

COVID-19 Risk Assessment 01



Project	New term re-opening Risk Assessment – COVID-19	Project No.	01
Risk assessment No.	COVID/01	Person conducting assessment	Mark Brough
Location	Richmond upon Thames College, Langhorn Drive, TW2 7SJ	Date	08/09/20

Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Student <input checked="" type="checkbox"/>	Expectant Mother <input checked="" type="checkbox"/>	Visitors/ Public <input checked="" type="checkbox"/>	Trespasses <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2hrs <input type="checkbox"/>	3-4hrs <input checked="" type="checkbox"/>	5-6hrs <input type="checkbox"/>	7-8hrs <input type="checkbox"/>	More than 8 <input type="checkbox"/>

(C) health and safety consequence		(L) likelihood		(RR) risk rating = consequence x frequency	
Insignificant (no effect)	1	Improbable	1	Insignificant	1-5
Marginal (minor effect)	2	Unlikely	2	Acceptable	6-8
Serious (major effect)	3	As likely as not	3	Unacceptable	9-15
Critical	4	Probable	4	Intolerable	16-25
Catastrophic	5	Highly probable	5	8 = proceed	9 + = do not proceed

No.	Hazard	Consequences	Before control			Control	After control		
			(C)	(L)	(RR)		(C)	(L)	(RR)
1	Exposure to an Infectious Disease (coronavirus COVID-19) on partial reopening after lockdown restrictions are lifted	A failure to thoroughly plan, communicate and train all personnel on appropriate procedures and protocols on-site would lead to a high probability of spreading the virus (coronavirus COVID-19)	3	4	12	<ul style="list-style-type: none"> All buildings and facilities will have been deep cleaned before reopening on 7th September with communal areas and offices disinfected with antibacterial vapour spray. All staff competent and instructed with regards to the procedures in place for the protection against infection from the risk of Covid-19. A College reopening plan has been created in line with current Government, Public Health England and DfE guidelines. 	2	2	4

- All staff and Students will have access to Coronavirus tests through their local NHS. Although the college is investigating covid-19 testing on site and flu jabs for all staff.
- A blended learning programme where appropriate and staggered contact teaching will ensure numbers remain as low as possible and allow opportunity to adapt protocols.
- The college will open as per pre Covid-19 and normal college operating hours. Monday – Friday with curriculum delivery planned, kept under review and adjusted to allow for blended learning where possible to reduce the numbers on campus. See Curriculum delivery models.
- A strict set of guidelines has been produced and will be implemented by the College as far as reasonably practicable. (See College Reopening Plan and Addendum to the College Health and Safety Policy.)
- Where necessary, the College will liaise with Local Authority or DfE if the College cannot meet the governments guidelines due to staff shortages or space within the College.
- Social Distancing rules have been created for all areas based on layout and uses within the college. There will be mandatory wearing of face coverings in corridors and communal areas (not in offices and classrooms) for all those in the building. Anybody deliberately or repeatedly disobeying the rules will be subject to disciplinary procedures.
- Staff or students identified on college premises as potentially being infected with COVID-19 will be treated as follows:
- On entry display symptoms or a high temperature will be refused entry to any college facilities and asked to return home and contact NHS 111 for a test.
- On displaying COVID-19 symptoms whilst at college staff or students will be immediately isolated in the isolation room with supervising staff wearing full PPE. Arrangements will then be made for them to leave the site with their personal items. All areas where possible there has been contact with an infection will be immediately closed and disinfected. In this instance CLT, Health and Safety and Security teams must be informed immediately where contact will be made with NHS 111 to begin the process for testing, track and trace. The college will

