

Risk Assessment Report

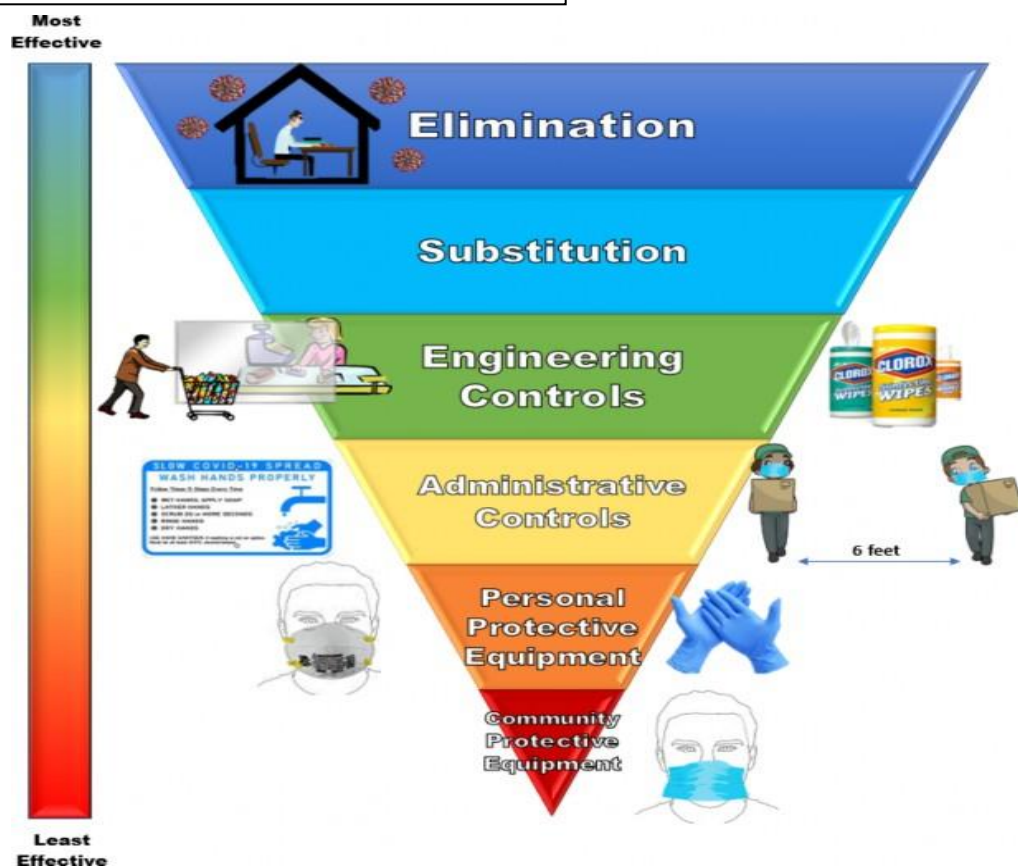
Risk Rating

High

Medium

Low

- **Elimination** – Completely eliminating exposure to the hazard.
- **Substitution** – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- **Engineering Controls** – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- **Administrative Controls** – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough/sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- **Personal Protective Equipment** – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, face coverings etc.
- **Community Protective Equipment** – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defence and its effectiveness depends on community use and their ability to adopt disinfection, distancing and hygiene practices.



