

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: Parkshot

Reason for assessment: Return to site and face to face learning

Name of Assessor (print name): Hannah Hirsch (Director of HR) **Date of Assessment** 27 August 2020 (updated 08 September 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?	Likelihood 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
Risk of contracting virus travelling to and from site	All staff entering and leaving the site	<p>The current Government advice is that the transmission rate is low and it is therefore acceptable with continued social distancing measures in place (where possible) for people to return to work where they cannot work from home.</p> <p>The advice is that public transport is safe and available to use but people are still being encouraged to use other modes of transport where possible.</p> <p>The Government measures for social</p>	2	3	6	No	<p>To continue to advise people to follow guidance from TFL and National rail RE travel advice for public transport and encourage alternative travel arrangements as per updates to government advice</p> <p>Where necessary individuals to agree with manager arrangements to vary and stagger start and finish times to avoid rush hour where appropriate.</p> <p>If used, single use face coverings to be disposed</p>	3	<p>Director of HR & Learner Services</p> <p>Department Managers</p>	Continued review of Government guidance and review for a wider return to site.

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		distancing on public transport have been implemented.					of using controls on arrival before entering the site - placed in plastic bag and tied, discard in waste bin. Refer to: WHO how to use face mask guidance. Learners/staff to be responsible for storing multi-use face coverings in their belongings safely.			
Risk of bringing the virus on to site.	As above	As above	2	3	6	No	Ask all staff to wash/sanitise their hands upon arrival and when leaving. Hand sanitiser available at entry and exit. Additional cleaning resource engaged for cleaning of door handles, keypads throughout the day. Provision of cleaning spray and paper/ wipes available for staff in	3	Staff members Facilities team	

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							communal areas, staff areas and classrooms.			
Risk of contracting the virus while moving around the site or in communal areas	Staff, learners, visitors	Daily cleaning in place	2	3	6	No	<p>Staff, learners and visitors to wear face coverings in communal areas or where 2m social distance cannot be maintained (unless exempt because:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate) <p>Face coverings and visors provided to staff.</p>			

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Workplaces and workstations	All staff who use a computer/ workstation	There were no existing controls in place.	2	3	6	No	<p>Workstations should be assigned to an individual and not shared where applicable if possible.</p> <p>Providing cleaning spray and paper / wipes in classrooms and offices for staff and learners where appropriate to wipe down areas. Bins will be reintroduced into classrooms and offices to allow for the safe disposal of cleaning materials.</p> <p>Reviewed layouts and processes to allow people to work further apart from each other.</p> <p>Floor tape to mark areas to help workers/learners keep to a 2m distance. Specifically, in communal areas i.e. reception.</p> <p>Avoid using hot desks, provide sanitation products for staff to clean/ sanitise workstations and</p>	3	<p>Relevant Managers</p> <p>Facilities team</p> <p>Relevant Managers Facilities Manager</p>	

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							shared equipment between different users where necessary.			

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Common areas	Staff as above	Current measures include daily cleaning	2	3	6	No	<p>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</p> <p>Screens for face to face interaction of less than 2 metres. I.e. reception and enrolment desks</p> <p>Taped floor markings around to indicate 2 metre spacing, including at reception desk</p> <p>Encouraging use of safe outside areas for breaks</p> <p>Regular cleaning of printer, and cleaning spray/hand sanitizer left beside printer for clients to use before/after use.</p> <p>Staff Kitchen facilities to be limited 1 staff in the kitchen at one time in order to make tea/ coffee. Cleaning spray and paper provided by kettles. Staff</p>	3	Facilities Team Staff	

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							to use own cutlery and crockery. The café will remain closed until Monday 14 September (Parkshot). The canteen (Hillcroft) will remain closed until Monday 14 September. After the café reopens staff should take purchased refreshments either off site or to their work areas. A hot lunch service will be offered at Hillcroft under same conditions.		Facilities Team	
Use of the Communal Kitchen	Staff as above	Current measures include daily cleaning No control on numbers	2	3	6	No	Encourage staff to eat in their offices/at their desks or outside Staff Kitchen facilities to be limited 1 staff in the kitchen at one time in order to make tea/ coffee. Cleaning spray and paper provided by kettles. Staff to use own cutlery, plates, cups etc	3	Staff Members Facilities Manager	

