




Risk Assessment

Version 2 - June 2019

	Risk Assessment No.	COVID 19	Page	1	of	15
Subject	COVID 19 - College Risk Assessment		Signature		Assessment Date	
Department	Health and Safety				January 2021	
Assessed by	Clive Woodward – Health and Safety Manager				This risk assessment must be validated annually and recorded on the last page	

*The risk rating matrix and risk action table can be used to select the appropriate risk rating (to enter in the right-hand column below)
The last sheet of this form can be used to add any notes or observations and to expand on any additional controls required.*

Introduction

This risk assessment should be used in conjunction with the latest Government guidance and alongside college documents:

- College Return to Work Plan
- Making HoW College a COVID 19 Secure College (update for Staff August 2020)
- Guidance – Education & Childcare Settings: National Restrictions from 5 January 2021 [Further education \(FE\) operational guidance - GOV.UK \(www.gov.uk\)](#)

Important

The most important thing that must be done in the fight against COVID-19 is to limit contact with those that have the virus.

People must not come into College if they (or someone else in their household) feel unwell or have the symptoms of COVID-19. Where this applies, it is vital that they stay at home and self-isolate.

COVID testing is available for those that have the symptoms of COVID-19 and are unwell. The result of the test will determine what they do next and if they need to continue to isolate.

COVID Rapid testing (around 30 minutes) will be implemented from January 2021. This is for those (Staff and Students) without the symptoms (asymptomatic). The result of the test will determine if they can continue in college or if they need to take a further test and self-isolate.

This risk assessment applies equally to Staff, Students and Visitors

Local context

Currently cases of COVID - 19 are high in Worcestershire and many other parts of the country. The college is currently in Lockdown (Lockdown 3) and most education and training is being delivered remotely. Most staff are working from home.

Currently the lockdown is likely to remain in place until February Half Term at the earliest.

Serial	Hazard	Potential Harm	Control Measures	Risk Rating
	What are the Hazards?	Who could be harmed and how?	What needs to be done?	L M H
01	COVID-19	<p>Passing on or catching the Virus from others in College.</p> <p>Airborne</p>	<p>Hand Washing - Everyone must wash their hands often and thoroughly (for at least 20 seconds) with soap and warm water to remove possible virus traces from hands. Hands should be dried before moving on.</p> <p>Hand Sanitiser - The use of hand sanitiser should be used alongside an effective hand washing regime. Hand sanitiser stations are available around college and are clearly marked.</p> <p>Face Touching - Resist the temptation to touch the face as the virus can enter the body from hand contact if they are contaminated with the virus. Remember the virus cannot be seen. You should not touch your eyes, nose mouth or ears unless you have freshly washed hands that have not touched anything else after they were washed.</p> <p>Coughing and Sneezing - Always capture a cough or sneeze either into the elbow fold of your clothing or into a tissue, disposing of the tissue responsibly after use.</p> <p>Social Distancing - Social distancing must be maintained in College; everyone must keep at least 2 metres apart, wherever possible. This will reduce the risk of transmission of the virus through the air.</p> <p>Physical Barriers – Where appropriate physical barriers or screens have been put in place around college. These are used where it is impractical or impossible to maintain the 2-metre social distance, for example plumbing practice bays, facing computer workstations and reception desks.</p>	M

Serial	Hazard	Potential Harm	Control Measures	Risk Rating
	What are the Hazards?	Who could be harmed and how?	What needs to be done?	L M H
01	COVID - 19	<p>Passing on or catching the Virus from others in College</p> <p>Airborne</p>	<p>One Way Circuits - All college buildings have clearly marked one-way circuits in corridors and walkways. This includes entrances and exits to buildings and staircases. These routes must always be adhered to and will reduce face to face confrontation with others.</p> <p>Patience - Do not rush, be patient always stand back and wait for others to pass safely where it is difficult to maintain the 2-metre distance. Try not to bunch up at pinch points, wait for the crowding to clear.</p> <p>Face Coverings – From 5 November 2020 face coverings must be worn in the following circumstances in College:</p> <p style="text-align: center;">Corridors, Communal areas (including cafeterias) and any other areas where social distancing is difficult to maintain</p> <p>The wearing of some form of face covering which covers both the mouth and nose has been found to reduce the risk of the virus being spread in groups of people; especially where social distancing cannot be maintained. Face coverings in education - GOV.UK (www.gov.uk)</p> <p>Face coverings are intended to protect others and not the wearer.</p> <p>Visors – Face visors can be worn in addition to face coverings. Note that visors do not replace face coverings or offer the same level of protection from the virus. The wearing of visors in College is a personal choice except for when a visor is required as PPE for COVID protection</p>	M

Risk Rating: L – Low (Activity can continue)

