

COVID-19 RISK ASSESSMENT FORM FOR PRIESTLEY COLLEGE – JANUARY 2021

Taken from the government guidance – Further education guidance for restricting attendance during the national lockdown (January 2021)

“You have various duties to protect people from harm, as employers, occupiers or due to other duties. This includes taking reasonable steps to protect staff, students and others from coronavirus (COVID-19) within your setting. You should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

System of controls

This is the set of actions you must take. They are grouped into prevention and response to any infection.

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend the setting.
 2. Where recommended, or required by regulations, use face coverings.
 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).
- Numbers 1 to 5 must be in place in all settings, all the time. Number 6 must be properly considered, and settings must put in place measures to maintain social distancing where possible. Number 7 applies in specific circumstances.

Response to any infection

8. Engage with the NHS Test and Trace process.
 9. Manage confirmed cases of coronavirus (COVID-19).
 10. Contain any outbreak by following local health protection team advice.
- Numbers 8 to 10 must be followed in every case where they are relevant

This guidance can be accessed by the link below:

[Further education guidance for restricting attendance during the national lockdown \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90121/20210121-education-guidance-restricting-attendance-during-national-lockdown.pdf)

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Information has also been used in the production of the risk assessment from the [Joint Trade Unions Covid-19 Risk Assessments and Procedures Guidance \(NEU/GMB/Unison/Unite\)](#).

This risk assessment below is based on the generic risk assessment for schools and colleges covering the risk posed by the Covid-19 Coronavirus produced by the LA for the wider opening of schools in June, amended to reflect new requirements for full opening in September and then amended to reflect the requirements of the national lockdown in January 2021. All of the control measures have been considered / implemented to reduce the risk factor to a tolerable level. The generic risk assessment has been reviewed by the Principal, Principal Designate, the TCAT Director of Operations and relevant College staff. The tasks and work activities have been reviewed and this risk assessment modified according to individual setting situations. This risk assessment will be shared with all staff within the College and will be placed on the College website to ensure students and parents can also see the control measures being implemented within College to protect our students and staff.

Lockdown (Remote) Educational Provision at Priestley College

The organisational elements being put into place to support education through the lockdown period will include:

- For those vulnerable students and students of critical workers who attend college, we will base students in our Learning Resource Centre in separate areas according to their year group, socially distanced from each other. We will continue to monitor numbers who attend for any potential issues with capacity.
- We will continue to maintain high quality remote education for all students to access in accordance with their scheduled timetable.
- One-way entry, exit and movement systems will remain in place for those onsite
- Face coverings continue to be compulsory in all corridors and communal areas
- There will not be any catering provision on site. Students and staff should bring in their own packed lunch when they do attend on site. (Those entitled to FSM will be in receipt of vouchers to enable them to do this).
- Shared resources will be limited where possible and due considerations for sanitising between users will be applied
- External seating areas will have sanitising supplies available for use (in nearest building location)
- Enhanced cleaning regimes will be in place during the College day. The fogger will be used twice weekly as a minimum in all toilets of the College and additional cleaning will be on hand during the College day.
- Remote working for staff will be encouraged where possible. Staff may be asked to work in college in circumstances where the work cannot be done through home working or where it can be most effectively performed on the college premises.
- Staff who, as a result of their personal circumstances, require access to their workplace in the college, will be able to do on the basis that the systems of controls to minimise the risks of transmission are in place.

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SCHOOL:	Priestley College
PRINCIPAL:	James Gresty
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Version control	Date	Responsible Person
Draft	July 2020	M Grant/ T Cullen
Ver 1	August 2020	J Gresty/ T Cullen
Ver 2	24/9/2020	J Gresty/ T Cullen
Addendum: RA Events (linked document)	6/10/220	J Gresty / T Cullen
Addendum: RA PDD (linked document)	9/10/2020	J Gresty / T Cullen
Ver 3	16/11/2020	J Gresty/ T Cullen
Addendum; RA Int. Evenings & Parents' Evenings (linked document)	20/11/2020	J Gresty / T Cullen
Ver 4	14/01/2021	J Gresty/ T Cullen

