

RISK ASSESSMENT SUMMARY

Date of Assessment: 23rd October 2020 reviewed 5th Nov (H&S Committee) 6th Jan 2021 (H&S Officer), 29th Jan 2021 (Unions) 8th March, 14th April, 20th July 2021, 4th January 2022

Compiled by: Caroline Pooley (Health & Safety Officer)

Activity/Equipment/Work Area/Field Trip being assessed: GENERAL RISK ASSESSMENT inc COVID 19

Person(s) at Risk: All staff, learners, visitors and contractors

Government Guidance as of 4/01/22– Face masks to be worn in communal areas and classrooms in secondary schools. College decision made by Carole Kitching is for masks to continue to be worn in communal areas in college.

Emergency Contact details:

QD = Queens Drive Campus, New College Road, Swindon, SN3 1AH

NS = North Star Campus, North Star Avenue, Swindon, SN2 1DY

QD Site Facilities Staff can be contacted via the Duty Mobile Number – 07815 828314

NS Site Estates Staff can be contacted via Security and the Radio on the Reception desk

PLEASE NOTE:

- **Facilities Staff working alone should contact 999 in the event of an incident and ensure their own safety at all times**
- **IF ANY EMERGENCY IS LINKED OR IS LIKELY TO BE COVID 19 RELATED MAKE THIS KNOWN TO THE EMERGENCY SERVICES**
- **Please contact Public Health England in the event of reporting a Covid-19 incident dial 111**
- **Business Continuity Plans (BCP) are in place to deal with any emergency situations.**
- **CCTV Cameras are in use throughout the College (interior & exterior)**

Notes:

This risk assessment can be used in conjunction with department risk assessments to include location / activity specific and Covid 19 measures, these are available from the heads of department and on staff portals.

Though not mandatory from the 19th July, the Principal of NCS has requested face masks and coverings are to be worn by staff, students and visitors **in communal areas and corridors at all college sites in compliance with gov.uk guidance**. Face masks are not necessary in classrooms. Single use masks remain available from the QD cash office or reception desk and at NS from the Reception desk in the Phoenix building. Guidance is constantly under review and changes may need to be made to advice given on site.

Home test kits- lateral flow test kits are available from both campuses, asymptomatic staff and learners are advised to take two tests a week and record the results with the NHS and with college. Staff reporting a positive test result must contact HR.

Those at risk:

Staff, learners, young/inexperienced/vulnerable persons, new/expectant mothers, contractors, members of the public. Current data shows that there is a disproportionate impact of COVID-19 on older people, pregnant women, people with underlying health conditions, people of black, Asian and minority ethnic groups and men. This includes a greater risk of contracting COVID-19 and/or greater risk of severe illness or death.

The virus is of significant risk to those who have an underlying medical condition and are identified as being clinically extremely vulnerable, clinically vulnerable. As of the 31st March 2021 shielding letters have currently been stopped. Any CV or CEV staff members should speak to the HR department if they have concerns.

The government's weekly COVID-19 surveillance report and local authority information is monitored regularly. If Swindon's status on the watchlist changes, the College will comply with guidance and advice from the government, NHS, Swindon Borough Council and the DfE.

Significant Hazard <i>e.g. Trailing cables</i>	Risks <i>e.g. Trip Hazard</i>	Current Control Measures <i>e.g. None</i>	Initial			Further Action Required. If yes, state action. <i>e.g. Re-route or tuck cables away</i>	Revised		
			P	S	RR		P	S	RR