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							<p>Stress to staff to please wash and remove cutlery etc from communal areas when finished and store them in their work areas. (Signs to be put up)</p> <p>Provide cleaning spray and paper to wipe down surfaces and appliances after use.</p>			
Managing customers, visitors and contractors	Staff as above	<p>Visitors are signed in at reception and provided with a badge.</p> <p>Contractors signed in and issued with permit to work where necessary.</p>	2	2	4	Yes	<p>Limit the number of visitors at any one time to contractors carrying out essential works at specific times.</p> <p>Provide clear guidance on social distancing, face coverings and hygiene to people on arrival, for example, signage or visual aids and before arrival where possible for example, by phone, on the website or by email.</p>	2	<p>Learners Services/ Security</p> <p>Facilities staff</p>	

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							All visitors to provide Track and Trace information at Reception and to comply with safety measures to be granted entry to site.			
Use of the Lift	Staff as above	There were no pre covid existing controls in place.	2	3	6	No	Instruct that only one person may use the lift at any one time (signs) 2 people are permitted when one person is assisting the other person due to vulnerabilities ie a learning support worker (in this instance additional measures such as facing away from each other should be encouraged and face coverings should be worn) More regular cleaning of buttons/handles as part of cleaning routine.	3	Facilities staff	

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Ventilation	Staff as above	All classrooms/ offices have at least small windows.	2	2	4	Yes	Ventilate office as much as possible by leaving windows/doors open where possible.	2	Staff members Facilities staff	
Cleaning before daily opening	Staff as above	Current measures have included daily cleaning	2	2	4	Yes	Make sure that any site or location that has been closed or partially operated is clean and ready to restart, including: <ul style="list-style-type: none"> - an assessment for all sites, or parts of sites, that have been closed, before restarting work - carrying out cleaning procedures and providing hand sanitiser before restarting work Opening windows and doors frequently to encourage ventilation, where possible. Communal furniture dispersed to allow for appropriate distancing.	2	Facilities staff Cleaning Staff	

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Keeping the workplace clean throughout day	Staff as above	Current measures include daily cleaning with increased focus on door handles, communal areas since Covid.	2	2	4	Yes	<p>Provide cleaning products in classrooms and offices for frequent cleaning of work areas and equipment between use. Bins reintroduced into classrooms and offices to allow for the safe disposal of cleaning materials.</p> <p>Cleaning staff vigilant to additional cleaning of higher risk communal areas/ surfaces.</p> <p>Encourage clearing workspaces and removing waste and belongings from the work area at the end of a shift.</p>	2	<p>Facilities Staff</p> <p>Cleaning Staff</p> <p>Staff members</p>	

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Hygiene: handwashing, sanitation facilities and toilets	Staff as above	Hand washing posters up to encourage regular and effective handwashing. Soap provided in all toilets	2	2	4	Yes	Using additional signage/ posters to build awareness of good handwashing technique, the need to increase handwashing frequency, to avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Hand sanitiser provided in key locations including Reception and all communal areas. Enhanced cleaning of the toilets in place with signage to encourage social distancing. Enhancing cleaning for busy areas. Providing more frequent soap and sanitation refill checks.	2	Facilities Staff	

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Handling deliveries and other materials	Staff as above	There are no existing controls in place.	2	3	6	No	<p>General advice protocols to include advising staff to wash hands/ use sanitiser after handling any deliveries and goods.</p> <p>Ask delivery drivers to leave deliveries for offices in allocated areas.</p> <p>Those who frequently handle deliveries to have access to gloves</p> <p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often and limiting to specific time slots where available.</p> <p>Where appropriate (as an alternative to cleaning where not possible/practical) paper based products (like books) will be left for 48 hours between users in</p>	4	<p>Facilities Manager</p> <p>Facilities / Learner Services.</p> <p>Relevant Managers</p>	

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							LRC and for other materials (such as equipment) 72 hours between users.			

