



Covid Secure Risk Assessment

All campuses – Version 7

5 January 2021

Changes for version 7

All changes are listed in red and the main additions are:

- All day visitors and day contractors to have a temperature check.
- LFD testing carried on out staff, students, and contracted FM partners (Security/cleaners etc.)
- Additional row (No.3) for potential staff/students/contracted FM partners entering campus while infectious with Covid-19 but being asymptomatic.

Covid secure risk assessment review 5 January 2021.

Following the latest guidance from the Department for Education, updated on 30 December 2020 and additional guidance from the HSE, this plan of controls seeks to identify all areas of teaching, learning and work carried out by staff and students where there could be a risk transmission of Covid-19 and to provide appropriate mitigations.

Also, detailed in this risk assessment is the proactive approach of both PCR (Polymerase Chain Reaction and LFD (Lateral Flow Device) testing. This testing reduces the risk of staff, students and contracted FM partners attending College infected with Covid-19 by identifying those who test positive.

Staff are reminded that while the CEO is the accountable officer for all health and safety across the College, all staff share a responsibility to minimise risk.

Staff are further reminded that the DfE guidance places a responsibility and obligation on educational settings to reopen for all learners of all age groups.

This risk assessment balances this obligation with our statutory and moral responsibility to provide a safe working environment.

This risk assessment will be kept under regular review.

Systems of controls:

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
- 2) Where recommended, use of face coverings in FE settings.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Response to any infection

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the education setting community.
- 10) Contain any outbreak by following local health protection team advice.

GCDs and SCMs will regularly review their risk assessment for their own areas ensuring sufficient PPE is in stock and supply chains are available, in the sections below.

No.	locations of person/s working/ transmission risk	Control measures	Management controls to further lower the risk	Additional controls/resources needed.
1	Travelling to and from college by Public Transport	<ul style="list-style-type: none"> • Staff and students encouraged to walk and cycle to college. • Start/finish times of classes will be varied, spreading the demand of travel over a longer period. • Students and staff are reminded its law to wear face coverings on public transport. 		Reminder for staff on the cycling scheme to encourage cycling.
2	Potential staff/students/contractors/visitors and tenants entering campus with Covid-19 Symptoms.	<ul style="list-style-type: none"> • College policy that no one attends site when having Covid-19 symptoms of high temperature, new continuous cough, or a loss or change to the sense of smell or taste. (students informed of the symptoms via induction) • College policy that anyone returning from a country under quarantine or transits through a country under quarantine to complete their self-isolation period before returning/entering NCC buildings. • Students or staff who develop symptoms of COVID-19 should be sent home, advised to seek to have a test and follow government guidance. • As per Government Guidance, if staff or students have confirmed symptoms however mild, or received a positive test result, the clear medical advice is to immediately self-isolate at home for at least 10 days from when symptoms started, or as instructed by Test and Trace. • Where an individual College campus identifies two or more cases in the student or staff community, immediate advice will be sought from the health authorities. This may result in a whole campus closure and move to on-line learning for all students attending that campus. This will continue for the period recommended by the health authorities, up to 14 days. • Temperature checks on day visitors and day contractors who attend any campus. • Students who isolate from testing positive or who are a contact of a positive case have their ID cards deactivated for the 	<p>The College will respond to any confirmed Covid-case by:</p> <p>Engage with the NHS Test and Trace process.</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the education setting community.</p> <p>Contain any outbreak by following local health protection team advice.</p>	

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		isolation period to deny entrance to the College via the barriers. (excluding Poplar, Arbour Square & Ilford where barriers are not in place).		
3	Potential staff/students/contracted FM partners entering campus while infectious with Covid-19, but being asymptomatic	<ul style="list-style-type: none"> • PCR (Polymerase Chain Reaction) tests were made available to staff and students pre-term break in December 2020. Students/staff who tested positive notified the College and self-isolated. • Communication sent to all staff and students giving clear instructions of when to take the tests and details of contact information in the event of a positive test. 		<ul style="list-style-type: none"> • Mass rapid testing by LFD (Lateral Flow Device) is being arranged for staff and students. Separate risk assessment and procedure is currently being carried out. • Trained staff to oversee the testing programme before testing is carried out.
4	Entering the college/ navigating the buildings via: <ul style="list-style-type: none"> • Corridors • Stairs • Lifts 	<ul style="list-style-type: none"> • Hand sanitiser stationed at entrance and in corridors leading to classrooms. • Covid-19 Alert signage displayed in and around each campus. • Screens in place for reception. • Bin located at main entrance of each campus with sign for staff students to remove gloves and discard as necessary. • Tissue dispensers located around the campus for students to access for purposes of Catch-it, Bin-it, Kill it. • Students instructed via induction/timetable not to make their way to their classroom until time for their lesson. • Students start strictly on time • All doors to be kept open where possible, only fire doors with 'hold open' devices to be kept open. • Signage in place to encourage the use of the stairs, not lifts. • From Monday 7 September all students, staff, visitors, contractors and tenants will be required to wear a face covering when walking in and around all common areas of the buildings. (Sensitivity will be applied to any person who are exempt from wearing a face covering) 	<ul style="list-style-type: none"> • Security/ college staff to advise staff and students entering the building to wear a face covering, where necessary. • Staff to remind students of <u>any</u> non-compliance regarding safety measures. • Disciplinary action taken for staff or student who flout any control measures. 	<ul style="list-style-type: none"> • Reminder sent to all contractors of the Colleges risk assessment and expectations.

