

RISK ASSESSMENT: COVID-19 Phase 1 Return

Date: 11.06.2020
Review Date: Weekly Review by Health and Safety Adviser and Business Continuity Team and Health and Safety Committee (Frequency to be determined)
Subject: COVID-19 Phase 1 College Return – June 15th, 2020
Department: Campus-wide assessment with Phase 1 Departmental Detail

Responsible for implementation:

Senior Leadership Team
Business Continuity Group
Premises and Estates Department
College Management Group
Teaching and Support Staff

Persons completing RA:

Health & Safety Adviser

Assessment Scale:

Likelihood / Frequency

1. Improbable occurrence
2. Possible occurrence
3. Occasional occurrence
4. Frequent occurrence
5. Regular occurrence

Severity

1. No injury/ies
2. Minor Injury/ies
3. Major injuries to one person
4. Major injuries to more than one person
5. Death of one or more persons

Interpretation

4 and below = LOW Risk/Priority

5 to 8 = MEDIUM Risk/Priority

9 and above = HIGH Risk/Priority

Overview

This risk assessment documents the intended position of the College from June 15th, covering an initial opening phase where a small number of departments will be part-operational to service essential requirements of students. It describes a period where attendance on site will be exclusively for the duration of lessons and where gathering outside of this, whether distanced or not, for social reasons, meal breaks or refreshment will not be permitted with these areas of the campus effectively out of bounds except for emergency purposes.

It is important to note that some of the residual, post-control risk ratings are still medium. This acknowledges that although we believe our control measures reflect guidance and reduce risks to the lowest practical likelihood, the consequences of COVID-19 infection in some cases remains severe.

We thank both our staff and students for their current and ongoing contribution to and collaboration with these arrangements and will continue to involve both as the assessment develops in line with changes to risk and official guidance.

Lee Holloway, Health and Safety Adviser

Brooklands College

RISK ASSESSMENT: COVID-19 Phase 1 Return

Activity	Hazard	Those Affected	Initial Risk	Controls	Residual Risk	Responsible	Review
Return/Attendance at College - General	Some Staff or Students may be more vulnerable to complications associated with COVID-19	Staff & Students	High	<ul style="list-style-type: none"> An Online COVID video educates staff and students on clinically vulnerable and extremely clinically vulnerable categories of people Students and Staff are required to watch and take the Awareness Checker assessment before returning to College Completion of the assessment has been made a prerequisite for access to and participation in classes Those in vulnerable categories are instructed to inform the College so that appropriate action can be taken on an individual basis Letter sent to apprentice employers informing them of same requirements Online video also includes advice and requirements relating to travel (face coverings) and protocols on arrival Increased numbers of students driving to site is expected but car park capacity is more than adequate for the initial phase of activities 	Med	Business Continuity Group	Weekly
	Some Staff or Students may be carriers and potential transmitters of COVID-19	Staff & Students	High	<ul style="list-style-type: none"> Online COVID video educates on isolating requirements Protocols for reporting, isolating, supporting staff and students who become ill with COVID symptoms are in place at operational campuses Symptoms to look out for include – a new and continuous cough or a high temperature, loss of taste or smell. Those affected will be directed to an isolation room and arrangements made to get the person home or to a medical facility Other distancing measures in place as described elsewhere in this document 	Med	HR and H&S with College admin support	Weekly
	Security Risks,	Staff & Students		<ul style="list-style-type: none"> All reasonable effort has been made to communicate 		Estates and	Weekly