Campus:	All College Campuses	Assessment No:	CoWC/Virus/19/03	Assessment Date:	16.08.2021
Department:	All College Departments	Assessment Type (Delete as appropriate; see Note 1)			
		Specific	Generic	Dynamic	
Activity/Process:					
Supporting the College to deliver a robust educational experience that ensures safety first in this COVID-19 pandemic for 2021/2022 and its onsite associated activities.					
Assessor			Line Manager Acceptance (See Note 2)		
Name:	Louise Fall	Name:			
Appointment:	Vice Principal Student Engagement	Appointment:			
Signature:	Louise Fall	Signature:			

Review No: 1 - Updated: 16.08.2021

Hazards (Include Hazard Survey Number where applicable)	Who is at Risk?	Control Measures Specific existing Control Measures	Risk Rating Likelihood X Consequence (See Note 3)	Additional Controls Each Control Measure is to be specific and managed	Residual Risk Rating (See Note 4)	Management Plan		
						Owner(s)	Target Date	Comp Date
<p>Contamination of others.</p> <p>Anyone contracting the virus or those that are showing the symptoms.</p> <p>Staff or students/apprentices having household contact with person(s) who have tested positive.</p>	<p>Staff Students Apprentices Visitors</p>	<p>On site activity to be carried out in accordance with the latest government guidance to support the reopening of education providers.</p> <p>Staff, students and apprentices are advised not to attend College or conduct business on behalf of the College if they:</p> <ul style="list-style-type: none"> • have coronavirus symptoms • have tested positive in the last 10 days • had contact with individuals who are unwell with coronavirus symptoms • have someone in their household who does <p>Isolation rules changed from Monday 16 August, you will not be required to self-isolate if you are notified you have had close contact with someone with</p>	<p>1 x 3 = 3</p>	<p>All staff to record sickness through iTRENT.</p> <p>Positive PCR cases reported to public health team in line with their reporting procedures.</p> <p>Isolation rooms are identified.</p> <p>College COVID-19 protocols are outlined through opening documentation and briefing presentations.</p> <p>No student/apprentice will be denied education on the grounds that they are not wearing a face covering.</p> <p>Use of temperature checking on entry to any College campuses by all will still be available.</p>	<p>1 x 3 = 3</p>	<p>All staff.</p> <p>All students / apprentices.</p>		

		<p>COVID-19 and any of the following apply:</p> <ul style="list-style-type: none"> • you are fully vaccinated • you are below the age of 18 years 6 months • you have taken part in or are currently part of an approved COVID-19 vaccine trial • you are not able to get vaccinated for medical reasons <p>If contacted and not required to self-isolate, get a PCR test.</p> <p>This now applies even if you live in the same household as someone with COVID-19.</p> <p>The main symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough and a loss or change to your sense of smell or taste – or as deemed by the latest government guidance.</p>		<p>Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by following the guidance as well as getting a PCR test, you may also consider:</p> <ul style="list-style-type: none"> • limiting close contact with people outside your household, especially in enclosed spaces • wearing a face covering in enclosed spaces and where you are unable to maintain social distancing • limiting contact with anyone who is clinically extremely vulnerable • taking part in twice weekly LFD testing 				
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		<p>Adherence to latest government guidance re isolation: <u>Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK (www.gov.uk)</u></p> <p>Everyone to complete twice weekly Lateral Flow Tests.</p> <p>The College will adhere to the latest government guidance: <u>Further education COVID-19 operational guidance - GOV.UK (www.gov.uk)</u> and will disseminate information regularly via College website (external) and via Teams and All Staff emails (internally).</p> <p>Teaching staff may maintain distance from students/apprentices by staying at the front of the room.</p> <p>Wearing of appropriate face coverings at all times will be strongly encouraged whilst</p>						
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		<p>on any College campus by all.</p> <p>Visitors to be guided to adhered to the College COVID protocols, and where required face coverings can be provided.</p>						
Spreading the virus around the College by airborne secretions.	Staff Students Apprentices Visitors	<p>Washing your hands is still the best way to prevent the spread. Hand sanitiser and cleaning stations are available on entrance points and around the campuses.</p> <p>All staff are encouraged to take accountability for cleanliness – this includes your own working area(s) and classrooms.</p> <p>Wearing of appropriate face coverings at all times will be strongly encouraged whilst on any College campus by all.</p>	1 x 3 = 3	<p>Anyone that has symptoms and thinks that they may have the virus should self-isolate immediately, get a PCR test and stay away from College.</p> <p>All rooms are cleaned daily before use. Regular general cleaning of communal spaces, corridor doors, toilets etc.</p> <p>Cleaning facilities are assigned to IT labs where staff, students and apprentices are encouraged to wipe down equipment before and after activities.</p> <p>Communal resources and equipment, such as</p>	1 x 3 = 3	<p>Facilities & Procurement Mgr.</p> <p>All staff.</p> <p>All students / apprentices.</p>		

