

Hazard Identification, Risk Assessment and Control

General Workplace Risk Assessment Form

This assessment should be completed alongside the 'Risk Assessment Guidance Information'

SITE	All South Staffordshire College Campus locations	DEPARTMENT	All	
ACTIVITY	<p>This Risk Assessment identifies those hazards & risks currently associated with the COVID 19 Virus, and lists the most appropriate control measures required for both staff members and students of South Staffordshire College (SSC), as well as those who may visit or use any campus facilities in the course of their daily business (visitors, contractors etc). This Risk Assessment has been updated and is now in use for Term 2 of 21/22, and incorporates all Covid Operational guidance (Jan 22) for an FE working and learning environment and includes:</p> <p>Additional update as a result of recommended changes being re-introduced as at 04/01/22</p>		Manager / TL / Trainer	All Staff, Students & Visitors who use South Staffordshire College premises

WHAT ARE THE HAZARDS	WHO MIGHT BE HARMED AND HOW?	CURRENT CONTROLS	CURRENT RISK RATING	ADDITIONAL CONTROLS REQUIRED (To include responsibilities and timescales)	FUTURE RISK RATING
<p>Availability and well-being of staff during COVID19 outbreak</p> <p>The College has to ensure that it has adequate numbers of staff to operate in a safe and efficient manner</p>	<p>RISK AREA 1</p> <p>Every member of College staff</p>	<p>New Staff induction on safe practices under COVID19 guidelines</p> <ul style="list-style-type: none"> •Individual Care kits held by teaching and other delivery staff •Staff members are encouraged to give feedback on College COVID19 safety practices. •Staff members are to provide a list of other persons they may have had close contact with, should a positive test result be received, and follow NHS Track and Trace procedures •Staff to immediately notify their line manager in the event of coming into contact with a learner or other staff member who reports feeling unwell with COVID19 type symptoms. •If a member of staff feels ill with COVID19 type symptoms, they should follow current self – isolation guidelines •Managers to monitor staffing levels daily in accordance with expected learner numbers. •Managers to maintain regular contact with staff who work at home, and ensure staff are included in activities and meetings to protect their well-being and mental health <p>Face coverings to be worn by all staff at all times when social distancing can't be achieved when moving around college buildings (this includes building corridors and communal areas).</p>		<p>Continue to Manage confirmed cases of COVID 19 within education community setting</p> <ul style="list-style-type: none"> • FE Ops guidance – Jan 22 • General R/A for Vaccination venue <p>Continue to follow DoF / PHE team advice for containing any outbreaks</p> <ul style="list-style-type: none"> • DoE Contingency Framework – Aug 21 • SCC Outbreak Management Plan <p>Continue to raise awareness and best practice: Review "Hands - Face – Space (where required) – Increase "Fresh Air" protocols</p> <p>From 10 December: Face coverings will be required by law in most indoor settings.</p> <p>From 13 December: College staff workers who can work from home should do so (under management direction)</p>	

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<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer</p>	<p>RISK AREA 2</p> <p>Everyone on SSC site.</p> <p>General transmission may occur - Through close contact between staff members, students and visitors.</p>	<ul style="list-style-type: none"> •Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. If you have symptoms of COVID-19, you should arrange to take a PCR test as soon as possible, even if you've had one or more doses of a COVID-19 vaccine. •Face coverings to be worn by all staff, students and visitors at all times when moving around college buildings and communal areas. •Staff to continually review their respective facilities and work areas to include enhanced ventilation techniques being applied •Social distancing maintained where required for both adults and student groups on site. •Frequent handwashing promoted and encouraged. •Hand sanitiser is available in all areas of college campus buildings. •Enhanced cleaning schedules still to continue in places where high touch point surface are observed. •Disposable wipes and tissues or anti-bacterial sprays available in classrooms and communal areas, and waste bins emptied daily. •Continue to inform Staff, students and essential visitors/contractors regularly of the measures in place to reduce transmission. •Increase the emphasis on hand sanitisation when donning / doffing PPE (when used as a control measure) •Disposable face coverings are to be placed in proper waste receptacles at all times. •Raise Awareness and Practice: "Hands - Face – Space – Increase Fresh Air" protocols •Classrooms and other work spaces used for learning are to maintain appropriate distancing (if required). •Thorough cleaning of rooms at start or end of the day. •Doors are kept open (where possible) to reduce the need to touch surfaces, which also assists with ventilation and fresh air provision (this does not apply to fire doors). •Reduce any face to face contact whilst working with colleagues (where possible) <p>Ventilation in the building and teaching areas maximised by opening windows, doors or using ventilation units. – Poorly ventilated rooms / spaces should not be used as a teaching space, however, where identified, CO2 Monitors will be positioned to monitor air quality in teaching / communal spaces. (where door stops are used, they must be removed during any fire evacuation procedure - Under no circumstances should door stops be used on designated fire doors).</p> <ul style="list-style-type: none"> •Transport arrangements and plans revised for each term – Transport Mgr / Drivers to inform both parents & students of expected expectations and behaviours. <p>Face to Face work should still be avoided where possible</p> <ul style="list-style-type: none"> •Practical lessons – Continue to clean equipment thoroughly after use. <p>Review working practices and work area / office layouts frequently</p>		<p>From 10 December: Face coverings will be required by law in most indoor settings.</p> <p>From 13 December: College staff workers who can work from home should do so (under management direction)</p> <p>From 02nd Jan 22:</p> <p>Face coverings to be worn by all students when in the classroom – This is a short term control and further guidance will be issued as part of Plan B review on or around 26/1/22</p>	
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<p>Health & Wellbeing</p>	<p>Student Support Need(s)</p>	<p>An additional R/A has been developed and introduced into our COVID 19 Management protocols which identifies Health & Wellbeing controls in place during any ongoing changes to working practices.</p> <ul style="list-style-type: none"> •Working / Learning at home controls also apply. •Health & Wellbeing controls will continue to be applied 		<p>Staff are also to refer to those Safeguarding and PREVENT policies, procedures and Risk Assessments currently in place across all college areas.</p>	