RISK ASSESSMENT: COVID-19 Phase 1 Return

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	Violence and aggression, Risks from non-compliant students or staff		High	<p>COVID rules in a non-confrontational way, highlighting the importance to collective health</p> <ul style="list-style-type: none"> Restrictions on interaction and gathering should reduce group non-compliance CCTV in use – a deterrent and a record of aggression Support staff can be summoned quickly via radio and standard procedures are to call the police if there is an incident First Aiders will be on hand and these will have received special briefings relating to COVID-19 protocols 	Low	H&S	
	Stress and anxiety for staff and students who may not themselves be technically vulnerable but have concerns for themselves or for those in their household	Staff & Students	High	<ul style="list-style-type: none"> HR department has engaged with staff via survey to identify (a) any vulnerabilities and (b) general attitudes and concerns about returning to work Student feedback has also been captured Responses to these concerns have been made in letters, updates, FAQ documents and the Online video As more detail emerges regarding additional risk to Black Asian and Minority Ethnic, this will be circulated Further questions are being taken during pre-site video calls to help allay as much concern as possible A permit to be on site system to be explored and developed for busier, future phases of opening Online video training stresses the importance of staff and students reporting observations and concerns and emphasises their right to call for cessation of activity or use of a space if there is risk to health 	Low	HR and H&S with College admin support	Weekly

RISK ASSESSMENT: COVID-19 Phase 1 Return

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College Operations	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face</p> <p>a) Hand Hygiene</p> <p>b) Respiratory Hygiene</p> <p>c) Contractors</p> <p>d) Use of equipment</p> <p>e) Cleaning</p>	<p>Staff & Students</p> <p>Contractors</p>	High	<ul style="list-style-type: none"> Staff and students required to wash hands and sanitise at stations on arrival and then intermittently They are reminded not to touch face, eyes, nose or mouth after touching surfaces until their hands are clean and sanitised Sanitizing stations located throughout operational areas Handwashing posters are on display in toilets Personal hand towels are being issued whilst the College looks to procure stocks of paper towels and air hand dryers Promotion of Catch it Bin it Kill it message and posters across campus College contractor due diligence, RAMS checking, and pre-construction information processes will include COVID in their scope Instructions have been issued regarding the exclusive per-person use of tools, equipment and stationery and relevant equipment has been included on detailed cleaning inventories Computer workstations are single use in between cleaning Enhanced cleaning regime is in place including a specific toilet cleaning rota Cleaning contractor has provided its own RAMS for this 	Med	Estates and Teaching Staff	Weekly

Brooklands College

RISK ASSESSMENT: COVID-19 Phase 1 Return

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	f) Entry to college premises			<p>work and has advised on the regime based on government guidance</p> <ul style="list-style-type: none"> Access to campus has only been granted to the minimum of persons Teaching areas are used just once a day and cleaning takes place before the next session 			
Social Distancing	<p>a) General Principles</p> <p>b) Entrances, Common Areas, Staircases, Corridors and Lifts</p>	Staff & Students	High	<ul style="list-style-type: none"> Only justifiable, critical personnel allowed on Campus ID control at gate Departments responsible for assessing own classroom capacities, routes and activities in relation to distancing (see final section of this document) and enforcing protocols in those areas with support from College In Phase 1 it is not anticipated that there will be more than 50 students in the College at any one time There are no breaks between learning sessions and gatherings are not permitted. Smoking area is not in use, staff and students are asked to refrain from smoking on campus Common areas are all out of bounds except for emergencies, where possible these will be physically barriered Screens have been installed in high footfall areas where staff or higher volumes of students or visitors may be at risk – e.g. reception Windows to be open where possible to increase natural air flow and ventilation 	Med	Estates and Teaching Staff	Weekly

RISK ASSESSMENT: COVID-19 Phase 1 Return

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	c) Toilets and Kitchen Facilities d) Classrooms			<ul style="list-style-type: none"> Fire doors can only be kept open if there is a door retainer system in place – they cannot be propped open and posters remind personnel of this on applicable doors Where practical, one-way systems have been put in place Lifts are to be prioritised for mobility impaired or for goods movement – posters identifying this will be placed by each lift that also set a 1-person limit There will be general social distancing signage across the campus Kitchen and Refectory areas will be closed – students will be required to bring their own refreshments and arrange off-campus meal breaks. Staff will be able to eat their own food in an assigned location Signage in toilets will include hand washing protocol and flushing with lids down Each Manager to assess their own areas and ensure that teaching staff are briefed on the specific arrangements for those areas Class sizes to be a maximum of 15 but lower where possible and in any case dictated by 2m distanced workstations Groups / “bubbles” of teaching staff / students / support staff to work together consistently to reduce risk of cross-group infection Consistent use of same workstation by students Sanitising wipes available for periodic wipe downs of workstation surfaces, keyboards, mice etc 			

