

Reason for assessment: Post-Covid pandemic measures for Richmond and Surbiton Campuses (including on-site teaching, the Creche, the Bridge Workspace, Hires and Events).

Name of Assessor: Paul Smith

Date of Assessment: 04/04/2022

Signature of Assessor: Paul Smith

On 24th February 2022, all legal restrictions in England relating to Covid-19 were removed. This risk assessment reflects this change in law and FE guidance.

Testing

Please note that tests are no longer available for free, and the majority of people will no longer be routinely testing for Covid. You are not legally required to self-isolate following contact with someone who has tested positive for COVID-19. Therefore, as with any viral infection or illness, if you feel too ill to come to the College to work, attend a lesson, work in the Bridge or attend an event, then please follow the usual practices for sickness.

Staff and students should inform their manager/teacher that they are unwell and will not be present. Note: if you do still have test kits available, and you test positive, the advice is to stay at home if possible. Please do not come to the College if you have done a test and it is positive.

Actions


- Programme Managers / Heads to send this risk assessment to all tutors.
- Tutors should draw attention to the risk assessment at the beginning of first session.
- Learners. This risk assessment will be placed on the College website, and a link to this given to learners in the welcome email when enrolling on a course. By joining a course and signing the learning agreement, all learners have agreed to comply with College Health and Safety requirements and risk assessments.
- Staff. By signing a RHACC contract, all staff have agreed to comply with College Health and Safety requirements and risk assessments.
- Hirers/Bridge members. By signing a hire agreement contract, hirers and Bridge members agree to comply with College Health and Safety requirements and risk assessments and will make their delegates aware of the relevant measures that they should follow.

Hazard and related activity	Persons at risk	Control measures <i>E.g. workplace instructions, training, authorised user, competent person, PPE – give specific references</i>	Responsible person	Risk rating after control measures (likelihood x severity)
Risk of virus being brought onto sites	Learners Staff Hirers Bridge Members All community	<p>Hand sanitizer to be available at all points of entry.</p> <p>Learners and staff will follow normal sickness absence procedures.</p> <p>Other members of our community should not come to site if they are too unwell to participate.</p>	Estates Learners and staff All members of community.	4 x 1 =low)
Risk of Virus spreading on site.	Learners Staff Hirers Bridge Members All community	<p>Hand sanitiser available in all classrooms, and learners and staff asked to use this on arrival.</p> <p>Staff to report to Estates if sanitiser levels are low, via the Helpdesk, before they run out to maintain adequate supply and good hygiene levels at all times.</p> <p>Air cleaning units installed in rooms where natural ventilation is limited (e.g. rooms with no/few windows) by June 2022.</p> <p>College premises cleaned regularly by cleaning contractors.</p> <p>The use of face coverings is optional. It is advised and encouraged in congested areas such as lifts.</p> <p>Ventilation. Doors (unless a Fire Door, which should remain closed) and windows will be opened regularly to aid ventilation where possible.</p> <p>Clean air. Carbon dioxide monitors will be placed in larger rooms by June 2022, and tutors/estates to regularly monitor and ventilate if build up is indicated Note: CO2 levels are measured in PPM (particles per million):</p> <ul style="list-style-type: none"> ○ Normal outside air is around 400 PPM ○ Below 800 is considered an acceptable level ○ Above 800 PPM – opening windows will typically reduce levels 	Estates Staff Estates Estates All Tutors / Hirers Tutors	4 x 1 = 4 (low)

Hazard and related activity	Persons at risk	Control measures <i>E.g. workplace instructions, training, authorised user, competent person, PPE – give specific references</i>	Responsible person	Risk rating after control measures (likelihood x severity)
		At 1500 PPM or above, risks are increased to the extent that other actions may be required. E.g. installation of air cleaning unit. Please contact Estates team if this is the case.		
Outreach courses/activity	Learners Staff	Independent risk assessment from third-party site/centre to be obtained, checked and recorded. Tutor to share and enforce these measures with external learners in accordance with site regulations and RHACC's risk assessment measures wherever possible.	PM Tutor	3 x 1 (low)

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	Risk Rating following application of Additional Controls: 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.

Risk assessment approval	Vice Principal – Gaynor Bray	Date 4/4/22
Scheduled date of next review 4 June 2022	Are there any changes to the activity since the last review? <i>Yes, changes due to removal of legal controls regarding Covid-19.</i>	Signature of Senior Manager 

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 placed on the College website, and a link sent to it in the welcome email.