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| **HOWC_logo_CMYK** | | **Risk Assessment** | | | | | | | | | | | | | |
| Version 2 - June 2019 | | | | | | | | | | | | | |
| Risk Assessment No. | **COVID 19** | | | | | Page | | **1** | | of | | **11** | |
| Subject | **COVID 19** | | | Signature | | | | | Assessment Date | | | | | | |
| Department | Health and Safety | | | CLIVE SIGGY | | | | | December 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:   * General Government Guidance for Coronavirus – August 2021: <https://www.gov.uk/coronavirus> * Guidance – Further Education (COVID-19) Operational Guidance – 2 December 2021: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance> * Health and Safety Responsibilities: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>   **Please Note that this risk assessment applies equally to Staff, Students and Visitors**  **The most important thing that must be done in the fight against COVID-19 (including the most recent Omicron variant) 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.** | | | | | | | | | | | | | | | |
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| **TESTING**  Effective testing is still an effective tool which can be used to limit the spread of the virus and to provide reassurance to enable staff and students to remain in college. Two types of testing are available <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/>  **PCR Test (Polymerase Chain Reaction)**  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. This test is carried out at a test centre and tests can be arranged easily. <https://www.gov.uk/get-coronavirus-test>  **LFD Test (Lateral Flow Device)**  Rapid testing (around 30 minutes) will still be available for Staff and Students from September 2021. This is routine testing for those without the symptoms (asymptomatic). The result of this testing will determine if they can continue in college or if they need to self isolate and take a further test (PCR Test) <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>  **Local context**  Most Staff and Learners returned to college in September 2021 in accordance with the easing of measures as per the government Covid roadmap and guidance. Where appropriate limited remote studying and working will continue for some students where appropriate.  The widespread UK vaccination programme has significantly reduced the impact on the NHS and the effects of Coronavirus on health including survivability <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/> |

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| 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 |
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| 01 | **COVID-19** | Passing on or catching the Virus from others or from contaminated surfaces. | **Hand Washing –** Hands should be washed often and thoroughly with soap and warm water to remove possible virus traces from hands. Hands should be dried using a hand drier before moving on.  **Hand Sanitiser -** The use of hand sanitiser can also be used alongside an effective hand washing regime. Hand sanitiser stations are available around college and are clearly marked.  **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.  **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.  **Physical Barriers –** Where installed, physical barriers or screens are going to remain in place around college as an addition form of protection.  **Homeworking –** Where practical and with the agreement of their manager staff may occasionally work from home. Going forward this will be managed in accordance with the College Agile working policy. | **L** |

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| 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** | Passing on or catching the Virus from others or from contaminated surfaces. | **Face Coverings –** From December 2021 face coverings must be worn in all communal areas, in all settings by Staff, Students, Visitors and Contractors.  This extends to the use of college minibuses and on college transport and in situations where close contact is unavoidable (for example practical tuition)  Face coverings are intended to protect others and not the wearer.  Those that are exempt from wearing a face covering should wear the Sunflower Lanyard and display the exemption badge. These can be supplied to staff and students where there is a legitimate need.  **Visors –** Face visors can also 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  **Vulnerable Staff -** COVID Vulnerable Staff are to be assessed on an individual basis to determine their risk level and identify any additional controls that may be possible. | | | | | | | **L** | | |

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| 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** | Passing on or catching the Virus from others or from contaminated surfaces. | **Vulnerable Students -** COVID Vulnerable Students will be identified and the risk assessed to determine their risk level and identify any additional controls required. <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance#CEV-students>  **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. HSE guidance on ventilation is available: <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>  Where areas require ventilation by opening windows it is recommended that these areas are physically ventilated for 10 minutes in every hour.  **Surfaces -** Frequently touched surfaces (door handles, push plates etc) should be thoroughly cleaned and/or sanitised at regular intervals each day.  **Cleaning regime -** Enhance cleaning will continue to 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. | **L** |

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| 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 | | |
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| 01 | **COVID - 19** | Passing on or catching the Virus from others or from contaminated surfaces. | **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’.  Instructions and training for the use of fogging machines is available by clicking the link on the college portal  **Classrooms -** All Classrooms have supplies of blue tissue and anti-bacterial spray cleaner so that Staff and students can treat contact areas, for example: Door handles, finger or push plates, keyboards and mice and other contact points e.g. desk surfaces where contact by others may have took place.  **Meetings –** Physical face to face meetings are to be kept to a minimum. Telephone or Virtual meetings through MS Teams should be the preferred choice. | | | | | | | **L** | | |
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| 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 | | |
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| 02 | **COVID – 19** | Passing on, catching or increasing the spread of the Virus because of ineffective follow up procedures.  **Reporting and Follow up** | **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.  **Reporting -** Reporting systems are in place for staff and students to report:   * Self-Isolation * Testing and confirmed cases   **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. | | | | | | | **L** | | |
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| 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 | | |
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| 02 | **COVID – 19** | Passing on, catching or increasing the spread of the Virus because of ineffective follow up procedures. | **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. Up to date guidance on Test and Trace is available: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works> | | | | | | | **L** | | |
| 03 | **COVID - 19** | Preventing the spread whilst maintaining education delivery.  **Rapid Testing**  (lateral flow rapid testing) | Guidance for Rapid testing is available: <https://www.gov.uk/government/publications/instructions-for-covid-19-self-test>  **Film Clip -** A film clip is also available to show you how to carry out the rapid testing: [(20) How to do a COVID-19 Self Test (rapid antigen test) - YouTube](https://www.youtube.com/watch?v=S9XR8RZxKNo&list=PLvaBZskxS7tzQYlVg7lwH5uxAD9UrSzGJ)  **Reporting -** Once you have completed the LFD test and have the result it needs to be reported online: [Report a COVID-19 rapid lateral flow test result - GOV.UK (www.gov.uk)](https://www.gov.uk/report-covid19-result) | | | | | | | **L** | | |
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| 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 | | |
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| 03 | **COVID - 19** | Preventing the spread whilst maintaining education delivery.  **Rapid Testing LFD Test** (lateral flow device) | **Alternative ways of obtaining an LFD Test**  There are alternatives for those that cannot obtain test kits to use at home. Test centres are available in Worcestershire where the LFD test can be taken. Details can be found by clicking the link: [Coronavirus (COVID-19) I do not have symptoms | Coronavirus (COVID-19) I do not have symptoms | Worcestershire County Council](https://www.worcestershire.gov.uk/info/20870/coronavirus_covid-19_symptoms_and_how_to_get_a_test/2344/coronavirus_covid-19_i_do_not_have_symptoms)  For over 16s: [Worcestershire Council Covid Screening | 1central-health](https://www.1centralhealth.co.uk/worcslft)  For over 18s: [Book a testing appointment visit (worcestershire.gov.uk)](https://capublic.worcestershire.gov.uk/COVIDTestBookingPublic/MassTesting.aspx) | | | | | | | **L** | | |

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| 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** | Maintaining education delivery to **Vulnerable students** | **Vulnerable Learners** - 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)](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people)  **Safeguarding Procedures**  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:    Redditch/Bromsgrove: 07881 379 252  Worcester/Malvern: 07789 754 161    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.    Referrals into the wellbeing team can be accessed via the staff portal  <https://webapps.howcollege.ac.uk/WelfareReferrals2020> | | | | | | | **L** | | |

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| **Additional Comments** | | | | | | | |
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| **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 (2 December 2021) <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance>  **General Guidance:**  **Travel guidance:** <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  **Contingency Framework for stepping up or down of measures:** <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings> | | | | | | | |