On site visit, for work or study	Sharing of virus Spread of virus to areas of college	<ul style="list-style-type: none"> • If showing any signs of C19 symptoms do not come on to the college site. • Ventilation, windows open where possible, CO2 monitors available. • Go directly to your destination do not loiter. Communal areas may become busy. • Observe social distancing guidance in communal areas and where possible. • Visits by arrangement only • QR code for track and trace available in public entrance areas. • Public facing areas may continue to use Perspex screens installed. • Full guidance issued to staff and learners prior to start of academic year, information available in work rooms, classrooms and on websites and continually reviewed. 	3	3	9	<p>If coming in to contact with other staff/students, PPE is still available if required, gloves, wipes, mask.</p> <p>Continual review of gov.uk guidance and communicate measures to staff, learners and visitors.</p>	2	3	6
Reporting and recording Covid and infectious diseases cases	Reduce spread of infection Enable clear communication to those that may need to self-isolate Record figures for DfE	<ul style="list-style-type: none"> • Students to advise absence helpline of an absence • Staff to inform line manager and HR Department of absence. • CIS to alert the H&S Officer to all confirmed student covid / infectious disease cases. • HR to alert the H&S Officer to all confirmed staff covid / infectious disease cases. • H&S Office to report confirmed covid case to DfE or Swindon Response Team for further advice. • H&S Officer to follow advice and update SLT, staff and students where appropriate. • Record of all unconfirmed student cases kept on ebs and supplied on request to the DfE • Record of all unconfirmed staff cases kept in HR and supplied on request to the DfE • Record of all confirmed cases kept by the H&S Office and shared with Principal team. 	3	2	6	<p>Response to Swindon Response Team may advise a digital meeting and or self-isolation procedure with support in college PR and communication</p> <p>Record of information in public facing services I.e hospitality and leisure an electronic system of track and trace will be used inc the NHS Track and Trace QR code.</p>			

Cleaning	Infection spread. Hygiene controls	<ul style="list-style-type: none"> Schedule of cleaning by zone recorded and monitored Onsite cleaning manager Daily clean of areas in use. Cleaning staff to wear appropriate PPE Cleaning spray, paper towel and wipes will be available for students and staff to clean the study area. Cleaning staff to report any breach of infection control to the Facilities team and Health and Safety Officer. 	3 2 3 3	2 2 2 2	6 4 6 6	Area must be secured, and measures put in place immediately for a deep clean. External cleaning company approved for deep clean if required.	1	3	3
Communal Areas <ul style="list-style-type: none"> Workrooms Classrooms Meeting rooms Library (LRC/LDC) Reception areas Sports Centre and All Weather Pitch Restaurant 	Risk of infection One-way system of access and exit where practically possible.	<ul style="list-style-type: none"> Learners are not encouraged to enter staff workrooms, queries should be dealt with via email or teams. Signage –Hygiene signage regarding hand washing. Best practice guides information and procedures followed in workshops/salons Restaurant service- open. Aramark risk assessment in place for catering side of restaurant. Provision of hand sanitiser in busy areas. Water stations for bottle refill only. NS water is available at water chillers with wipes available. A separate risk assessment will be available for LRC, Restaurant, and Sports Centre Gym All appropriate PPE is available and equipment wiped down before re-use. 	2 2 1 2 1	2 2 2 2 2	4 4 2 4 2	Covid If required a staggered timetable and controlled access plan will be considered. This will be under constant review to ensure social distancing can be observed.	1	3	3
Corridors <ul style="list-style-type: none"> Stairs Lifts 	Lift occupancy Learning support assistants	<ul style="list-style-type: none"> Supply of hand sanitiser at regular intervals. One way direction of flow where practically possible. Separate Access and Exit routes where practically possible. Persons moved on if congregating in stairwells. If learning support assistance is required, agreement must be in place between both parties that this working relationship is safe. 	2	2	4	Directional signage and routes may be required if there is an increase in persons on site. These can be added to areas on review	2	2	4

Display Screen Equipment <ul style="list-style-type: none"> • Computer Workstations • Laptops • Communications 	Cross contamination from hard surfaces.	<ul style="list-style-type: none"> • Wipe shared workstation equipment for hygiene. • Requests for IT support should be via the online helpdesk • Wipe keyboards with sanitising wipes • Wash hands regularly prior and post use of equipment. • Use of rota and seating plan to ensure desks are occupied in busy times • Wipes available in work rooms where shared emergency telephone system is in place. 	2	3	6	An individual assessment for office space will be developed based on the team, rota and space.	2	2	4
Classrooms Science rooms MAPA rooms Theatre	Risk of accident Spread of infection within one group affecting learning and achievement of greater group	<ul style="list-style-type: none"> • Plan of occupancy by room and area recorded with facilities and CIS • Planned practicals may require additional risk assessment • Hygiene signage regarding hand washing. • Provision of hand sanitiser at photocopiers • Gym if required for teaching, all equipment wiped down before re-use. 	2	2	4	Review and plan for staggered timetable if government guidance changes.	2	2	4
Washrooms Male Female Disabled	Space, lack of social distancing. Infection control	<ul style="list-style-type: none"> • Signage on washroom doors to remind about social distancing and hand hygiene • Additional cleaning staff added to daytime rota, for more frequent monitoring and cleaning. • Thorough clean of all washrooms areas daily. • Low usage flush procedure in place and recorded. 	2	2	4	Monitor increased use areas, increase signage or barriers for queue if required.	1	3	3