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					<p>comply fully with the guidance as directed by the NHS, PHE and DfE in relation to this.</p> <ul style="list-style-type: none">• All arrangements will be kept under constant review and amended as advice dictates where staff and students will be continuously communicated with to ensure they are fully aware of arrangements and conditions for the safe operation of the college and we will provide links to govt advice and NHS track and trace scheme.• There will be a notice at reception each day of the member of CLT, Duty Officer, Fire Marshalls and First Aider on duty that day.			
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2	Exposure to coronavirus COVID-19 on reopening after lockdown as failure to adhere to Social Distancing protocols	If social distancing protocols are not adhered to this would lead to a high probability of spreading coronavirus COVID-19.	3	4	12	<ul style="list-style-type: none"> • All staff and students must practise social distancing of 2 meters where possible or 1 meter with additional mitigations if 2 meters in certain situations cannot be maintained. Appropriate signage is displayed throughout all college buildings and at all entrances and exits. Appropriate PPE is available to all staff and vulnerable students, all student facing staff will be given a face shield, it is their responsibility to keep this sanitized. Face coverings need to be stored securely when not in use. This includes: • Staff and students are communicated with regard to advice on traveling safely into and home from college. • Provision is available for students and staff who may wish to drive, walk or cycle to College. These are, but not necessarily limited to: <ul style="list-style-type: none"> ○ Parking for cars, motorbikes, electric scooters, and bicycles are readily available. Existing cycle racks are already available onsite and additional covered cycle racks have been installed, ○ Limited changing and shower facilities are available for staff who cycle or use public transport. However, clothes washing facilities will not be available. ○ Clinical waste disposal bins for used PPE will be available at reception and at other high traffic points. ○ Staff have been informed about process for potentially contaminated masks and clothing if travelling by public transport. Staff communal lockers are in place in certain office locations but staff are advised to minimise the use lockers to limit further cross infection. • Separate entrances and exits are in place to reduce interaction. • Pedestrian lifts are put out of use to all students and staff. With the exception to staff and students with particular PEEP requirements and risk assessed. The Goods lift will remain in operation but limited to Estates staff and deliveries only. 	2	2	4
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| | | | | | <ul style="list-style-type: none">• Stairwells have been defined as one-way. Users will be instructed to keep to their left in all corridors.• Safe disposal of PPE at entrance (see section 7 below)• Students' desks and cafe tables are 1 meters plus apart as much as possible based on the size of facilities being used.• Movement around the college is kept to a minimum and a one-way system has been introduced in areas if spaces being used do not allow sufficient spaces for two-way traffic. Refer to building floor plans.• Students and staff are placed into class groups (pods/ bubbles).• Class sizes will be reduced, keeping students in small groups or bubbles without mixing with others where possible.• A COVID classroom capacity assessment has been carried out on each classroom and learning area to ascertain how many students and staff can occupy that space safely. This has been set at a maximum of 12 students for Maths and English classes to permit social distancing. Where room sizes and teaching permits all furniture is spaced appropriately to adhere to social distancing practices.• Queuing 2 meters (6ft) apart• Drop-off and collection times are staggered as far as possible and have been planned with drop-off and pick-up protocols that minimise contact.• Break times are staggered where applicable and student additional break out spaces have been created to spread the college population across the campus and restrict concentration of people particularly in the café and main canteen. A marquee has been erected outside with this in mind.• Staff and students are discouraged from gathering in large groups and staff are encouraged to take breaks away from student groups but limit time spent in staff kitchen areas.• Where a one-way system cannot be introduced or is not appropriate due to building constraints, signage will direct people to walk in single file keeping to the left-hand side of corridors and stairwells. Giving priority | | | |
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- to those descending.
- Stagger visits to the toilets to avoid crowding or queues forming.
 - Staff working in the staff rooms should only work face to face or back to back , a clear desk policy allows for regular cleaning and the numbers of staff in each room should be self-regulated by taking devices elsewhere to work to maintain social distancing or by wearing face coverings.
 - Cleaning materials are provided for ad hoc cleaning
 - If necessary, the College will liaise with Local Authority/ DfE if the College cannot meet the government’s guidelines due to staff shortages or space within the College.
 - Signage has been placed throughout the buildings explaining the social distancing and hygiene measures. Including in each staff area.
 - PPE is readily available, but in line with government advice, the College is not reliant on PPE to prevent the spread of COVID-19. More effective measures are the adherence to social distancing rules and practicing good hygiene.
 - **See College Reopening Social Distancing Floor Plans for further details on how to implement social distancing.** Social Distancing rules are followed as far as reasonably practicable.

Extra support.

