk-assessed and social distancing implemented through use of seating/furniture/floor markings. | Low | Ongoing review | CMT and OMT | Ongoing |
| Transport (June-July 2020) | Students and staff | * Risk assessment in place as necessary
* Vulnerable students to be advised to walk/use taxi or personal transport.
* Staff and students encouraged to use personal transport.
* Parents/carers dropping off/collecting students to remain in their cars and not enter the buildings.
* Discourage use of public transport – use face covering if using public transport.
* Face coverings requirement in College vehicles
* Separate mini bus risk assessment in place
 | Medium | Communicate protocols. No penalties for lateness where it is caused by social distancing profiles. | Low | Ongoing review | CMT |  |
| Avoidable Coronavirus infection – office areas | Staff | * Establish maximum occupancy for offices with current social distancing requirements
* Staff may be allowed to work from home if alternatives cannot be found but for no more than 50% of their working hours..
* Re-arrange room furniture
* Designate desks/ equipment for the day.
* Enhanced cleaning regime.
* Provide staff with cleaning materials for wiping down surfaces and equipment if needed.
 | Low | - | Low | Ongoing review | CMT, OMT and Estates |  |
| Avoidable Coronavirus infection – Lifts | Staff and students | * Lift use to be minimised by staff.
* No more than 1 individual in the lift at one time.
* Maximum occupancy signage added to lift doors.
 | Low | - | Low | Ongoing review | CMT, H&S and Estates |  |
| Access to closed areas | All people on campus | * Building entrance/exits limited to manage circulation and access to areas not in use.
* Fire evacuation routes assessed to ensure fire safety not compromised by any internal/external doors left unlocked.
* Assembly points to be socially distanced
 | Low | - | Low | Ongoing review | CMT, H&S and Estates  |  |