

**GENERAL RISK ASSESSMENT and ACTION FORM (HS1a)** – always take into account the possibility of an Emergency Evacuation and all persons being able to vacate the room quickly

**Location:** Hillcroft

**Reason for assessment:** Reopening of site for learning – September 2020.

**Name of Assessor** (print name): Paul Smith (Executive Director responsible for Facilities)

**Date of Assessment:** 1/9/2020

Hazards identified from the Work Activities being carried out by students and tutors - including the use of COSHH, Machines, equipment etc	Who is at risk/ affected?	List Existing Controls – are they adequate, is risk reduced as far as possible?	Like-lihood of accident (1 – 5)	Severity (1 – 5)	Overall Risk Rating = (LxS=R)	Is Risk Acceptable Yes/No	State any immediate ACTIONS taken by assessor AND list further Controls and Actions to be taken and Prioritise	New risk rating LxS=R (RR)	Where and Who each Action reported to for each new Control/ Action (e.g. HELP-desk + Ticket No., Line Manager, Tech.etc	Monitor new controls – if they are not effective. re-rate risk and REVIEW Risk Assessment
<b>Risk of virus being brought onto Hillcroft site.</b>	All persons coming onto site could potentially bring virus onto site.	Government alert level has reduced from level 4 to level 3. Rate of transmission has reduced.	2	3	6	No	Public transport to be avoided if possible. This is included in guidance to staff/learners.  Staff, learners and visitors will be required to wear face coverings (unless exempt: For example, people who: <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability</li> <li>are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate)</li> </ul> in communal areas or where 2 metre distance cannot be maintained.	3	HR Director and ED, Commercial.	Continued review of Government guidance.

**Please remember extra consideration should be made for vulnerable groups eg Young Persons, Pregnant women, people with disabilities, visitor groups, etc**  
(last updated 04 09 20)

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							<p>Tutors and front facing staff will be provided with visors.</p> <p>Only staff required to come onto site to perform duties will travel to site.</p> <p>Learners will sign a new learning agreement that includes a declaration that they do not have Covid-19 symptoms.</p> <p>Signage being installed to advise all coming onto site: frequency handwashing/sanitising, avoid touching face, maintain social distance, go home and isolate if feeling unwell with Covid19 symptoms.</p> <p>Staff and learners will be asked to use sanitizer or wash their hands on arrival at the site.</p> <p>A record will be taken of the contact details all visitors/enquirers to site to</p>			

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							<p>enable the government's Track and Trace system to be utilised in the event of an outbreak.</p> <p>Markers encouraging social distance installed.</p> <p>Opening hours will be reviewed in the light of evening class enrolments.</p>			

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<b>Risk of virus being spread on site.</b>	All persons on site.	Cleaning service in place.	2	3	6	N	<p>Enhanced cleaning service implemented. Including: frequent clean of high touch hard surfaces, cleaning throughout the day, enhanced antibac products, all work stations cleaned 1/day. Note also – Estates and Facilities Manager will coordinate with Cleaning team on daily basis to check/co—ordinate cleaning, in part based on classrooms used that day.</p> <p>Social distancing to be observed. Included in signage and instructions to those coming on site.</p> <p>Windows/doors to be kept open to increase ventilation where possible.</p> <p>Each classroom will be assessed to determine safe number of learners/tutors per room based on social</p>	4	Estates and Facilities Manager.	Continued monitoring of government guidance. Ongoing monitoring of cleaning, signage, flow by ED. Commercial.

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							<p>distancing of 2m. Enrolments will be capped based on this max. capacity.</p> <p>If a learner is taken ill on site with Covid-19 symptoms, the classroom and any facilities the learner uses (e.g. toilets, first aid room) before going home will be deep cleaned.</p> <p>Staff, learners and visitors will be required to wear face coverings (unless exempt) in communal areas or where 2-metre distance cannot be maintained. Tutors and front facing staff will be provided with visors.</p>			

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<p><b>Risk of transmission in high use part of site.</b></p> <ul style="list-style-type: none"> <li>• Common areas</li> <li>• Toilets</li> <li>• Workstations</li> <li>• Printers</li> <li>• Desks</li> <li>• Kitchens</li> </ul> <p><b>Notes – see separate risk analysis for classrooms.</b></p>	All persons on site.	Cleaning service in place across site.	2	3	6	N	<p>Additional controls:</p> <p>Increase cleaning – see above.</p> <p>Single use of kitchens only. Signage to be placed in kitchens advising need to clean pre and post use. Cleaning products will be provided. This is in addition to usual cleaning service (also enhanced).</p> <p>Increased cleaning of toilets. Signage in toilets reminding users to wash hands for 20 seconds.</p> <p>Signage and cleaning products to be provided at printers.</p> <p>Cleaning products to be provided for keyboards for self clean – per and post use by learner/staff member. Bins will be reintroduced into classrooms and offices to</p>	3	Estates and Facilities Manager	Continued monitoring of government guidance. Ongoing monitoring of cleaning, signage, flow by ED. Commercial.