M – Medium (Activity can continue but must be monitored)

H – High (Activity must not continue)

Risk Assessment Heart of Worcestershire College

RA No.	COVID 19
--------	-----------------

Page	5	of	15
------	----------	----	-----------

Serial	Hazard	Potential Harm	Control Measures	Risk Rating
	What are the Hazards?	Who could be harmed and how?	What needs to be done?	L M H
01	COVID - 19	<p>Passing on or catching the Virus from others in College</p> <p>Airborne</p>	<p>Building Bubbles - Students and Staff in college are grouped into separate 'Bubbles' based on building use. This is to limit contact between different groups and to reduce the impact if someone contracts the virus.</p> <p>Timetabling – Where possible, timetables have been carefully adjusted to reduce the size of groups. The option for staggered weeks or groups has also been considered and implemented where practical. Curriculum delivery has been adjusted to match the use of building bubbles.</p> <p>Distance Learning – Where possible the use of distance learning has been introduced to reduce the time that students need to be physically in college.</p> <p>Homeworking – Where possible Staff will work from home. This may be adopted on a rota basis where full time home working is not possible.</p> <p>Meetings – Physical face to face meetings are to be kept to an absolute minimum. Telephone or Virtual meetings through MS Teams should be the preferred choice.</p> <p>Washrooms – Toilets and washrooms will have clear signage stating the total number of people that can be in there at one time. This will help to maintain social distancing.</p>	M

Risk Rating: L – Low (Activity can continue) M – Medium (Activity can continue but must be monitored) H – High (Activity must not continue)

Risk Assessment Heart of Worcestershire College

Serial	Hazard <small>What are the Hazards?</small>	Potential Harm <small>Who could be harmed and how?</small>	Control Measures <small>What needs to be done?</small>	Risk Rating <small>L M H</small>
01	COVID - 19	<p>Passing on or catching the Virus from others in College</p> <p>Airborne</p>	<p>Staying on site - Staff and Students are to be encouraged to remain on site throughout the day to reduce unnecessary contact with others outside of their college 'bubble'.</p> <p>Vulnerable Staff - COVID Vulnerable Staff are to complete an individual COVID risk assessment and the outcome is used to determine their work pattern and identify any additional controls required.</p> <p>Vulnerable Students - COVID Vulnerable Students will be identified and the risk assessed to determine their attendance and identify any additional controls required.</p> <p>Isolation rooms - Anyone in college that feels unwell and suspects that they may have the virus must be moved immediately to the designated isolation room for the building or campus. The list of Isolation rooms can be found on the college portal. Arrangements must then be made for the person to go home and self-isolate for 10 days. From home, they should request a COVID test. The test result can reduce the isolation period if found to be negative.</p> <p>Ventilation – Good ventilation helps to prevent the spread of the virus. All college buildings have been assessed for ventilation and adjustments made to improve this where required.</p>	M

Risk Assessment Heart of Worcestershire College

RA No.	COVID 19
--------	-----------------

Page	7	of	15
------	----------	----	-----------

Serial	Hazard <small>What are the Hazards?</small>	Potential Harm <small>Who could be harmed and how?</small>	Control Measures <small>What needs to be done?</small>	Risk Rating <small>L M H</small>
01	COVID - 19	Passing on or catching the Virus from others in College Airborne	Cafeterias - When visiting cafeterias in college, face coverings must always be worn (upon entering, waiting to order, waiting for food, and when leaving). Face coverings can be removed for the seated consumption of food or drink. Transport – College minibuses are considered to be ‘School Children Only’ service. This means that social distancing for passengers does not apply and the vehicle can take passengers to its specified capacity.	M

Risk Rating: L – Low (Activity can continue) M – Medium (Activity can continue but must be monitored) H – High (Activity must not continue)

Risk Assessment Heart of Worcestershire College

RA No.	COVID 19
--------	-----------------

Page	8	of	15
------	----------	----	-----------

Serial	Hazard	Potential Harm	Control Measures	Risk Rating
	What are the Hazards?	Who could be harmed and how?	What needs to be done?	L M H
02	COVID - 19	<p>Passing on or catching the Virus from contact with surfaces in College</p> <p>Surface</p>	<p>Hand Washing - Everyone must wash their hands often and thoroughly (for at least 20 seconds) with soap and warm water to remove possible virus traces from hands. Hands should be dried before moving on.</p> <p>Hand Sanitiser - The use of hand sanitiser should be used alongside an effective hand washing regime. Hand sanitiser stations are available around college and are clearly marked.</p> <p>Face Touching - Resist the temptation to touch the face as the virus can enter the body from hand contact if they are contaminated with the virus. Remember the virus cannot be seen. You should not touch your eyes, nose mouth or ears unless you have freshly washed hands that have not touched anything else after they were washed.</p> <p>Tools and Equipment - Sharing of tools and equipment should be discouraged and if unavoidable items should be sanitised beforehand</p> <p>High use Areas - Rooms and communal areas that are subject to high use and/or have surfaces or items (for example tools or equipment) that are handled or touched by a high number of people will be subject to anti-virus cleaning by the periodic use of 'fogging machines'.</p> <p>Instructions and training for the use of fogging machines is available by clicking the link on the college portal</p>	M