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Shift patterns and existing working groups/ patterns creates large number of staff on site and increases risk of infection	Staff as above	There were no pre covid existing controls in place.	2	2	4	Yes	Staff to continue to work remotely if possible, at least for part of the week. Rotas for on site working to be created locally to ensure social distancing maintained in all staff work areas. Staff onsite spreadsheet to be updated weekly by managers.	2	Managers/ Heads of Departments.	
Returning to Work (post lock down anxieties, mental health and wellbeing)	Staff as above	Consistent all staff communication (via all staff email. Well publicised Staff Counselling Line: 0117 9342121 available 24 hours a day all year around.	2	2	4	Yes	Make sure all workers understand and are practising COVID-19 related safety guidelines. Provide clear, consistent and regular communication to improve understanding and consistency of ways of working Engaging with workers through all staff email and	2	Facilities Manager Director of HR	

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							<p>staff representatives to explain and agree any changes in working arrangements.</p> <p>Developing communication and materials for workers regarding returning to site, especially around new procedures for arrival at work.</p> <p>Continue to provide, at regular intervals, information about mental health support and the free counselling telephone number in the all staff email.</p> <p>Regular review on site working arrangements at Staff Forum</p>			

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Limited number of staff on site	Staff (lone working)	Duty Manager and out of hours on call phone. Risk assessment process to ensure risks appropriately mitigated and that lone working only happens in exceptional circumstances	2	2	4	Yes	Parkshot: Security to be based at reception and do regular walk arounds Staff onsite spreadsheet updated weekly by managers and reviewed by exec to ensure appropriate staffing and management presence Regular intervals of staff communication between team members and manager as to activities and whereabouts encouraged.	2		
Staff at higher risk because a) in higher risk roles b) in more vulnerable group	<ul style="list-style-type: none"> - Learning Support/LLDD Tutors - First Aiders - Security Guards <p>Staff identified as: 1) Clinically Extremely Vulnerable (high risk) – See</p>	Staff have been asked to contact HR where they have specific concerns about health issues and/or vulnerability and concerns around returning to site.	3	4	12	No	Management to reiterate to staff that they are not expected to risk their safety to provide good customer service. Where staff may have to come within 2 metres of individuals, e.g. Learning Support Workers providing personal care, assisting during first aid,	4	Director of HR and Learner Services Relevant Managers	

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	conditions below 2) Clinically Vulnerable (moderate risk) See conditions below. 3) Staff with members of household in above categories 4) BAME Staff 5) Staff with BMI above 40.						appropriate PPE should be worn and will be provided. To include gloves, face coverings, visors as applicable. 1) Those in extremely clinically vulnerable group to attend work in line with updated government guidance from 1 st August on shielding adhering to strict social distancing advice and measures. To be reviewed in line with evolving NHS and Government advice. Onsite rota system which limits time on site as is practical and appropriate. 2) to attend work in line with updated government guidance from 1 st August on shielding adhering to strict social distancing			

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							<p>advice and measures. To be reviewed in line with evolving NHS and Government advice.</p> <p>3) There is no particular updated advice regarding those living with people shielding, however the college is mirroring the advice above (as per point 1 and 2) .</p> <p>4) BAME individuals have not been added to official NHS/ Government vulnerability groups at this time. However, the College is aware of the government advice that BAME individuals (specifically non-white ethnicity) communities continue to be disproportionately affected and so will</p>			

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							continue to use measures as per (point 1 and 2) above. 5) As above (point1 and 2)			
Staff taken ill on site	Staff and learners	Staff advised not to attend if displaying any symptoms	2	3	6	No	Any staff displaying symptoms of coronavirus to be asked to leave site and will be provided with a home test kit, if appropriate (subject to availability). Where staff have difficulty obtaining a test, the College also has access to a key worker portal to request tests. Where possible the College will arrange for the staff member to be collected by a member of their household. Estates to arrange deep clean of site areas where	3	Executive team	

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							<p>person with symptoms has been.</p> <p>Staff member to be asked to confirm test result to College, and follow guidance provided by the NHS with regard to when it is safe to return to site.</p> <p>Management will inform the Kingston or Richmond Public Health team in line with Council outbreak control plans.</p>			
Assessment approved by (eg Line Manager) :	Hannah Hirsch					Proposed Review – state date and/or Review Conditions:	24 September 2020 by Executive			

Review		
Date of Review and Findings:		Assessor signature: Hannah Hirsch (Director of HR and Learner Services) Gabe Flint (Principal)

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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.

Vulnerable Groups

1. Clinically extremely vulnerable: (High Risk)

People at high risk from coronavirus include people who:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- have a serious heart condition and are pregnant

If you're at high risk from coronavirus, you should have received a letter from the NHS.

Speak to your GP or hospital care team if you have not been contacted and think you should have been.

2. Clinically Vulnerable (Moderate Risk)

People at moderate risk from coronavirus include people who:

- are 70 or older
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)

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- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)
- are pregnant

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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

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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