

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

Who should complete this form? Teaching staff responsible for a teaching and learning activity

Where do I send it when completed? Send it to the Programme Leader for your School

When should it be completed? At the start of a course or for a specific activity

Location: Parkshot

Reason for assessment: Reopening of The Bridge after Covid-19

Name of Assessor (print name): Sheri Munn

Date of Assessment: 4/9/2020

| 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? | 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 |
|--|------------------------------------|---|--------------------------------|------------------|-------------------------------|---------------------------|---|----------------------------|---|---|
| Arriving at work and leaving work | Co-workers, leaseholders and staff | There are no existing controls in place. | 2 | 3 | 6 | No | <p>Ask all visitors to wash their hands upon arrival</p> <p>Allocate one door as an entrance and another an exit – close off double doors from the college and only allow access from the single door via Parkshot.</p> <p>Provide handwashing facilities, or hand sanitiser where not possible, at entry and exit.</p> <p>Encourage members to use their key cards instead of the keypad</p> <p>Prop open entry doors so that there is less multiple surface touching on handles etc</p> <p>Staff, bridge members and visitors will be required to wear face coverings (unless</p> | 4 | Bridge Manager | |

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(updated 4 September 2020)

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| | | | | | | | exempt, for example, people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability, or are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate) in communal areas or where 2 metre distance cannot be maintained. | | | |

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| Workplaces and workstations | Co-workers, leaseholders and staff | There are no existing controls in place. | 2 | 2 | 4 | No | <p>Workstations assigned to an individual and not shared.</p> <p>Layouts and processes reviewed to allow people to work further apart from each other.</p> <p>Floor tape or paint used to mark areas to help workers keep to a 2m distance.</p> <p>Avoid use of hot desks and spaces and clean and sanitise workstations between different occupants including shared equipment.</p> <p>Sneeze screens fitted between desks.</p> <p>Cleaning products provided so co- workers can clean down desks between use, should they wish.</p> | 2 | Bridge Manager | |

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| Common areas | Co-workers, leaseholders and staff | Current measures include daily cleaning of the bridge. | 2 | 2 | 4 | No | <p>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</p> <p>Taped 'safe zones' around each desk to show how close you can get, including at reception desk</p> <p>Using safe outside areas for breaks</p> <p>Staff in reception or similar areas to wear face coverings if they should wish.</p> <p>Regular wipe down of shared appliances.</p> <p>Regular cleaning of printer, and cleaning materials left beside printer for clients to use before/after use. Hand sanitizer to be left beside printer too.</p> | 2 | Bridge Manager | |
| Use of the Communal Kitchen | Co-workers, leaseholders and staff | <p>Current measures include daily cleaning of the bridge.</p> <p>Members also already bring their own food from home</p> | 2 | 2 | 4 | | <p>Encourage members to eat in their offices/at their desks or outside</p> <p>Biscuits will not be put in the communal tin, instead people may take a packet for</p> | 2 | Bridge Manager | |

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| | | | | | | | <p>themselves. Once current stock runs out, try to source biscuits in separate packets.</p> <p>Stress to members to please place used utensils directly in the dishwasher</p> <p>Provide cleaning materials for members to wipe down surfaces and appliances after use.</p> <p>Staff, bridge members and visitors will be required to wear face coverings (unless exempt) in communal areas or where 2 meter distance cannot be maintained.</p> | | | |
| Managing customers, visitors and contractors | Co-workers, leaseholders and staff | There are no existing controls in place. | 2 | 2 | 4 | Yes | <p>Receptionist to sign in anyone arriving so we know how many people are present</p> <p>Minimise the number of unnecessary visits to offices Limit the number of visitors at any one time, limit visitor times to a specific time window and restricting access to required visitors only.</p> | 2 | Bridge Manager/Receptionist | |

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| | | | | | | | <p>Bridge members to be responsible for collecting the contact details of their visitors to enable Track and Trace if required.</p> <p>Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.</p> | | | |
| Use of the Lift | Co-workers, leaseholders and staff | There are no existing controls in place. | 2 | 2 | 4 | Yes | <p>Instruct that only one person may use the lift at any one time</p> <p>More regular cleaning of buttons/handles .</p> <p>Staff, bridge members and visitors will be required to wear face coverings (unless exempt) when using the lift.</p> | 2 | Bridge Manager | |

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| Ventilation | Co-workers, leaseholders and staff | There are no existing controls in place. | 3 | 3 | 6 | No | Turn off aircon to stop potential spread of germs Ventilate office as much as possible by leaving windows/doors open | 4 | Bridge Manager | |

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| Keeping the workplace clean | Co-workers, leaseholders and staff | Current measures include daily cleaning of the bridge. | 2 | 2 | 4 | Yes | <p>Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. We will ask cleaning staff to do an extra wipe over of high risk areas on their afternoon toilet check.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</p> | 2 | Bridge Manager Cleaning Staff | |

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| Hygiene: handwashing, sanitation facilities and toilets | Co-workers, leaseholders and staff | We already have some signage up regarding handwashing We already provide soap at several handwashing points | 2 | 2 | 4 | Yes | Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, 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. Providing hand sanitiser in multiple locations in addition to washrooms. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. Enhancing cleaning for busy areas. Providing more waste facilities and more frequent rubbish collection. | 2 | Bridge Manager | |

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| Emergency evacuation requires people to congregate in an outside area | Bridge members, staff | In the event of alarms sounding in the building, event organisers/attendees should congregate in the muster point. | 2 | 2 | 4 | Yes | Social distancing should be maintained and face coverings should be worn (unless exemptions apply). | 2 | Events & Hires Team | Evacuation Procedures to be reviewed by 28 September 2020 |

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| Handling goods, merchandise and other materials | Co-workers, leaseholders and staff | There are no existing controls in place. | 2 | 2 | 4 | Yes | <p>Cleaning procedures for goods entering the site.</p> <p>Avoid surface transmission when goods enter and leave the site.</p> <p>Ask delivery drivers to leave deliveries for offices on the top of the stairs, and ask clients to collect them themselves.</p> <p>Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.</p> <p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> | 2 | Bridge Manager | |
| Returning to Work | Co-workers, leaseholders and staff | There are no existing controls in place. | 2 | 2 | 4 | Yes | <p>Make sure all workers understand COVID-19 related safety procedure</p> <p>Providing clear, consistent and regular communication to improve understanding</p> | 2 | Bridge Manager | |

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| | | | | | | | and consistency of ways of working Engaging with workers through existing communication routes and worker representatives to explain and agree any changes in working arrangements. Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work. | | | |
| Assessment approved by (eg Line Manager) : | Who: Paul Smith When: 4 September 2020 | | | | | Proposed Review – state date and/or Review Conditions: | 24 September 2020 by Executive | | | |

20th August 20202

Review

| | | |
|------------------------------|--|---------------------|
| Date of Review and Findings: | | Assessor signature: |
| | | |

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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. |

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