<p>Vulnerable persons Clinically Extremely vulnerable Culturally vulnerable Mobility, visibility, hearing impaired Mental and social welfare</p>	<p>Higher risk of infection Clarity of communication Evacuation Emotional stability</p>	<ul style="list-style-type: none"> Equality assessment in place and vulnerable person risk assessment review available on request by line manager or H&S Officer. PEEP plans LSA support QD Learner information on promonitor updated Washroom facilities available on all floors Student Services, ALC and Safeguarding available digitally and on site on request. QD Recorded H&S audit with head of department to identify risk and minimise. (department risk assessment available on staff portal) 	2	2	4	<p>Internal recording system of known college cases and quarantine measures.</p>	1	2	2
<p>First Aid</p>	<p>Availability of first aiders Risk of infection</p>	<ul style="list-style-type: none"> Defibrillator available at NS reception and sports centre at QD campuses Confirmed Outbreak of Covid 19 alert Facilities and cleaning team to have area closed off and cleaned. Confirmed list of trained first aider First aiders supplied with a face shield. Face masks available if first aid boxes to be used in every scenario as a precaution. Self test covid kits available from reception desks. Dial emergency services in the event of emergency or lack of first aider. Isolation room /Nurse base available for emergency isolation (see procedure at QD / NS sites). 	3	4	12	<p>Arrange Deep Clean by external contractor in the event of Covid outbreak.</p>	1	3	3
<p>Wellbeing Stress Mental health</p>	<p>Reduction in staff numbers due to mental health issues. Insufficient support from the college to meet needs of staff and learners.</p>	<ul style="list-style-type: none"> Clear access to EAP scheme Information available through online links and information on VLE and staff SWAY. Follow NCS policy guidance Maintenance of support from ALS, Student services and HR 	2	2	4	<p>Record on pro-monitor and HR personal files issues or concerns, report to Health and Safety Officer for individual assessment if required.</p>	3	1	3

External visits, Apprenticeships, Education trips	<p>Communication of procedures and processes</p> <p>Support for staff and learners offsite</p>	<ul style="list-style-type: none"> • H&S evaluation completed for all external sites. • Sanitising wipes and face coverings provided for those attending external sites. • Car share information available for those transporting learners to sites for review • Communicate known infection to site if there is a cross site contamination risk. • Educational trips currently on hold and under review. • Comply with social distance, face covering and PPE as per site and in line with gov.uk guidance. 	2	2	4	<p>Support and feedback to offsite learners, Lone worker policy may support workers if appropriate</p>			
AIR CONDITIONING Circulate hot and cold air within the college	Circulation of 'germs' inside a room due to the use of air handling system.	<ul style="list-style-type: none"> • Observe BESA industry standard guidance. • Alternative ventilation used, open windows and doors to outside air. • Use of a/c system with external air source • 2 barrier method of filtration, filters and coil within a/c system. • Only use system for heating and cooling in extreme temperatures. • Filters and equipment cleaned by external contractor. • The QD B annex requires the air conditioning system for heating. 	2	2	4	<p>Breathing conditions like asthma may be more susceptible to air quality. Conduct 'vulnerable persons' risk assessment.</p>	2	2	4
FIRE Flammable materials Electrical faults Smoking	<p>Reduction in number of Fire Marshals on site due to rota system</p> <p>Risk to all persons in or near the buildings from heat, smoke, burns, panic.</p> <p>Higher risk to: Disabled persons (above ground floor)</p>	<ul style="list-style-type: none"> • Full automatic alarm system, maintained under contract and regularly tested by Facilities staff • Well signed emergency evacuation routes throughout the building • Disabled refuge on all stair-heads, evac-chairs; available • Internal fire doors and emergency exits maintained by Facilities staff • In hazardous areas, emergency buttons cut off electric sockets and gas valves • Flameproof chemicals storage facility (e.g. science) 	2	2	4	<p>In the event of a fire all social distancing measures and covid signage are overridden.</p>	1	2	2