RISK ASSESSMENT: COVID-19 Phase 1 Return

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First Aid	Provision of First Aid and First Aid Arrangements – Risk of Contamination	Staff & Students	High	<ul style="list-style-type: none"> First Aiders will be present in reduced numbers, proportionate to the total people on site They will be briefed on COVID specific arrangements and protocols for first aid 	Med	H&S with College admin support	Weekly
COVID-19	a) A person develops COVID-19 symptoms whilst at College – risk of contamination	Staff & Students Contractors	High	<ul style="list-style-type: none"> Protocol is to arrange for isolation in an assigned room and then support the individual in getting home or to a medical facility if symptoms are extreme (i.e. by summoning an ambulance) Isolated students will be monitored at 2m distance whilst awaiting collection Appropriate PPE will be worn by first aiders if treatment is required and first aiders must wash hands thoroughly and sanitise afterwards A window should be open for ventilation Those in proximity to or who assisted an individual with symptoms do not need to go home or isolate unless they start to develop symptoms themselves If a toilet is required, the nearest available should be used which should then be isolated from general use and cleaned/disinfected prior to re-opening. For Ashford sites, where it would not have been alerted initially, the estates team should be informed so that it can arrange cleaning of affected rooms / toilets Persons displaying symptoms compatible with COVID-19 will be advised to isolate for 7 days and arrange to have a test. Their other household members should isolate for 	Med	H&S with College admin and teaching staff support	Weekly

RISK ASSESSMENT: COVID-19 Phase 1 Return

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	b) A confirmed case of COVID-19 relating to the College			<p>14 days</p> <ul style="list-style-type: none"> Where a person tests negative, they can return to College and other household members can end their self-isolation. Where a staff member or student tests positive for COVID-19 they will be asked to inform the College. The College will determine if and who should additionally be sent home to isolate (e.g. teaching staff, students in the same class), collaborating with national track and trace services As part of the national track and trace programme, if other cases of COVID 19 develop in the wider College setting, the local PHE protection team will advise the College and conduct a rapid investigation and then advise on the most appropriate action to take. The College is following guidance on infection prevention and control, which will reduce the risk of transmission in the wider setting. 			
Cleaning	a) Routine Cleaning of College Estate – risk of contamination	Staff & Students Cleaning Contractors	High	<ul style="list-style-type: none"> An increased Cleaning regime in place in line with guidance. The College's cleaning Contractor has provided their own risk assessment and method statement for all cleaning operations. For routine Cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having COVID 19) the following arrangements are in place: <ul style="list-style-type: none"> Cleaning staff are provided with disposable gloves and aprons 	Med	Cleaning Contractors	Weekly