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5	Toilets	<ul style="list-style-type: none"> All toilets and wash basins are available for use. Specific cleaning regime for all toilets and consideration will be provided to clean higher usage toilets more frequently. Handwashing sign displayed in each toilet. 		<ul style="list-style-type: none"> Review of the cleaning of the cleaning regime
6	Offices	<ul style="list-style-type: none"> Offices that do not afford social distancing will be assessed by the responsible manager to determine the use workstations. Teaching staff are encouraged to use workstations within classrooms or lap tops if they have one to increase space in offices. Decisions will be made locally for each office where required or requested by office staff in managing social distancing. Staff are encouraged to wash/sanitise their hands more frequently, e.g. when coming back from teaching. Accessible hand sanitiser in each office Accessible viricidal cleaner and paper towel for cleaning. 	<ul style="list-style-type: none"> Managers to assist their staff where needed. Subject to the need to provide cover where necessary, teachers are permitted to undertake marking and lesson preparation at home in support of the management of social distancing in the office. 	
7	Hot-desking	<ul style="list-style-type: none"> Hot-desking computer allocated to one member of staff per day, with the maximum of two. Staff to clean all contact points of the workstation including keyboard and mouse when using a hot desk, before and afterwards. Intercampus working will be minimised. Designated computer such as portable computer is used where available. 	<ul style="list-style-type: none"> Managers to enforce and ensure their staff are briefed in reducing intercampus working 	
8	Staff rooms	<ul style="list-style-type: none"> Hang coats on back of chairs if this avoids coats coming into contact with other coats when using a coat stand. Staff encouraged to social distance themselves when making Tea/Coffee and using photocopiers to avoid congestion. Staff to use specific mug/cup or disposable cups to avoid cross-contamination from poor cleaning. 		

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		<ul style="list-style-type: none"> Sanitiser made available for staff to regularly sanitise their hands before and after using equipment. Ventilation provided by opening of windows 		
9	Classrooms/work shops	<ul style="list-style-type: none"> Students provided with an induction including safety measures relating to Covid-19. All classrooms and PC equipment sanitised at the beginning of each day. Ventilation provided by opening of windows at the beginning of class or provided by mechanical ventilation (all systems are switched to 100% fresh air in accordance with the HSE's guidance). Face visors to be worn where teachers need to work closer than 2m distance students, at the discretion of the teacher. Teachers can require students to wear a face covering in the classroom depending on the classroom lay out and activity. (Teachers will exercise sensitivity regarding exemptions to wearing face coverings) Hand sanitiser available for use in each classroom. Each classroom/lab/workshop has virucidal cleaner & paper towel/s for cleaning all contact points, e.g. desks, keyboard, mouse back of chairs and armrests etc. Whiteboard & markers - staff to carry their own markers/pens for personal use. 	<ul style="list-style-type: none"> Rooms that will have multiple student groups will self-clean their own learning environment/equipment as specified by each teacher. Staff to support students on the safe use and method of applying the virucidal cleaner, e.g. not to spray onto electrical, electronic, delicate and other equipment where water damage could occur. 	
10	Refectories/ canteens	<ul style="list-style-type: none"> Hand sanitiser available at the entrance. Disposable knives and forks, where available. Break times staggered and set by timetable to reduce crowding and queues. Tables cleaned frequently. 	<ul style="list-style-type: none"> Other areas of the college to be used for lunch time depending on loading, where possible. 	
11	Meetings	<ul style="list-style-type: none"> Remote methods (eg Teams) to avoid groups gathering for meetings. Priority for staff to attend live at meeting where they have agenda items. 	Online through TEAMS default meeting method	SMT to enforce
12	Fire drills and fire alarm activations	<ul style="list-style-type: none"> No fire drills to be carried out for the new term. 	<ul style="list-style-type: none"> Normal campus evacuation process to be 	Review of fire drill to take place in Spring term.