				<p>printers, have cleaning facilities nearby for before and after use.</p> <p>The College can supply and support replacements if needed, however everyone can choose to wear their own face coverings.</p> <p>No student/apprentice will be denied education on the grounds that they are not wearing a face covering.</p> <p>Regular cleaning of 'safe flow' pathways such as stairwell hand rails. Isolation rooms are identified.</p>				
Spreading the virus by contact with secretions on surfaces.	Staff Students Apprentices Visitors	<p>Washing your hands is still the best way to prevent the spread.</p> <p>Please wash your hands thoroughly and regular throughout the day and encourage students and apprentices.</p>	1 x 3 = 3	<p>Anyone that has symptoms and thinks that they may have the virus should self-isolate immediately, get a PCR test and stay away from College.</p> <p>All rooms are cleaned daily before use. Regular</p>	1 x 3 = 3	<p>Facilities & Procurement Mgr.</p> <p>All staff.</p> <p>All students / apprentices.</p>		

		<p>Hand sanitiser and cleaning stations are available on entrance points and around the campuses.</p> <p>All staff are encouraged to take accountability for cleanliness – this includes your own working area(s) and classrooms.</p> <p>Staff, students and apprentices to practice a robust, effective and frequent handwashing.</p> <p>The College Clean Desk Policy should be followed.</p>		<p>general cleaning of communal spaces corridor doors, toilets etc. will continue.</p> <p>Cleaning facilities are assigned to IT labs where staff, students and apprentices are encouraged to wipe down equipment before and after activities.</p> <p>Communal resources and equipment, such as printers, have cleaning facilities nearby for before and after use.</p> <p>The use and seating capacity of the refectory areas may be limited due avoid large gatherings.</p>				
Staff or students/apprentices returning from an identified risk area/or aboard.	Staff Students Apprentices Visitors	<p>Staff, students and apprentices to act in line with the latest government guidance and restrictions: https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p>	1 x 3 = 3		1 x 3 = 3	HoFs. All staff. All students / apprentices.		