SECURITY	Persistent disruptive behaviour Floating of Covid 19 guidelines. Deliberate abuse of social distancing Spitting, coughing in abusive manner.	<ul style="list-style-type: none"> • CCTV coverage throughout majority of site. • Security presence 0800-17.30 day times; term time • Incident/Security reporting forms available on Every • Staff/ learner may be asked to leave college premises 	2	3	6	Staff and students may face disciplinary action.	1	3	3
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<u>Probability (P)</u>	<u>Severity (S)</u>	<u>Risk Rating</u>	<u>Risk Rating Bands</u>	<u>Action Required</u>																																	
Express the probability of a hazard reaching its potential to do harm after taking into account any control measures: 4 = Highly Likely 3 = Likely 2 = Possible 1 = Remote	Express the severity of the hazard: 4 = potential to cause a fatality 3 = potential to cause a serious, disabling injury or potential to cause a reportable accident (under RIDDOR 1995) or major property damage 2 = potential to cause a lost work day injury 1 = potential to cause injuries requiring first aid treatment or minor property damage	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2"></th> <th colspan="4">SEVERITY (S)</th> </tr> <tr> <th colspan="2"></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <th rowspan="4">PROBABILITY (P)</th> <th>1</th> <td style="background-color: #00FF00;">1</td> <td style="background-color: #00FF00;">2</td> <td style="background-color: #00FF00;">3</td> <td style="background-color: #00FF00;">4</td> </tr> <tr> <th>2</th> <td style="background-color: #00FF00;">2</td> <td style="background-color: #00FF00;">4</td> <td style="background-color: #FFD700;">6</td> <td style="background-color: #FFD700;">8</td> </tr> <tr> <th>3</th> <td style="background-color: #FFD700;">3</td> <td style="background-color: #FFD700;">6</td> <td style="background-color: #FF0000;">9</td> <td style="background-color: #FF0000;">12</td> </tr> <tr> <th>4</th> <td style="background-color: #FFD700;">4</td> <td style="background-color: #FFD700;">8</td> <td style="background-color: #FF0000;">12</td> <td style="background-color: #FF0000;">16</td> </tr> </tbody> </table> <p style="text-align: center;">Multiply P by S to achieve Risk Rating Score below</p>			SEVERITY (S)						1	2	3	4	PROBABILITY (P)	1	1	2	3	4	2	2	4	6	8	3	3	6	9	12	4	4	8	12	16	GREEN 1>RR<4 - LOW RISK Normal revaluation and if practical improvement of control procedures. Ensure existing controls rigorously applied. AMBER : 6>RR<8 - MEDIUM RISK Urgent revaluation & implement immediate controls, consider ceasing the activities until complete. RED : RR>9 - HIGH RISK Cease activities until corrective measures applied to reduce risk to an acceptable level.	GREEN = Maintain & Review control measures if necessary. AMBER = Improve control measures. RED = Improve controls immediately & consider stopping work.
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Observations / Follow Up Actions (if required):
Risk assessment

Risk Assessment based on Government guidelines and information issued up to and including 10th June 2020 Reviewed by Union Representative, review 18th Aug is under consultation with Unions. Reviewed at H&S Committee 5th November 2020 as a joint campus document.

National lockdown implemented by law 6th January 2021
 Decision taken by Principalship to cancel onsite exams in January 2021 (o5/01/21)
 Union discussion 29/01/2021

I certify that a suitable and sufficient assessment of the risks associated with the activity above has been carried out by a competent person and that the residual risks have been reduced to the lowest level reasonably practicable. Where third parties are delivering on our behalf, information has been sought to ensure risk assessments from the third party are adequate and sufficient, that they are licensed where appropriate and that the activity is adequately insured under New College's own insurance or that of the third party.