RISK ASSESSMENT: COVID-19 Phase 1 Return

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				<ul style="list-style-type: none"> - Staff wear their usual washable uniform/clothing. - Mops are used for tasks - No jet washing takes place under any circumstances during current COVID-19 arrangements - Staff wash hands and dispose of disposable gloves and aprons - Uniform/Clothing can be washed each day as normal. - Outdoor clothing/overclothes should be kept separate from rest of household at home, particularly if vulnerable or shielding persons are in the household 			
	b) Cleaning of Lifts – Risk of Contamination	Staff & Students Cleaning Contractors	High	<ul style="list-style-type: none"> ■ The lift should be interrupted with the doors open for a few minutes prior to it being cleaned. This allows for any droplets present in the lift interior to disperse. ■ Cleaning procedure to include wiping of walls and internal doors with warm soapy water or chlorine-based cleaning product 	Med	Cleaning Contractors	Weekly
	c) Waste management – Risk of Contamination	Staff & Students Cleaning Contractors	High	<ul style="list-style-type: none"> ■ Additional bins will be provided in toilet areas, particularly around handwash areas. ■ Standard Waste and recycling – usual bins provided by the College should be used. Cleaning staff will dispose of waste using appropriate waste streams. ■ Used PPE will be disposed of separately, bagged up in a clear Bin Liner and disposed of using the standard waste process ■ Waste from First Aid Incidents will be treated as Clinical Waste and bagged up in Yellow Sacks provided to First Aiders. Separate instructions have been provided to 	Med	Estates and Cleaning Contractors	Weekly

RISK ASSESSMENT: COVID-19 Phase 1 Return

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				College First Aiders			
Ventilation	Risk of Contamination	Staff & Students	High	<ul style="list-style-type: none"> Reference has been made in this Risk Assessment to opening of windows in areas being utilised to create natural ventilation Where mechanical ventilation systems, air handling units, air conditioning are in use, maintenance staff and contractors should refer to guidance issued by REHVA (Federation of European Heating, Ventilation and Air Conditioning Association) 	Med	Estates	Weekly
Fire	Safe Evacuation in the event of a fire or other emergency	Staff & Students	High	<ul style="list-style-type: none"> At each location the College's arrangements have been reviewed relating to fire warden cover, evacuation routes, assembly points and other social distancing impacts Revised Information and guidance have been issued to fire wardens, staff, students, visitors and contractors as appropriate. All staff and students accessing our sites to enter via the main entrances only. All activities will take place as near as possible to ground level. Where not possible, safety arrangements including PEEPs for staff and students will be implemented and reviewed daily by the relevant teaching personnel / head of department Fire alarm tests and inspections will be kept up to date. In the event of an alarm activation, all staff and students will evacuate the site by the nearest fire exit – this is the one instance where 2m social distancing is not required 	Low	H&S with College admin and teaching staff support	Weekly

Brooklands College

RISK ASSESSMENT: COVID-19 Phase 1 Return

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College Wet Systems	Legionella	Staff & Students	High	<ul style="list-style-type: none"> Wet services protocols are up to date in compliance with L8 Approved Code of Practice College infrastructure has remained operational throughout lockdown so commissioning not required 	Low	Estates	Weekly
Communication and Consultation	Legal requirement and a poorer shared understanding of risk if not in place	Staff & Students	Med	<ul style="list-style-type: none"> Arrangements for communicating and consulting with staff and students on COVID related measures have been put in place. An online Video has been produced for all returning staff and students setting out expectations and required behaviours. Use of all available channels for dissemination including use of staff and student intranet sites is being explored. Required behaviours and expectations are reinforced daily with students by teaching staff in each session they attend. This assessment is displayed on the College website as per Government guidance and has been communicated to all personnel for feedback and is available on request to students Union colleagues have been consulted and all training information and processes shared Staff queries and concerns have been collated and responded to 	Low	H&S with College admin and teaching staff support	Weekly
COVID Secure Posters	Legal requirement and less assurance for all those around the College if not in place	Staff & Students	Med	<ul style="list-style-type: none"> The government has produced a declaration poster for employers to display which can be used by Colleges: COVID Secure Poster – these will be located at key areas of the College to reassure staff and students 	Low	Estates	Weekly