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							<p>allow for the safe disposal of wipes.</p> <p>Furniture will be reduced in common areas – e.g. tables and chairs. Some furniture will be marked as unusable (hazard tape).</p> <p>Staff, learners and visitors will be required to wear face coverings (unless exempt) in communal areas or where 2 metre distance cannot be maintained. Tutors and front facing staff will be provided with visors.</p>			

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<b>Risk of transmission in College residences</b>	Learners, staff	No learners will be accepted as residential onsite in the Autumn term. If a learner needs to be residential they will be placed in a local hotel.	2	3	6	Yes	College to review risk assessments/control measures of potential hotel placements before booking made.  Risk assessments/control measures shared with the learner being placed.	4	Head of Hillcroft Centre	

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<b>Risk of Covid19 transmission from food service.</b>	All on site	No specific controls	2	3	6	N	<p>A hot lunch service will be provided in the Hillcroft dining room from 14 September.</p> <p>Furniture rearranged in the dining room to meet social distancing requirements.</p> <p>Signage in place in the dining room regarding hand washing and social distancing.</p> <p>Providers CH&amp;Co to create their own risk assessment of the service, which will be reviewed regularly.</p>	N/A		N/A
<b>Fire evacuation procedure does not require for social distancing.</b>	All on site	Fire evacuation procedures in place and tested on termly basis.	1	5	5	N	<p>Evacuation procedures will remain in place, with staff and learners assembling at the muster point – Powell House lower lawn.</p> <p>Social distancing to be maintained and face coverings to be worn</p>	4	Estates and Facilities Manager	<p>Evacuation procedures to be reviewed after three weeks (28 September)</p> <p>Continued monitoring of government guidance. Ongoing monitoring of cleaning, signage,</p>

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							(unless exempt). Fire Marshals at the muster point to remind staff and learners of these measures.  Site visitors/contractors will assemble at the muster point to be checked off against the sign-in register.  (Chief Fire Marshalls: Hillcroft: Mon – Fri Graham Tharp, Sat – Gaynor Bray Sun – identified tutor)			flow by ED. Commercial.
<b>Current first aid protocols include risk of covid19 transmission.</b>	First aiders and anyone requiring first aid.	No specific additional controls in place.	<b>2</b>	<b>3</b>	<b>6</b>	<b>N</b>	Protective equipment to be provided to first aiders. Including surgical grade face coverings, visors, gloves, aprons.  Instructions to be provided to first aiders on how to deal with first aid incidents during the pandemic. PPE to be used.	<b>4</b>	HR Director	<b>HR Director to monitor process. In conjunction with</b>


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							Risk of no first aider on site to be managed via schedule of staff on site that have first aid training.			
<b>Risk of visitors and contractors bringing virus onto site.</b>	Reception	There are no existing controls in place.	<b>2</b>	<b>3</b>	<b>6</b>	<b>N</b>	See controls above (first item in table)  The College is only open to visitors by appointment and may be limited to contractors carrying out essential works at specific times.  Reception to sign in / out any visitors (with sanitiser station located at sign in point). Staff will continue to sign in and out of site at Reception.  Social distancing required for all visitors (signage and one way flow).  Signage to include instructions for social distancing, sanitising etc whilst on site.	<b>4</b>	Estates and Facilities Manager	Continued monitoring of government guidance. Ongoing monitoring of cleaning, signage, flow by ED. Commercial.

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							Staff, learners and visitors will be required to wear face coverings (unless exempt) in communal areas or where 2-metre distance cannot be maintained. Tutors and front facing staff will be provided with visors.			
<b>Links to other risk assessments linked to Covid-19 pandemic.</b>		The following risk assessments have been prepared for specific groups: <ul style="list-style-type: none"> <li>• Bridge Workspace</li> <li>• Events and Hires</li> <li>• Vulnerable learners</li> <li>• Staff returning to site</li> <li>• Classroom activities</li> <li>• Crèche</li> </ul>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Assessment approved by (eg Line Manager) :	Who: Gabrielle Flint When: 04 09.20 					Proposed Review – state date and/or Review Conditions:	24 September 2020			

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Review		
Date of Review and Findings:		Assessor signature:

**RISK RATING**

L = Likelihood	(5)-Frequent; (4)-Probable; (3)-Occasional; (2)-Remote; (1)-Improbable
S = Severity	(5)-Fatal; (4)-Major; (3)-Serious; (2)-Minor; (1)-Low
R = Risk Rating	(LxS)-Likelihood x Severity
RR = Residual Risk Rating	<b>Risk Rating following application of Additional Controls:</b> 15 to 25 – Unacceptable and/or 10 to 14 – High (Remove hazard or consider re-deployment immediately); 6 to 9 – Medium (Adapt working practices and review in 2–4 weeks); 4 to 5 – Low (Review in 4–8 weeks); 1 to 3 – Negligible.

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### COMMENTS AND INFORMATION

*Use this section to record how the risk assessment & control measures have been communicated, and any other comments and information*

This Risk Assessment will be displayed on the wall of the classroom, and sent to each learner prior to attending a classroom-based course during Summer School 2020. Tutors to draw attention to the Risk Assessment at beginning of first session. By signing the learning agreement, learners are accepting the control measures in this risk assessment, and are agreeing to comply. Any learners who do not follow the control measures in the assessment will be asked to leave.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Attendance at College

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>

Returning to work/college

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

Hand hygiene

<https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf>

Cleaning

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Windows in corridors and ventilation

[https://www.rehva.eu/fileadmin/user\\_upload/REHVA\\_COVID-19\\_guidance\\_document\\_ver2\\_20200403\\_1.pdf](https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf)

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Controls declaration poster

<https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>

All classroom risk assessments shared with all staff via Sharepoint, and all-staff emails.

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