Risk Rating: L – Low (Activity can continue) M – Medium (Activity can continue but must be monitored) H – High (Activity must not continue)

Serial	Hazard <small>What are the Hazards?</small>	Potential Harm <small>Who could be harmed and how?</small>	Control Measures <small>What needs to be done?</small>	Risk Rating <small>L M H</small>
02	COVID - 19	Passing on or catching the Virus from contact with surfaces in College Surface	<p>Surfaces - Frequently touched surfaces (door handles, push plates etc) should be thoroughly cleaned and/or sanitised at regular intervals each day.</p> <p>Cleaning regime - Enhance cleaning will take place in all college buildings to reduce the presence of any virus. This to include high contact areas which will be cleaned more often.</p> <p>Classrooms - All Classrooms have supplies of blue tissue and appropriate anti-bacterial spray cleaner so that Staff and students can treat contact areas, for example: Door handles, finger or push plates & light switches. Computer keyboard and mouse, and other contact points e.g. switches, Desk surface areas where contact will take place</p> <p>Used Cloths - Used cloths and tissues should be disposed of responsibly and straight away to reduce the risk of any contamination.</p> <p>Sharing - Students will bring and use their own equipment to use e.g. pens, pencils, notebooks etc. and will not share drinking water and/or food that they have brought in for their own consumption.</p> <p>Isolation room follow up - Where someone has used an isolation room, the room must be thoroughly cleaned once they have left the premises and before the room is used again. Appropriate PPE (Personal Protective Equipment) must be worn by those cleaning the space and all waste, including used PPE must be bagged up and disposed of responsibly.</p>	M

Serial	Hazard	Potential Harm	Control Measures	Risk Rating
	What are the Hazards?	Who could be harmed and how?	What needs to be done?	L M H
03	COVID – 19	<p>Passing on, catching or increasing the spread of the Virus from poor follow up procedures.</p> <p>Reporting Procedures</p>	<p>Guidance - Guidance is in place and readily available for staff and students who have concerns or questions about COVID. This is through the College website, portal and reinforced through college wide signage on display in all areas.</p> <p>Reporting - Reporting systems are in place for staff and students to report:</p> <ul style="list-style-type: none"> • Self-Isolation • Quarantine • Shielding • Testing • Confirmed cases <p>Positive Tests - When the College is made aware that someone in its community has tested positive for COVID the College will contact the local Health Protection Team and follow guidance provided.</p> <p>The College will send home those that have been in close contact with the person affected and they will be asked to isolate for 14 days from their last day of contact. Those sent home will be asked to monitor their health and request a test if they become unwell or experience the symptoms of COVID -19.</p>	M

Serial	Hazard	Potential Harm	Control Measures	Risk Rating
	What are the Hazards?	Who could be harmed and how?	What needs to be done?	L M H
03	COVID – 19	<p>Passing on, catching or increasing the spread of the Virus from poor follow up procedures.</p> <p>Reporting Procedures</p>	<p>Test and Trace – Staff and students will swipe in when they enter college buildings. This will ensure that we engage positively with Test and Trace.</p>	M
04	COVID - 19	<p>Preventing the spread whilst maintaining education delivery.</p> <p>Rapid Testing (lateral flow rapid testing)</p>	<p>Mass Asymptomatic Testing in Schools and Colleges - The implementation of lateral flow rapid testing for staff and students in schools and colleges will begin in January 2021. The aim is to reduce the spread of the virus by identifying those that may have the virus but show no symptoms (Asymptomatic). Managing this effectively will enable schools and colleges to continue to deliver education and training safely and without as much disruption due to isolation.</p> <p>Details of this can be found on the Government website: Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)</p> <p>Testing Handbook – the testing handbook is to be used to prepare for rapid mass testing. The handbook is part other training materials which will also be available to schools and colleges. Schools & Colleges handbook (publishing.service.gov.uk)</p> <p>A leaflet is available showing how to do the rapid test: How to do your test: COVID 19 instruction leaflet for schools (publishing.service.gov.uk)</p>	M

Risk Rating: L – Low (Activity can continue)

M – Medium (Activity can continue but must be monitored)

H – High (Activity must not continue)

