

RISK ASSESSMENT SUMMARY

Date of Assessment: June 2022

Compiled by: Caroline Pooley (Health & Safety Officer)

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

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

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**
- **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.

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
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 staff to report any breach of infection control to the Facilities team and Health and Safety Officer. 	2	2	4	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. Over crowding	<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	4	Security teams and maintenance teams on hand to provide support in the event of risk.	1	3	3
			2	2	4				
			1	2	2				
			2	2	4				
			1	2	2				

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 	Technical / electrical failure Work station set up	<ul style="list-style-type: none"> Wipe shared workstation equipment for hygiene. Requests for IT support should be via the online helpdesk Use of rota and seating plan to ensure desks are occupied in busy times Work station assessment template available in the H&S folder on shared staff portal. 	2	3	6	An individual assessment for office space will be developed based on the team, rota and space can be carried out by H&S Officer.	2	2	4
Classrooms Science rooms MAPA rooms Theatre <ul style="list-style-type: none"> 	Risk of accident COSSH Theatre Seats	<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. Please see department risk assessments for individual risk, available in H&S folder on shared staff portal 	2	2	4	Line manager review of risk assessment if activity changes. All staff to be aware of department risk assessments and Health and Safety information	2	2	4

Washrooms Male Female Disabled	Infection control	<ul style="list-style-type: none"> • Signage on washroom doors gender specific • 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 1 2	2 2 2	4 2 4	Monitor increased use areas, increase signage or barriers for queue if required.	1	3	3
Vulnerable persons Clinically Extremely vulnerable Culturally vulnerable Mobility, visibility, hearing impaired Mental and social welfare	Higher risk of infection Clarity of communication Evacuation Emotional stability Safeguarding	<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) • Safeguarding policy and staff training implement and recorded. Complies with KCSIE v2022 	2	2	4	Internal recording system Pro monitor and Myconcern.	1	2	2

<p>Safeguarding Antisocial behaviour, bullying, harassment, security</p>	<p>Anxiety, miscommunication, abuse</p>	<ul style="list-style-type: none"> • Both staff and students will follow current KCSIE government guidelines. • Staff to student ratios and gender balance appropriate to numbers attending the trip • DBS enhanced for those in role of responsibility and no 'child' to be left unchaperoned • All incidence to be reported to Safeguarding team and Curriculum Manager • Report all safeguarding concerns on Promonitor / myconcern / Every • Liaise with the onsite Safeguarding team 	2	2	4	<p>Safeguarding team to address and investigate reported incidents. External support services may be contacted where appropriate.</p>	2	2	4
<p>First Aid</p>	<p>Availability of first aiders Risk of infection</p>	<ul style="list-style-type: none"> • Defibrillator available at NS / QD reception and sports centre at QD campuses • 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. • 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.</p> <p>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
<p>External visits, Apprenticeships, Education trips</p>	<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. • Car share information available for those transporting learners to sites for review • Record of all trips to be left with reception and Curriculum manager. 	2	2	4	<p>Support and feedback to offsite learners, Lone worker policy may support workers if appropriate</p>			
<p>AIR CONDITIONING Circulate hot and cold air within the college</p>	<p>Circulation of 'germs' inside a room due to the use of air handling system.</p>	<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

<p>FIRE Flammable materials Electrical faults Smoking</p>	<p>Provision of training for all fire marshals</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 / Estates 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
<p>BUILDINGS/ENVIRONMENT Damaged fixtures and fittings (e.g. sharp edges) Open galleries (falling objects) High atrium (vertigo) Lift malfunction Heating Ventilation Lighting Water Hygiene inc Legionella Workspace</p>	<p>Non-compliance with statutory testing</p> <p>Water supply contamination</p>	<ul style="list-style-type: none"> • Non availability of Facilities team. • Planned and emergency maintenance by Facilities • Compliance checks carried out by Estates and Facilities teams across both sites. • Alternatives to main stairs available • Lift breakdown procedure in place • All plant rooms and utilities/ environmental services maintained under contract and operated by Facilities team • Fresh drinking water available in office areas and all staff rooms <p>Facilities/Estates helpdesk available on College portal</p>	2 2	3 2	6 4	<p>Temporary agency staff and shared teams cross campus if appropriate.</p> <p>Use of appropriate external contractors</p>	2	2	4

<p>VEHICLES Electric scooters Skateboarding, roller skates, quad bikes Bicycles Mini buses</p> <p>Public transport to site</p>	<p>Illegal vehicles, not insured or taxed, will not be allowed on site</p> <p>Users of bicycle racks Mini bus drivers and passengers</p> <p>Risk of infection on public transport</p>	<ul style="list-style-type: none"> • Electric scooters must not be ridden on site as per government guidance these are not legal. • Skateboards, scooters, roller-skates and similar should not be used inside buildings or outside during emergency situations. Care must be taken in public areas, misuse will be reported and followed up. • Minibuses to be used by drivers only for delivery purposes • Car share information available from https://business.liftshare.com/commuter-guidelines • If passengers required on minibus a separate risk assessment must be carried out. Ie Sports teams. • Lock bicycles on rack and do not loiter around bicycle rack. • Regular patrolling of car park by Security/Facilities Team • List of designated minibus drivers (MiDAS trained) held with Reception and H&S Manager at QD and with HR at NS • Government guidelines are that face coverings are mandatory on public transport. 	2	2	4	<p>Illegal vehicles on site will be reported to the DVLA or police</p>			
<p>SECURITY</p>	<p>Persistent disruptive behaviour</p> <p>Floating of Covid 19 guidelines.</p> <p>Deliberate abuse of social distancing</p> <p>Spitting, coughing in abusive manner.</p>	<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 <p>Staff/ learner may be asked to leave college premises</p>	2	3	6	<p>Staff and students may face disciplinary action.</p>	1	3	3

Probability (P)	Severity (S)	Risk Rating	Risk Rating Bands	Action Required																																	
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"> <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>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <th>2</th> <td>2</td> <td>4</td> <td>6</td> <td>8</td> </tr> <tr> <th>3</th> <td>3</td> <td>6</td> <td>9</td> <td>12</td> </tr> <tr> <th>4</th> <td>4</td> <td>8</td> <td>12</td> <td>16</td> </tr> </tbody> </table> <p>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	<p>GREEN 1>RR<4 - LOW RISK Normal revaluation and if practical improvement of control procedures. Ensure existing controls rigorously applied.</p> <p>AMBER: 6>RR<8 - MEDIUM RISK Urgent revaluation & implement immediate controls, consider ceasing the activities until complete.</p> <p>RED: RR>9 - HIGH RISK Cease activities until corrective measures applied to reduce risk to an acceptable level.</p>	<p>GREEN = Maintain & Review control measures if necessary. AMBER = Improve control measures. RED = Improve controls immediately & consider stopping work.</p>
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**Observations / Follow Up Actions (if required):
Risk assessment**

No Covid 19 measures or advice are active for the September 2022 academic year. It is the responsibility of the Principalship team and H&S Officer to monitor the risk to health and updated guidance.

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: 20/06/2022
Staff member: Carole Kitching	Title: Principal	Date Aug 2022
Approved by: Caroline Pooley	Title: H&S Officer	Date: Aug 2022 (amended Nov 22)