

Brooklands College

RISK ASSESSMENT: COVID-19 2020 Autumn Term (v3)

Date: September 2020
Review Date: Weekly Review by Health and Safety Advisor and Business Continuity Group and Health and Safety Committee
Subject: COVID-19 2020 Autumn Term, September - December 2020
Department: Campus-wide assessment with reference to departmental measures

Managers Responsible:

Business Continuity Group
Premises and Estates Department
College Managers
Teaching Staff

Persons completing RA:

Health & Safety Advisor

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 September 2020 and includes measures planned and then finalised over the first two weeks of student return. It describes a period where attendance on site remains almost exclusively for the duration of lessons and where gathering outside of this, whether distanced or not, for social reasons, meal breaks or refreshment is still not permitted and staff and students are predominantly restricted in movement to the areas of the College where their immediate work or learning environments are.

It is important to note that some of the residual, post-control risk ratings are still medium. This is because we must recognise that although we believe our control measures reflect guidance and reduce risks to the lowest practical likelihood, the potential worst-case outcome of COVID-19 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 Advisor

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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"> Government guidance for shielding ended on August 1st 2020 Accordingly, the College now allows staff who previously shielded to work on campus where their job, or elements of their job, cannot be undertaken from home The College requires all staff to complete a "WHADAC" form that highlights any concerns individual staff members may have in relation to COVID vulnerability so conversations can be held with line managers, reasonable adjustments agreed and decisions made collaboratively The WHADAC form and its use is communicated to staff in a mandatory 30 minute H&S / COVID presentation - rolled out at the start of Autumn Term and at induction Line Managers are required to use a "reasonable adjustments" reporting form to record measures agreed with staff Student vulnerabilities are managed case by case through legacy systems. These are currently under review to ensure they meet the requirements of FE guidance specifically for COVID vulnerable students 	Med	HR and H&S with College admin support	Monthly
	Some Staff or Students may be carriers and potential transmitters of COVID-19	Staff & Students	High	<ul style="list-style-type: none"> Our Online H&S / COVID presentation educates on isolating requirements Protocols for reporting, isolating, supporting staff and students who become ill with COVID symptoms are in place - documented in a flow chart and supported with reporting forms that trigger alerts to H&S Advisor and SLT These are communicated in updates and are available on an HR / H&S Microsite Symptoms to look out for include – a new and continuous cough or a high temperature, loss of taste or smell. Those displaying symptoms are sent home or directed to an isolation room if they need support and arrangements made to get them home or to a medical facility 	Med	HR and H&S with College admin support	Weekly

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				<ul style="list-style-type: none"> Other distancing measures in place as described elsewhere in this document 			
	Security Risks, Violence and aggression, Risks from non-compliant students or staff	Staff & Students	High	<ul style="list-style-type: none"> All reasonable effort has been made to communicate COVID rules in a non-confrontational way, highlighting the importance to collective health Restrictions on interaction and gathering should reduce group non-compliance CCTV in use – a deterrent and a record of aggression 	Low	Estates and H&S	Weekly

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				<ul style="list-style-type: none"> 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 			
	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 initially been made in letters, updates, FAQ documents and the H&S / COVID Presentation Ongoing communication schedule includes: <ul style="list-style-type: none"> The H&S / COVID Presentation - versions for staff and students Weekly COVID emails Weekly open “drop-in” video surgeries Staff Development Day presentation H&S Committee meetings The new HR / H&S Micro-site Texts and WhatsApp are currently being explored As more detail emerges regarding additional risk to Black Asian and Minority Ethnic, this will be circulated A clear process is documented to attain activity / presence on site permission out of normal College hours (to be added to Microsite) H&S / COVID presentation 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
College Operations	The potential for transmission of virus	Staff & Students	High	<ul style="list-style-type: none"> Staff and students are required to wash hands and sanitise at stations on arrival and then intermittently 	Med	Estates and Teaching Staff	Weekly

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	<p>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>f) Entry to college premises</p>	Contractors		<ul style="list-style-type: none"> ▪ They are reminded not to touch face, eyes, nose or mouth after touching surfaces until their hands are clean and sanitised ▪ Sanitizing stations located at each building entrance and in a number of additional locations ▪ Handwashing posters are on display in toilets ▪ College has retained roller-towel hand dryers after following negative updates relating to paper towels and air-blowing 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 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 cleaned each evening but communications encourage users to wipe before and after use and to wash their hands - “personal responsibility” and “not over-relying on cleaning” are key messages ▪ Enhanced cleaning regime is in place, however, including a specific toilet cleaning rota ▪ Cleaning contractor has provided its own RAMS for this work and has advised on the regime based on government guidance ▪ As a general rule, support staff continue to work from home where possible, some degree of remote teaching is in place with contingency to roll out more if guidance changes ▪ Teaching areas are generally used just once a day so cleaning takes place before the next session - Curriculum departments can request additional cleaning where applicable, subject to their own departmental risk assessments and class scheduling 			
Social Distancing	a) General Principles	Staff & Students		<ul style="list-style-type: none"> ▪ Only justifiable, critical personnel allowed on Campus as a rule 			Weekly