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		<ul style="list-style-type: none"> Each class is to be taken through the fire evacuation procedure and shown the nearest escape route and the fire assembly point. Some fire alarm activations have occurred across the NNC group and these will be treated as a fire drill. 	<p>followed during the fire alarm sounding.</p> <ul style="list-style-type: none"> Social distancing to be maintained at assembly points. 	
13	First aid	<ul style="list-style-type: none"> Non-contact thermometers in place, held by Security. PPE – Nitrile glove, KN-95 face mask and face visors provided. Briefing note sent to first aiders and briefing provided Staff and students with symptoms will be advised to seek a test and follow advice from Track & Trace if tested positive and notify the College as soon as is possible. Any Persons requesting first aid displaying symptoms must be sent home immediately via a Duty Manager. 	<ul style="list-style-type: none"> Resume First Aid Rota. Training for First Aiders on procedures to be followed. Disposable aprons to be sourced. Procedure for students who display COVID-19 symptoms in the day to be agreed – collection by parents/carer. 	
14	Staff & students working off site/WEX	<ul style="list-style-type: none"> Work placement providers should provide RAMS which include Covid-19 control measures 		
15	School trips/visits	<ul style="list-style-type: none"> Overnight/residential trips prohibited. Local trips prohibited unless approved by exception by Principal risk assessment procedure located on staff intranet. 		
16	Counselling	<ul style="list-style-type: none"> Counselling to take place via Teams where possible. Where not possible using 2 metre distance and/or protective screen All counselling rooms have either natural or mechanical ventilation. 		
17	Safeguarding	<ul style="list-style-type: none"> Normal safeguarding procedures follow during the teaching phase, in accordance with the safeguarding policy An annex to the policy has been written and approved in the event of remote learning/lockdown being implemented 	<ul style="list-style-type: none"> Safeguarding Policy has a COVID-19 Annex and will be reviewed for the start of term 	

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18	Dealing with student incidents	<ul style="list-style-type: none"> • Social distancing • Staff to avoid physical contact if called to restrain student • First aid boxes to contain resuscitation protection and gloves. • Training for First Aiders on procedures to be followed. 	<ul style="list-style-type: none"> • Training for DM's on procedures to be followed. 	
19	College Vehicles & minibus	<ul style="list-style-type: none"> • Pool cars to be cleaned with viricidal cleaner/wet wipes on all contact points before use. • Face coverings to be worn by driver and passengers, when more than one person traveling in the car. • Windows to be open, or opened periodically during journey. 		
20	IT Dept	<ul style="list-style-type: none"> • Remote working where possible on computers in need of attention. • Face visor to be used when rectifying faults next to students or staff. • Hand sanitiser to be used in between each call at another computer. 		
21	Smoking areas	<ul style="list-style-type: none"> • Social distancing signs installed. 		
22	Communications	<ul style="list-style-type: none"> • All staff/students aware of current actions and requirements and reminded frequently using college communication systems • All staff and students received a specific Covid secure induction. • Principal to share Risk Assessment with all staff and announce updates to the risk assessments when reviewed. • Risk assessment & safety plans shared with parents via website. • Briefing note sent to student ahead of the returning explaining expectations and instructions. 	<ul style="list-style-type: none"> • A reminder sent to all staff and students of the College's expectations of wearing face coverings and not to congregate in any areas of the College. 	
23	Staff who are high risk and are advised by their GP that they should continue with strict social distancing	<ul style="list-style-type: none"> • Staff in this category would have received a letter from their GP and they should inform their manager and HR who will work with them to produce an individual risk assessment. 		

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24	Mental health	<ul style="list-style-type: none"> • Staff are in-touch with their line managers • Staff can receive mental Health counselling through 'Togetherall' • Staff have access to the BHSF employee assistance programme. 	<ul style="list-style-type: none"> • Line Managers to ensure they are in contact with their staff regularly. 	
25	Water coolers	<ul style="list-style-type: none"> • Water coolers taken out of service, as these have the potential to spread the virus. • Water made available at the refectories of Poplar & Arbour Square as a trial to reduce bottled water. If successful this will be rolled out to all other campuses. 	Estates to manage	<ul style="list-style-type: none"> • Review at half term – as part of the review student can obtain water from each refectory
26	Deliveries	<ul style="list-style-type: none"> • Disinfect on arrival as necessary. • Goods not to be delivered beyond reception, i.e. delivery personnel not allowed inside the college • . 	<ul style="list-style-type: none"> • Estates to manage 	
27	Contractors	<ul style="list-style-type: none"> • Contractor RAMS to be scrutinised to ensure they include Covid-19 control measures. • Operatives contacting Covid-19, should not enter college premises until deemed fit to do so. • All contractors to observe social distancing • Operatives to be provided (by Contractor) with appropriate PPE • In the event of contractors, operatives contacting Covid-19 at work, this should be entered on NCC Accident/Incident database and immediate escalation to senior management for detailed investigation/ sanitisation of all touch points where the contractor has been. 	<ul style="list-style-type: none"> • Estates to manage 	
28	Reactive maintenance by in-house staff and plant rooms	<ul style="list-style-type: none"> • Area to be clear of people before work undertaken. • PPE to be worn -, disposable gloves • Viricidal spray and paper towel to be available to wipe contact points. • Area to be thoroughly cleaned after maintenance • Hand tools and all other equipment sanitised before and after use. • When team working, ensure social distancing is maintained. 	<ul style="list-style-type: none"> • Estates to manage 	

No.	locations of person/s working/ transmission risk	Control measures	Management controls to further lower the risk	Additional controls/resources needed.
		<ul style="list-style-type: none"> • Staff are fully aware of the guidance concerning Covid -19. • Toolbox talk given on hand hygiene and the method of washing hands. • Hand washing carried out regularly. 		