Additional Departmental Measures

In collaboration with College Management Group

- All Directors of Curriculum have reviewed risk departmentally with support from Estates and Health & Safety prior to phased return to operational status
- Presence on site / allowed activities have been limited to those that are essential and cannot be undertaken remotely
- For example, specialist equipment is required or in-person supervision for assessment
- Bubbles have been created around groups of students and teaching personnel to limit cross-infection risk
- Capacities have been set for each classroom and layouts evaluated and redesigned where required to ensure social distancing
- Assigned building entry points have been assigned and communicated on COVID video, watched by all staff and students
- Assigned routes and exit points around buildings have developed by departments and communicated via signage and verbally in initial supplementary COVID briefings by teaching staff before lessons begin
- Directors of Curriculum and teaching staff have been required to identify and control all foreseeable equipment and activity risks relating to their classroom areas and to engage College Health and Safety in cases where there are risks of social distancing breaches
- Students have been sent the COVID awareness presentation and required to complete the awareness checker
- Additional briefings / refreshers are provided at classroom level on student arrival to each session
- Directors of Curriculum will be responsible for ensuring the stated controls are implemented and continue to be effective
- Activities will be allowed subject to College monitoring and continuous development and improvement of safety controls
- Further specific measures as follows:

Service Industries

Hospitality & Catering, Travel and Tourism, Hair and Beauty, Childcare, Health & Social Care, Sport, Public Services, Access, Higher Education (Public Services & Media Make Up)

Hair and Beauty:

H&B Ash			H&B Wey		
No. work stations @ 2m apart		Safety Notes	No. Work Stations @ 2m apart		Safety Notes
S1	8	Enter/ through main salon door, exit via Salon reception door (4 clients max)	Salon	4	Enter through main entrance via Corridor, Exit via Classroom
S2	8	Enter through side door of salon 2 (3 steps) Exit via salon reception door (8 Clients max)	BR	5	Enter through main entrance via Corridor, Exit via Classroom
BR	5	Enter/exit through classroom door limit access and exit to one at a time	MU Studio	5	Enter through main entrance via Corridor, Exit via Classroom
CR	7	Enter/exit through main entrance. Tables in the middle of the room to be used as one-way system. limit access and exit to one at a time	CR	4	Enter through main entrance via Corridor, Exit via Classroom
SR	4	Enter/exit through main entrance limit access and exit to one at a time	SR	3	Enter/exit through main entrance limit access and exit to one at a time
OD	4	Outdoor seating distributed with 2m distancing in place			
Building Capacity		32	Building Capacity		18

Key

S1= Salon 1

S2= Salon 2

BR= Beauty Room

CR= Classroom

SR= Staff Room

OD= Out Door space

MU Studio- Make up Room

Hospitality and Catering:

Hospitality and Catering		
No. work stations @ 2m apart		Safety Notes
TA	0	Enter/exit through main entrance. limit access and exit to one at a time
TB	0	Enter through side door Exit via back door
TC	0	Enter/exit through classroom door limit access and exit to one at a time
PK	0	Enter/exit through main entrance. Tables in the middle of the room to be used as one-way system. limit access and exit to one at a time
CDR	3	Enter through main door Exit via Bakery Kitchen
SR	3	Enter/exit through main entrance. limit access and exit to one at a time
CB4	7	Enter/exit through main entrance. limit access and exit to one at a time
CB10	10	Enter through main door exit by CB11 door
Res	8	Enter through main auto door, exit via fire escape (middle door)
Building Capacity		36