Prepared by: Caroline Pooley	Title: H&S Officer	Date: 27/10/2020
Staff member: Carole Kitching	Title: Principal	Date: 27/08/20 (QD site only), 23/10/2020, Joint agreed 05/11/2020
Approved by: QD Caroline Pooley 21/03/2022	Title: H&S Officer	Date: 5/11/2020 reviewed 06/01/21 08/03/2021 19/04/2021 20/07/2021 / 4/01/2022 /
(NS Details provided and approved by: NS Meryl Hamilton	Title: H&S	Until date: 31/03/2021)

College Manual/Share Point Section:	Health & Safety/Human Resources			 New College Swindon
Responsibility:	Director of Human Resources	Date doc. created:	12/06/2020	
E&D Impact Assessment date:	12/06/2020	Review date of doc.	01/09/2020	

POLICY TITLE/NAME

NEW COLLEGE EQUALITY IMPACT ANALYSIS	DATE: 12/06/2020
Function: Enter the topic of the policy, procedure or plan	
This policy, plan, procedure, process has been examined for equality impact, i.e., the impact that this function will have on different groups of actual and potential learners, service users and staff taking account of the protected characteristics of the Equality Act 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).	
1. If Equality Impact Analysis is not relevant to this function, give reasons and proceed to section 5 below.	
2. In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these? Social distancing which will be put in place could affect: <ul style="list-style-type: none"> • mental health of staff and students, <i>support will include Employee Assistance Programme, regular interactions with Line Manager, HR, Health & Safety, College Nurses, Wellbeing area of College Portal and Wellbeing SWAY</i> • Staff and students who use the lift as a means of access around college rooming <i>will be adapted where possible, lift will still be available for one person only to use at a time, this will be constantly evaluated as situations or issues are identified</i> • vulnerable groups who could feel isolated if unable to attend college <i>as bullet point one above also availability of extensive ICT and VLE communication media available to all</i> 	

- homeworking could exacerbate existing muscular skeletal problems *review advice from Health & Safety Advisor and working from home checklist which supports this*
- homeworking could worsen any existing tension in the household *support available from Health & Safety Advisor and Personal Tutors and Student Services, Union Representatives who can signpost where help is available*
- Health of staff and students could be compromised with COVID 19 *any appropriate measures to reduce contamination will be in place including increased cleaning and signage around college in line with government guidance*
- One-way directional travel in college, may increase time to get to lessons and meetings and create further distance to be travelled in day to day activities both inside college and on outside areas of college campus. *Clear signage advising guidelines to be followed.*

3. In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?
- Continuation of work for employees and learning for students
 - Social interactions will continue with colleagues and friends but must include the social distancing rules
 - Financially secure in maintaining income
 - Maintaining the structure and routine of life before COVID 19, albeit adapted according to government guidelines.
 - Use of secure electronic college systems to record concerns to be monitored maintaining GDPR requirements.
 - Guidelines and protocols in place will assist with the health of college students and staff.

This will be applied to all staff and students to meet Equality & Diversity legislation and our College policies and commitment to Equality and Diversity, taking into account individual circumstances where necessary.

4. What evidence supports your judgment e.g. consultations, observations, expert opinions, quantitative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored?
- Consultation with Managers and unions
 - Taking actions from government legislation updates and AoC guidelines
 - Constant monitoring of local council and local government regarding local considerations
 - Feedback from staff and student surveys
 - Fixed agenda item for discussion at every Principalship and Senior Leadership Team meeting
 - Compliance with legislation related to COVID 19
 - Facilities secure database records, tracks, monitors and evidences building compliance to ensure a healthy and safe working environment at all times
 - Consideration will be given on an individual basis for any staff member or student who is shielding, isolating or has an NHS guidance letter.

Policies available on College portal for staff and students.

Risk assessment available on New College website

5. Name and job title of manager responsible: **Caroline Pooley/Nathan Hall/Eileen Treanor**