<p>Poor workplace ventilation leading to risks of coronavirus spreading.</p>	<p>Staff Students Apprentices</p>	<p>It is important to ensure it is well ventilated and a comfortable teaching and learning environment is maintained. This can be achieved by:</p> <ul style="list-style-type: none"> • using mechanical ventilation systems • opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space) • opening internal doors can also assist with creating a throughput of air • if necessary, external opening doors may also be used (as long as they are not fire doors and where safe to do so). <p>Alternative rooms will be sourced if rooms have been identified that do not have windows or ventilation is an issue.</p>	<p>1 x 3 = 3</p>	<p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • rearranging furniture where possible to avoid direct draughts • heating should be used as necessary to ensure comfort level 	<p>1 x 3 = 3</p>	<p>All staff. All students / apprentices.</p>		
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<p>Poor well-being and culture for working safely.</p> <p>Anxiety, concerns, uncertainties as to theirs and others safety etc.</p>	<p>Staff</p>	<p>On site activity confirmed through SMT and in accordance with the latest government guidance.</p> <p>Mental health and wellbeing awareness, information on how to access support is readily available.</p> <p>College COVID-19 protocols are outlined through opening documentation and briefing presentations.</p>	<p>1 x 3 = 3</p>	<p>The College will adhere to the latest government guidance: Further education COVID-19 operational guidance - GOV.UK (www.gov.uk) and will disseminate information regularly via College website (external) and via Teams and All Staff emails (internally).</p> <p>Individual risk assessments to be revisited if required.</p> <p>Staff services such as the *new* Employee Assistance Provider – AVIVA provides a 24/7 confidential counselling service helpline, support and assistance. Please ring 0117 934 0105 and confirm that you work for City of Wolverhampton College to access support.</p> <p>The College website/intranet has lots of advice and guidance on well-being that can be</p>	<p>1 x 3 = 3</p>	<p>SMT. Head of HR. All staff.</p>		
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				accessed 24/7 https://www.wolvcoll.ac.uk/mental-health/				
Increased risk of infection and complications for vulnerable workers.	Staff	<p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.</p>	1 x 3 = 3	Discuss with employees what their personal risks are and identify what managers need to do in each case, working in line with current government guidance.	1 x 3 = 3	All staff.		
Use of appropriate COVID related PPE.	Staff	<p>Appropriate COVID related PPE to be adhered to in line with sector, industry or latest government guidance: https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe</p> <p>Wearing of appropriate face coverings at all times will be encouraged whilst on any College campus by all.</p>	1 x 3 = 3	<p>Staff may choose to wear their own face coverings. The College can supply and support replacements if needed.</p> <p>For staff mainly carrying out off site duties such as assessors, in addition face coverings, hand sanitiser will be provided as washing facilities may be difficult to access.</p> <p>For staff dealing with students in the ISP base</p>	1 x 3 = 3	<p>All staff.</p> <p>Facilities & Procurement Mgr.</p>		

				and Futures provision, in addition face coverings, disposable aprons, goggles and gloves will be made available and stored within areas.				
<p>Cleaning Regimes</p> <p>Poor cleaning regimes will enhance the spread of the virus.</p>	<p>Staff Students Apprentices Visitors</p>	<p>Please wash your hands thoroughly and regularly throughout the day and encourage students and apprentices.</p> <p>Hand sanitiser and cleaning stations are available on entrance points and around the campuses.</p> <p>All staff are encouraged to take accountability for cleanliness – this includes your own working area(s) and classrooms.</p> <p>Cleaning staff are on site for the whole day. All rooms are cleaned daily before use.</p> <p>There will be an ‘enhanced’ clean which involves more frequent cleaning of high-touch areas, such as</p>	<p>1 x 3 = 3</p>	<p>Preventative measures such as colour coding systems are in place to mitigate cross contamination from cleaning activities.</p> <p>Cleaning after a suspected case has been reported will follow the appropriate government guidance.</p> <p>Cleaning facilities are assigned to IT labs where staff, students and apprentices are encouraged to wipe down equipment before and after activities.</p> <p>Communal resources and equipment, such as printers, have cleaning facilities nearby for before and after use.</p>	<p>1 x 3 = 3</p>	<p>Facilities & Procurement Mgr.</p>		

		reception desks, lift controls, door handles and handrails with disinfectants that are compliant with European standard EN144476 which are effective against Coronavirus.		<p>In the classroom, the Cleaning Team will pay special attention to cleaning desks, chairs, lighting controls, keyboards and mice.</p> <p>In the cases of staff using equipment such as wheelchairs, walking frames etc., cleaning is expected to be completed on arrival and departure (if required). Cleaning facilities will be made available in reception areas. In the cases of students, greeting tutors will be expected to support this activity working with families of the students.</p>				
<p>Vulnerable students and students/ apprentices with EHCPs.</p> <p>Vulnerable staff (due to age, underlying health conditions and pregnancy).</p>	<p>Staff</p> <p>Students</p> <p>Apprentices</p>	<p>All individual risk assessments to take place for those classed as vulnerable students.</p> <p>Each member of staff to have an individual risk assessment (on request) taking into consideration, their health, wellbeing, concerns and personal</p>	1 x 3 = 3	<p>For students or apprentices, this may involve discussion with curriculum, SEN Managers and third-party parties plus parents/carers etc.</p> <p>For staff, this will involve discussion with line managers. For further</p>	1 x 3 = 3	<p>Individual staff.</p> <p>Individual students/ apprentices.</p> <p>CMs.</p> <p>SEN Mgrs.</p> <p>Line Mgrs.</p>		