Key

TA = Trade A- Not in use until September numbers to be confirmed

TB = Trade B Not in use until September numbers to be confirmed

TC = Trade C Not in use until September numbers to be confirmed

PK = Pastry Kitchen Not in use until September numbers to confirmed

CDR = Cake Dec room

SR = Staff Room

CB7 computer room

CB10 classroom

- Kitchens only in use for learners that do not currently meet the minimum assessment requirement. The main kitchen will be used as there are two entrance and exit points that will be utilised to support distancing on arrival or exit.
- Students will be allocated time slots of a maximum of 2.5 Hours each.
- There will be a system for entrance and exits to each room supported by signage.
- The ratio for beauty at Ashford will be limited further due to the smaller size of the room and single entry and exit point (maximum of 5)
- Specialist Make up learners will need access to the make up room, the plan will be to have these learners complete over 2 days.
- Before each learner enters the lecturer will ensure an assessment of their health is carried out, questions will be asked as follows.
 - Do you have a temperature or cough, and have you been in contact with anyone who has symptoms of or who has tested positive for Covid-19?
- If learners present with possible symptoms or do not have an appointment they will be turned away.
- The Hair and Beauty Team and all students have completed the certified Barbicide COVID 19 training
- Full PPE will be worn when handling laundry. Students will take laundry to the washing machine and put inside - no baskets for laundry to be used or held in each room.

When government / sector guidance clarifies that treatments can be given to people (in a training context):

- As per H&B standards set by the NHBf for COVID 19 those receiving treatments will wear disposable face masks as well as the stylist and these will need to be changed between each model. *Exploration to be undertaken on the extent to which full face shields may become standard in this sector for stylists.* Gloves and aprons will also be required for the stylist.
- Students will only be able to work on a member of their family initially who is from their household (this will be very few) and we will not be taking any client bookings. Where allowed by the awarding body practical assessment will be carried out via video or on blocks.

Brooklands College

RISK ASSESSMENT: COVID-19 Phase 1 Return

- We will also track the model name for track and trace purposes.

STEM Industries

Motor Vehicle, Aerospace Engineering, Motor Sport, General & Electrical Engineering, Brick, Carpentry, MultiTrades, Electrical Installation, Science

Construction Berkley building classroom and workshop			Cstn Hawker building workshop		
No. work areas @2m apart		Safety notes	No. work areas @2m apart		Safety notes
BB1 & BB2	5 students max	Enter through side door and up the stairs Exit through the back fire exit door and down the ramp and leave 1 at a time (Brick & Carp Online tests only) 1 hour time slots	H006 workshop	10	L2 Brick diploma students to enter via the yard / roller shutter and leave via the fire exit door and leave 1 at a time
BA4 Workshop	4 Students max	Enter via main door and into L1 C&J workshop. Exit via fire door at the rear of the workshop and leave 1 at a time	H009 workshop		L2 Site Carpentry diploma students to enter via the main entrance and exit via the workshop fire exit door and leave 1 at a time
Upstairs toilet	1 student max at a time	Only 1 students who will be completing online test to use these toilets	H008 workshop	6	L3 Site Carpentry diploma students to enter via the main entrance and exit via the workshop fire exit door and leave 1 at a time
Downstairs toilets	1 student max at a time	Only students who will be in C&J L1 workshop or Brick students from Hawker Building to use these toilets	Toilets	1	Only 1 Site carpentry L2 or 3 student to use these toilets.

- Initial classes at Weybridge will use the workshops, EA016, TC1, TC3 and possibly TC4
- Students will enter through automatic doors and then proceed directly to their rooms
- The groups will have staggered start/end times
- There are 8 students in each group, split into 2 groups of 4, they will remain with the same lecturer throughout their day
- Any used computer use will be identified for cleaning to take place overnight
- Students will use the same computer for the duration of their session. In the event that groups need to swap activity during the day from workshop to computer, they will be directed to unused computers whilst retaining 2 metres distance
- Anyone needing the toilet will be directed to the nearest facility and will only be allowed to go 1 at a time.
- Anyone who has been unable to access the training or IT during lockdown will go straight to a computer and complete the necessary training before being allowed to continue.
- At Ashford site, general housekeeping will be stepped up in the student work areas (electrical engineering) to ensure ownership / personal use of tools and equipment is maintained
- All students work areas to have tools in electrical boards.
- A one-way system is to be set up into the TKC 1st floor 5 students Maximum
- Entry to be by reception up the stairs exit out through the compound and off site.

- No Student parking on site.
- Library area out of bounds or an appointment to be made with library staff.



RISK ASSESSMENT: COVID-19 Phase 1 Return