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	<p>b) Entrances, Common Areas, Staircases, Corridors and Lifts</p> <p>c) Toilets and Kitchen Facilities</p> <p>d) Classrooms</p>		<p>High</p> <ul style="list-style-type: none"> ▪ Visual staff ID control at security check-point ▪ Departments are responsible for assessing own classroom capacities, routes and activities in relation to distancing and for enforcing protocols in those areas with support from central resources ▪ Initial Phase 1 re-opening catered for 50 students - from September to post half term there is a gradual transition back to a full cohort, unless government rules dictate otherwise ▪ There are generally no breaks between lessons and gatherings are not permitted. Smoking area is not in use, staff and students are asked to refrain from smoking on campus ▪ Virtual events and meetings have replaced traditional in-person gatherings ▪ Non-essential movement across College is not permitted and LRC, refectory and other common areas are restricted access and where appropriate and 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 – eg reception ▪ Windows to be open where possible to increase natural air flow and ventilation - staff have been briefed on this ▪ Fire doors can only be kept open if there is a door retainer system in place – they cannot be propped open and communications have reminded personnel of this ▪ Wearing of face coverings has been the preferred option to manage common areas where footfall is still unavoidably high - eg reception, corridors, staircases - due to width constraints and a desire not to compromise emergency routes ▪ Uptake encouraged with voluntary register and ID - recognising legal constraints ▪ Lifts are to be prioritised for mobility impaired or for goods movement ▪ There is extensive general social distancing signage across the campus 	<p>Med</p>	<p>Estates and Teaching Staff</p>	
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				<ul style="list-style-type: none"> ▪ Kitchen and Refectory areas are restricted and subject to equivalent commercial guidance – some “grab and go” items are available from the refectory but students will be encouraged to bring their own refreshments and arrange off-campus meal breaks. Staff will be able to eat their own food, or food bought from the refectory in an assigned location (staff room use strictly controlled) ▪ Signage in toilets will include hand washing protocol ▪ Each College Manager has assessed their own areas and, where applicable, ensured that teaching staff are briefed on the specific arrangements for those areas ▪ Class sizes to follow FE Guidance, strive to achieve 2m distancing, reverting to 1m with mitigations where there this is not achievable. ▪ Groups / “bubbles” of teaching staff / students / support staff to work together consistently to reduce risk of cross-group infection - with cross-bubble mingling reduced to as low as possible and within FE guidance allowances ▪ Bubble membership to be differentiated with colour coded lanyards to help monitoring and control ▪ Test and Trace register records kept for 21 days for staff, students and visitors ▪ Consistent use of same workstations by students with records, also with kept in case of outbreak ▪ Sanitising wipes available for rooms with PC’s for periodic wipe downs of workstation surfaces, keyboards, mice etc by users - issued initially by estates and then ordered as required departmentally 			
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, 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		Staff & Students	High	<ul style="list-style-type: none"> ▪ Protocol is to send home or arrange for isolation in an assigned room if assistance is required and then support 	Med		Weekly

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	<p>a) A person develops COVID-19 symptoms whilst at College – risk of contamination</p> <p>b) A confirmed case of COVID-19 relating to the College</p>	Contractors		<p>the individual in getting home or to a medical facility if symptoms are extreme (ie by summoning an ambulance)</p> <ul style="list-style-type: none"> ▪ 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 non-Weybridge 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 10 days and arrange to have a test. Their other household members should isolate for 14 days ▪ 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 with the guidance of Public Health England who should additionally be sent home to isolate (eg teaching staff, students in the same class) ▪ If other cases of COVID 19 develop in the wider College setting, the local PHE protection team will continue to 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. 		H&S with College admin and teaching staff support	
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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 protocols are in place: <ul style="list-style-type: none"> - Cleaning staff are provided with disposable gloves and aprons - Staff wear their usual washable uniform/clothing. - Mops are used for tasks - No jet washing takes place under any circumstances during current COVID protocols - 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 persons are in the household 	Med	Cleaning Contractors	Weekly
	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. 	Med	Estates and Cleaning Contractors	Weekly

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				<ul style="list-style-type: none"> 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 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 conditioning is in use, maintenance staff and contractors should refer to guidance on the type of equipment in use and the additional natural ventilation in the vicinity to consider whether it is safe to continue operating 	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 / College Manager 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
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 	Low	Estates	Weekly

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				<ul style="list-style-type: none"> College infrastructure remained operational throughout lockdown so commissioning not required 			
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 protocols have been put in place as previously listed. 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 A program of internal audits starting in September 2020 check that agreed actions have been put in place and provide support where not 	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 once departments have completed their departmental risk assessments to reassure staff and students 	Low	Estates	Weekly