		circumstances with appropriate control measures to be considered and responded as appropriate.		support GPs or Occupational Health may be consulted with.				
<p>Vulnerable staff. Categories: BAME</p> <p>Disproportionate numbers of deaths from COVID-19 pandemic as indicated in the 'Disparities in the risk and outcomes of COVID-19 Report' of BAME people.</p>	Staff	<p>Each member of staff to have an individual risk assessment (on request). Most importantly, the conversation supporting the risk assessment should also be on an ongoing basis, should consider feelings particularly regarding both physical and psychological safety and mental health.</p> <p>There has been no specific guidance in response to the 'Disparities in the risk and outcomes of COVID-19 Report'.</p>	1 x 3 = 3	For staff, this will involve discussion with line managers. For further support GPs or Occupational Health may be consulted with.	1 x 3 = 3	<p>Individual BAME staff.</p> <p>Line Mgrs.</p>		
<p>Travelling to work</p> <p>Use of College transport.</p>	<p>Staff</p> <p>Students</p> <p>Apprentices</p> <p>Visitors</p>	<p>Walk, cycle or drive wherever it is possible and safe to so.</p> <p>Where there is of use public transport, please follow Coronavirus (COVID-19): safer travel guidance for</p>	1 x 3 = 3		1 x 3 = 3	<p>All staff.</p> <p>All students / apprentices.</p>		

		passengers - GOV.UK (www.gov.uk) The government has removed the requirement to wear face coverings in dedicated transport used by the College.						
Home working Unsafe environment, DSE ergonomics, hours of work, lack of social interaction.	All staff	Staff to strictly follow College guidance and implement homeworking risk assessments and complete ELearning training. Ensure eye sight tests are followed up every 2 years or when DSE user feels deterioration in their eyesight.	1 x 2 = 2	Staff are to take appropriate breaks as per training guidelines. Managers to identify if additional DSE equipment is required on an individual basis, considering known health problems. Display Screen Equipment (DSE) eye test vouchers and vouchers towards costs of glasses are available.	1 x 2 = 2	All Staff. Line Mgrs.		

Line Manager Assessment Review
(See Notes 2 and 5)

Review Date:	As government guidance evolves.	Review Date:		Review Date:		Review Date:	
Name:		Name:		Name:		Name:	
Appointment:		Appointment:		Appointment:		Appointment:	
Signature:		Signature:		Signature:		Signature:	

Notes:

- 1 If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
- 3

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Consequence			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

- 4 Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
- 5 Risk Assessments are to be reviewed:
 - Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or near miss.
 - Following significant changes to the task, process, procedure or Line Management.
 - Following the introduction of more vulnerable personnel.
 - If "Generic" prior to use.

Notes:

Method Statement:

Relevant Line Manager to make adjustments to this assessment (as required) for the activities, processes and staff, students and apprentices' individual needs, making this assessment specific to their area of responsibility.

If specific control measures are required for staff, students or apprentices due to underlying health problems, then this assessment **is for their eyes only** as it will contain information they may not wish other people to know (possible GDPR implications).

A robust cleaning regime in place that is monitored and adjusted as required to meet government guidelines.

Isolation rooms on each site identified and clearly marked, locations and how to access known by all staff.

Staff, students or apprentices to follow good hygiene procedures.

Government guidelines and College protocols to be strictly adhered to.

This generic risk assessment is to be brought to the attention of all staff prior to or immediately on working on site.

Adjusted specific risk assessment pertaining to an area or individual(s) to those affected by it.