- Students are encouraged to practice social distancing and information and instructions are displayed through the buildings to reinforce this.
- Parents/Carers are asked to reinforce this message at home.
- Security, support staff and managers will be on site to monitor social distancing protocols are being followed.
- Lesson plans are reviewed with social distancing in mind.
- Support staff are instructed to wash their hands regularly and to avoid touching their face.
- Toilets are segregated into staff and student only toilets.
- Handwashing guides are displayed in each toilet facility as a reminder to wash hands for 20 seconds with water and soap and the importance of drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow

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					<p>Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none">• There are staff, student, classroom, workshop and manager protocols to support the COVID-19 mitigating controls.				
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3	Impact of COVID-19 having a negative effect on staff student mental health and well-being	Failure to respond and support Staff/Students anxieties could lead to greater levels of absence and attendance and poor performance and create longer term impacts on well-being	3	4	12	<ul style="list-style-type: none"> • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer support through well-being events and on-line resources. • Regular communication of mental health information and open door (virtual) policy for those who need additional support. • Staff will be surveyed to assess the level of support required • Risk Assessments will be undertaken by H&S where required, on an individual basis, in line with College practice, including any exemptions for those that cannot wear a face covering. • Students are familiar with their teaching member of staff to reduce anxiety. • DSLs on site and available remotely where needed 	3	2	6
4	Exposure to virus on reopening after lockdown as failure to respond to those showing signs of coronavirus COVID-19	Failure to respond to Staff/Students showing signs of coronavirus COVID-19 could lead to greater contamination to others in the building and hinder appropriate medical support for the individual	3	3	9	<ul style="list-style-type: none"> • All personnel on entry to the college will have their temperature taken to test for elevated temperatures. Thermo camera systems are situated at the entrance to each building proving touchless and instant temperatures. Staff, Students, Visitors and Contractors are instructed not to attend premises if they are displaying any Coronavirus symptoms. Staff or students shielding, isolating or living with at risk household members of dependants will be discouraged from being in college and will continue to be remotely taught or work from home where possible. • Students are instructed to monitor their health and should refrain from coming into the College if they or anyone they live with are displaying Coronavirus symptoms. • Staff and Students are asked to follow the advice of their GP and should self-isolate for 7 to 14 days. The infected person will be tested before being allowed to return to work/College. 	3	2	6
5	Exposure to virus on reopening after lockdown as failure to respond to those	Failure to respond to Staff/Students confirmed as having coronavirus COVID-19 could lead to greater	4	3	12	<ul style="list-style-type: none"> ▪ Staff and Students are asked to notify the College immediately. ▪ The College will contact Public Health England as soon as a member of staff or student has tested positive. 	3	2	6

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	confirmed as having coronavirus COVID-19	contamination to others in the building				<ul style="list-style-type: none"> College may need to shut immediately if there is the understanding that a case is confirmed and deep clean carried out and tracing of contacts to be carried out. College will refer to Public Health England for advice. Staff who have caught the infection will refrain from attending College and should self-isolate for 7 to 14 days. Students are asked to keep away from College and should self-isolate for 7 to 14 days. Staff and Students are asked to follow the advice of their GP and/or Public Health England. Where possible the infected person will be tested before being allowed to return to work/College. 			
6	Exposure to virus on reopening after lockdown as failure to respond to those displaying signs of coronavirus COVID-19 during College hours	Failure to respond to Staff/Students showing signs of coronavirus COVID-19 during College hours could lead to greater contamination to others in the building and hinder appropriate medical support for the individual	3	3	9	<ul style="list-style-type: none"> CLT will be notified immediately. Staff or Students displaying symptoms of Coronavirus will be sent home and asked to be tested. Where necessary Parents/Carers will be contacted to arrange for the student to be collected. Where possible the individual will be isolated away from other staff and students. Designated isolation rooms are located on the ground floor of the Richmond Building and Apprentice room in G and H Block. Staff and students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds including using anti-bacterial foam dispensers. If appropriate a suspected coronavirus letter will be sent home with each Student and parents/cares are asked to monitor the health of their dependents. 	3	2	6
7	Exposure to virus on reopening after lockdown as failure to ensure appropriate hygiene measures are adhered to	Failure of all personnel on-site adhering to appropriate personal hygiene protocols could lead to greater contamination to others in the building	3	3	9	<p>Transmission</p> <ul style="list-style-type: none"> The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes. Therefore, this virus can be readily isolated from respiratory secretions. There are two routes by which COVID-19 can be spread: 	2	2	4