ASSESSMENT CARRIED OUT BY	Robert Collard – Health & Safety Manager	DATE	As At – 01 st Sep 2021
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Please enter a date below for reviewing the risk assessment. As a minimum, it should be reviewed annually but a much shorter time period may be necessary depending on the activity and risk rating. You should also review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards such as new work equipment or work activities). Each time the assessment is reviewed, a new review date should be set in the box below:

DATE FOR REVIEW:	REASON FOR REVIEW	CARRIED OUT BY:
31 st October 2021	COVID 19 – Scheduled Review / Update – No Change	Rob Collard
29 th November2021	Amendment to FE operating practices and the re-introduction of Face coverings within college communal and shared spaces	Rob Collard

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10 th December 2021	Additional update as a result of recommended changes being re-introduced as at 10/12/21	Rob Collard
04 th January 2022	Additional update as a result of recommended changes introduced as at 02/01/22	Rob Collard

COMPLETING THE RISK ASSESSMENT FORM (For further information, see 'Risk Assessment Form Guidance')

1. **Hazards** – make a list of all the relevant hazards associated with the task/activity (i.e. anything that has the potential to cause harm).
2. **Who can be harmed** – make a list of ALL categories of people who could be harmed by the hazard and how
3. **Current controls** – list what is currently in place to protect people from the hazards.
4. **Risk score** – using **TABLE A**, take into account your current control measures and rate each hazard based on the likelihood of injury occurring and the hazard severity.
5. **Additional controls required** - list any additional controls that will further reduce the risk rating score. Ensure responsibilities for tasks and timescales are added
6. **Residual risk score** – re-calculate the risk score after the introduction of the additional controls. Compare the residual risk score with **TABLE B** and take further action if necessary.

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TABLE A

		HAZARD SEVERITY				
		INSIGNIFICANT	MINOR	MODERATE	SERIOUS	FATAL
LIKELIHOOD	VERY UNLIKELY	1	2	3	4	5
	UNLIKELY	2	4	6	8	10
	POSSIBLE	3	6	9	12	15
	LIKELY	4	8	12	16	20
	VERY LIKELY	5	10	15	20	25

TABLE B

RATING BANDS		
LOW RISK (1-8)	MEDIUM RISK (9-14)	HIGH RISK (15-25)
		- STOP ACTIVITY -
Continue, but review periodically and ensure controls remain effective	Continue, but implement additional controls where possible and monitor regularly	Must not proceed until risks are reduced to a low or medium level

LIKELIHOOD

- 1 – VERY UNLIKELY (almost never)
- 2 - UNLIKELY (occurs rarely)
- 3 - POSSIBLE (could occur, but uncommon)
- 4 - LIKELY (recurrent but not frequent)
- 5 – VERY LIKELY (occurs frequently)

HAZARD SEVERITY

- 1 - INSIGNIFICANT (e.g. discomfort, slight bruising)
- 2 - MINOR (e.g. small cut, abrasion, basic first aid required)
- 3 - MODERATE (e.g. strain, sprain, and incapacitation > 3 days)
- 4 - SERIOUS (e.g. fracture, hospitalisation > 24 Hrs, incapacitation > 4 weeks)
- 5 - FATAL (single or multiple)