Risk Assessment Heart of Worcestershire College

RA No.	COVID 19
--------	-----------------

Page	12	of	15
------	-----------	----	-----------

Serial	Hazard	Potential Harm	Control Measures	Risk Rating
	What are the Hazards?	Who could be harmed and how?	What needs to be done?	L M H
04	COVID - 19	Preventing the spread whilst maintaining education delivery. Rapid Testing (lateral flow rapid testing)	<p>Student Testing - The testing of students is currently being investigated and may be implemented if student numbers rise during lockdown. Student testing may be implemented once students return to college after the current lockdown in March.</p> <p>Staff Testing - HoW College Staff can access Lateral Flow Rapid Testing at the University of Worcester Riverside Building.</p> <p>If you are asymptomatic (do not have Covid Symptoms) are required to attend College premises during lockdown and want to make use of this facility you must book a place ahead of attending using the link below.</p> <p>Once you have booked online and chosen a time slot you will receive a confirmation email with further information on the location of the site and guidance on how the test/results operate/are disseminated and what to do once results are known.</p> <p>https://capublic.worcestershire.gov.uk/COVIDTestBookingPublic/StaffTesting.aspx</p>	M
05	COVID - 19	Maintaining education delivery to Vulnerable students	<p>Vulnerable Learners - The learning centres in Redditch (Archer block) and Worcester (All Saint's) will be open daily to support vulnerable learners and children of critical workers. This will be Monday to Friday daily 9am – 4pm for learners (buildings open from 8am for staff).</p>	

Risk Rating: L – Low (Activity can continue) M – Medium (Activity can continue but must be monitored) H – High (Activity must not continue)

Serial	Hazard	Potential Harm	Control Measures	Risk Rating
	What are the Hazards?	Who could be harmed and how?	What needs to be done?	L M H
05	COVID - 19	Maintaining education delivery to Vulnerable students	<p>Guidance regarding Vulnerable learners is available: [Withdrawn] Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak - actions for educational providers and other partners - GOV.UK (www.gov.uk)</p> <p>We know that having these learners on site will help support their mental health as well as their motivation and engagement. The Wellbeing Team will be targeting learners within their caseload who they feel would benefit from being on site.</p> <p>Safeguarding Procedures</p> <p>Please note safeguarding procedures remain the same. If you have a concern that a learner is at risk of significant harm please call the dedicated mobile numbers which can be found on all College desktops:</p> <p>Redditch/Bromsgrove: 07881 379 252 Worcester/Malvern: 07789 754 161</p> <p>Please note the safeguarding phones are available during opening hours only. Please refer to the Safeguarding Policy if you require contact details for out of hours emergency numbers.</p> <p>Referrals into the wellbeing team can be accessed via the staff portal https://webapps.howcollege.ac.uk/WelfareReferrals2020</p>	M

Additional Comments

This Risk Assessment - This risk assessment has been updated to reflect the ongoing Coronavirus Pandemic (COVID-19). It is based on guidance and controls that are currently in place or advised (January 2021). At the time of this review Lockdown 3 is in place and anticipated to continue until February Half Term. Due to the changing nature of the COVID-19 Pandemic and uncertainty at this time this risk assessment should be reviewed and updated in February 2021 or before if things change or new guidance is issued.

Student awareness – Information is available on the college website and the college portal. Students have received an induction which included general COVID awareness but also specific information that relates to their vocational area. Parent where consent is granted have also received guidance and information from the college. Some vulnerable learners have had specific transition days and tailored information made available to them to help them adjust to the new measures that are in place.

Communication - Social media, college notice boards, website, portal and poster campaigns supplement all the above. Clear signage is on display in all buildings to advise on measures to be followed by everyone.

First Aid – College First Aiders have been briefed regarding first aid procedures during COVID. First aiders will be provided with appropriate PPE and all first aiders will be issued with their own face masks for them to use when giving treatment. Protective gloves are available in all college first aid boxes.

Additional Comments

General Guidance: [Further education \(FE\) operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Transport – Information has been issued to all students about college and public transport guidelines and expectations.

Contractors and Visitors - Contractors have received specific guidance which has been shared. Visitors will be provided with guidance and information before their visit where possible or when they arrive on college premises.

Educational Trips and Visits – All Educational Trips and Visits will be assessed in the usual robust way with COVID risks and measures considered as a priority.

Work Experience & Apprentices – Specific guidance has been issued for these groups.

Validation

[Risk assessments must be validated annually by the appropriate manager](#)

The person below confirms that the current risk assessment is still valid in all respects and that there have been no significant changes; that the hazards and risks are the same and that the control measures specified remain suitable and sufficient.

Validation Date		Validated by (name)		Signature	
-----------------	--	---------------------	--	-----------	--

Validation Date		Validated by (name)		Signature	
-----------------	--	---------------------	--	-----------	--