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| | | | | | <ul style="list-style-type: none"> ▪ Directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms. ▪ Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes. <p>Handwashing</p> <ul style="list-style-type: none"> ▪ Handwashing is one of the most important ways of controlling the spread of infections, ▪ The recommended method is the use of liquid soap, warm water and paper towels. ▪ Students and staff are encouraged to always wash hands after using the toilet, before eating or handling food. ▪ Coughing and sneezing - Coughing and sneezing easily spread infections. Staff and Students are encouraged to cover their mouth and nose with a tissue and wash hands after using or disposing of tissues. ▪ Spitting is discouraged. ▪ Touchless sanitising stations are situated at entrances to buildings and in other appropriate and high traffic areas across the campus. <p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> ▪ The correct PPE should be used when handling cleaning chemicals. ▪ PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. ▪ The college is not reliant on PPE to stop the spread of COVID-19. However, PPE is provided for staff working where social distancing practices may be difficult to maintain e.g. working with specific Supported Learning Students and First Aid. | | | |
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						<ul style="list-style-type: none"> Basic PPE is available to all staff if required within the guidelines set out by the Government and appropriate supplies have been purchased. All first aiders must wear full PPE when treating staff or students or taking of temperatures (Gloves, apron, face mask and/or safety glasses or face shield. As a minimum gloves and masks must be worn if minor treatment An enhanced cleaning regime has been introduced in addition to a deep clean prior to reopening. High traffic and communal are also subject to additional cleaned using a antibacterial mist spray resulting in longer periods of disinfection. 			
8	Exposure to virus on reopening after lockdown as failure to ensure appropriate general cleaning of the buildings	Failure to adequately clean the buildings could lead to greater contamination to others in the building	3	3	9	<p>Cleaning of the environment</p> <ul style="list-style-type: none"> The premises are cleaned daily with disinfectant appropriate and effective against the COVID-19 virus. All surfaces that the symptomatic person has come into contact with be be cleaned and disinfected, including objects which are visibly contaminated with body fluids. All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells are cleaned throughout the day as part of an enhanced cleaning regime. Additional and longer-term disinfection methods are being investigated including the use of the antibacterial mist spray and sanitising touchpoint covers for external doors. Disposable cloths or paper roll and disposable mop heads are use to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Cleaning waste products are appropriately disposed of. Hand sanitiser stations are in the vicinity of toilet entrances Additional and appropriate cleaning materials have been placed in all classrooms, offices and meetings rooms across the campus to allow disinfection of surfaces before and after use. Including antibacterial wipes for the cleaning down of keyboards and mouse. 	3	2	6

- The cleaning contractors are monitored to ensure full compliance and hygiene controls are daily maintained. Cleaners have been appropriately trained in relation to enhanced cleaning regime and COVID-19 and have access to PPE. New cleaning equipment has recently been purchased by the new college cleaning contractor and will be applied to the cleaning of all areas to aid in overall cleanliness and greater effectiveness. Additional COVID-19 related training has been provided to cleaning staff.
- Antibacterial wipes and other cleaning resources are available on request for additional personal cleaning of workstations if required.

Cleaning of blood and body fluid spillages

- All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (PPE must be worn at all times).
- When spillages occur, appropriate products that combine both a detergent and a disinfectant and used as per manufacturer's instructions will be used to ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Mops will not be used for cleaning up blood and body fluid spillages, disposable paper towels will be used and discarded as clinical waste as described below. A spillage kit is available for blood spills.

Laundry

- Washing facilities will not be available at the College due to the risk of cross infection.
- PPE will be worn when handling soiled linen.
- Students' soiled clothing should be bagged to go home, never rinsed by hand. If items are not able to be returned then they must be disposed of appropriately.
- Clinical waste should be disposed of in the foot-operated clinical waste bin in the first aid room on the ground floor.

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						<p>Clinical waste bags are available from the first aid room and in each first aid kit.</p> <ul style="list-style-type: none"> Domestic and clinical waste must be separated, in accordance with college policy. Where possible open waste paper bins will be removed from offices and classrooms in favour of alternative closed bins. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins, waste is removed by a registered waste contractor. Additional clinical waste bins for disposal of disposable PPE on arrival at the College are provided. All clinical waste bags should be less than two-thirds full and will be stored in a dedicated area for removal and incineration. 			
9	Exposure to virus on reopening after lockdown as failure to ensure deep cleaning after a member of staff or student is suspected of having coronavirus COVID-19	Failure to Deep Clean the College after a member of staff or Student is suspected of having coronavirus COVID-19 could lead to further spread of the infection	4	2	8	<p>Initial Deep Cleaning</p> <ul style="list-style-type: none"> The College is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected. Where possible the area will be closed and secured for 72 hours before the commencement of the deep cleaning. Suitable personal protective equipment is available (Fluid resistant type IIR surgical masks, disposable gloves, aprons, disposable eye protection) where there is a risk of splashing). Once used all PPE is disposed of. Hands are washed before and after cleaning for at least 20 seconds. Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. 	3	2	6
10	Exposure to virus on reopening after lockdown as failure to stop the virus from spreading further following deep cleaning after	Failure to follow stringent cleaning following the deep clean after a member of staff or Student is suspected of having coronavirus COVID-19 could lead to further spread of the infection	4	3	12	<p>Cleaning of the environment,</p> <ul style="list-style-type: none"> Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: 	3	2	6

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<p>a member of staff or student is suspected of having coronavirus COVID-19</p>				<ul style="list-style-type: none"> ○ Objects which are visibly contaminated with body fluids ○ All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells ▪ Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: ▪ The college uses Selgiene Ultra (C066) and AX Bactericidal Cleaner for disinfection and cleaning. COSHH Data sheets are held for all chemicals on site. Cleaners are suitably trained and follow all manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants ▪ If an alternative disinfectant is used within the College, this will be checked to ensure that it is effective against enveloped viruses. ▪ Cleaners are instructed to avoid creating splashes and spray when cleaning. ▪ Soft furnishings in communal areas will be cleaned at least once a week with antibacterial mist spray. ▪ Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of. ▪ For the immediate future the college will not operate a lost property system with the exception of high value items i.e. jewellery which will be placed in sealed bags and secured in line with normal college procedures. ▪ Items will be washed in accordance with the manufacturer's instructions. Using the warmest water setting and items dried completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. However, college laundry facilities will not be available due to cross contamination from handling. ▪ Anything used for transporting laundry will be cleaned and disinfected in line with the cleaning guidance above 		
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					<p>Clinical waste.</p> <ul style="list-style-type: none"> ▪ Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ol style="list-style-type: none"> 1. Will be put in a plastic rubbish bag and tied when full. 2. The plastic bag will then be placed in a second bin bag and tied. 3. It will be put in a suitable and secure place and marked for storage until the individual's test results are known ▪ Waste will be stored safely by the Estates team and kept away from people. This will be separate from communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. ▪ If the individual tests negative, this can be put in with the normal waste ▪ If the individual tests positive, then it will be stored for at least 72 hours and only then put in with the normal waste ▪ If storage for at least 72 hours is not appropriate, collection will be arranged as a Category B infectious waste either by a specialist clinical waste contractor. ▪ Where possible, the area will be closed off and secured for 72 hours. After this time the amount of virus contamination will have decreased substantially, and it will be cleaned as normal with your usual products. 			
Exposure to virus on reopening after lockdown as failure to stop the virus from spreading further following a response to a serious or imminent danger	Failure to follow stringent serious incidence protocols could lead to further spread of the infection	4	3	12	<ul style="list-style-type: none"> ▪ Fire Alarms are tested weekly at 08:45 each Monday ▪ There will be a notice at reception each day of the member of CLT, Duty Manager, Fire Marshalls and First Aider on duty that day. ▪ In the event of a fire or bomb threat etc the appropriate trained staff, Fire Marshalls will coordinate any planned or unplanned evacuation of all buildings in line with existing procedures but ensuring, on evacuation, appropriate social distancing measures. The Assembly area is Harlequins Magenta car park, behind the sports hall or Craneford Way Playing Fields. ▪ The Estates team will coordinate with emergency services. 	3	2	6

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					<ul style="list-style-type: none"> ▪ An emergency evacuation bag will be collected from reception by the security team containing loud haler, first aid kit (Including PPE), college mobile, emergency procedures and contacts in line with the BUSINESS CONTINUITY, DISASTER RECOVERY AND EMERGENCY PLAN and the PANDEMIC CONTINGENCY PLAN ▪ In the event of evacuation in bad weather the sports centre hall will be used to hold students and staff, with appropriate social distancing measures, whilst further arrangements are made to return students and staff home if needed. ▪ For lock down of building/ campus relating to terrorism or security event please refer to the College Dynamic Lockdown procedure. ▪ Any students or staff requiring PEEP's arrangements and access to lifts need to put in place prior to attending College or on the first day of attendance. 			
							Date: 080920	Review date: 150920