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REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within College resulting in poorly maintained systems or contaminated water system.
02	Communication and consultation	Y	Uncertainty from staff, students and parents of the arrangements in place whilst in lockdown and for re-opening and the measures in place onsite to protect against the coronavirus.
03	Staffing Levels	Y	Lack of staff available to teach or carry out required tasks in College or remotely.
04	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
05	Travelling to and from College	Y	College transport not running during period of lockdown so vulnerable/children of critical workers must travel by own means or public transport.
06	Arrival and departure of College staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from College
07	Drop off and collection of students	Y	Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times
08	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
09	Movement around the building	Y	Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building
10	Use of shared equipment and resources	Y	Higher risk of contamination if students and staff use shared equipment and resources
11	Use of shared spaces	Y	Higher risk of contamination if students and staff use shared spaces
12	Use of outdoor spaces and equipment	Y	Higher risk of contamination if students and staff use shared outdoor spaces and equipment
13	Break / lunch times	Y	Mixing of students during break and lunch times and maintenance of social distancing measures

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REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
14	Provision of catering	Y	Mixing of staff and students whilst providing catering
15	Access to toilets and hand washing facilities	Y	Mixing of students/staff during visits to toilets and hand washing facilities
16	Physical education lessons and contact sports	Y	Unable to maintain social distancing measures during contact sport and physical education lessons
17	Music, dance and drama lessons	Y	Unable to maintain social distancing measures during music, dance and drama lessons
18	Supporting clinically vulnerable students and staff	Y	Students and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
19	Managing symptomatic students and staff	Y	Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance
20	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
21	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
22	Cleaning	Y	Ineffective infection control and increased risk of infection
23	Personal, Protective Equipment	Y	Ineffective use of PPE increases risk of infection transmission
24	Administration of First Aid, Medication and Personal Care	Y	Higher risk of contamination through close contact between staff member and staff/student during administration of first aid, medication and personal care
25	Revised Fire Evacuation plans	Y	Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between student and staff groupings.
26	Control of outbreaks in the College	Y	Outbreaks are not managed in line with LA and PHE guidance risking the spread of the disease within the College and local population

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RISK SCORING

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk x the Likelihood**.

SEVERITY OF RISK (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	Low	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	Tolerable	3	6	9	12	15	HIGH (H) 16-25	DO NOT PROCEED
4	Major	4	8	12	16	20		
5	Intolerable	5	10	15	20	25		

Ref	HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING L x S = RR	RESIDUAL RISK L/M/H
			STAFF	STUDENTS	VISITORS						
01	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.										
	Lack of maintenance or statutory testing of equipment within College resulting in poorly maintained systems or contaminated water system.	<ul style="list-style-type: none"> Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management. 	✓	✓	✓	<ul style="list-style-type: none"> ✓ Ensure inspections, maintenance and servicing is up to date – all regular maintenance checks continue during any period of partial closure and records available for viewing ✓ Ensure water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been closed or partially closed. All legionella routines are maintained during any period of partial closure. ✓ The building remains open throughout any period of partial closure and cleaning routines are maintained. ✓ Statutory inspections and maintenance continue throughout any period of partial closure and up to date ✓ The College has been carrying out full statutory inspections, maintenance and servicing including water hygiene measures with records available since March 2020 and will continue to do so. ✓ The building has been open throughout the period and cleaning routines have been maintained. 	4	L	<ul style="list-style-type: none"> ✓ Statutory servicing, inspections and regular maintenance will continue throughout “Lockdown 3” 	2	L
02	Communication and consultation										
	Lack of communication with students, parents/carers and staff members	<ul style="list-style-type: none"> Students / Parents / carers may feel anxious about them / their child returning back to College or may not want this to happen 	✓	✓		<ul style="list-style-type: none"> ✓ Students/parents/carers are kept up to date with the measures the College have taken to protect students against the risk of COVID-19 in College. Regular updates are provided following any changes made to the College procedures for managing the risks from COVID-19 in College. 	8	L	<ul style="list-style-type: none"> ✓ Where necessary conduct/review the TCAT Staff Risk Assessment ✓ Where necessary conduct/review the TCAT Student Risk Assessment ✓ Full information and revised procedures informed by this risk assessment will be produced and 	6	L

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			STAFF	STUDENTS	VISITORS						
		<p>due to lack of information on the controls in place to manage the risk of Covid-19.</p> <ul style="list-style-type: none"> • Staff may feel anxious about working from/returning to College due to lack of information provided or the expectation placed on staff on attending/returning. 				<ul style="list-style-type: none"> ✓ Provide all staff (and onsite operating contractors where necessary) with the measures the College is taking to ensure their health and safety while College is open. ✓ There is ongoing dialogue with all staff including our Health & Safety Committee enabling staff concerns to be discussed and feedback provided on the controls in place. This has included the completion/review of the TCAT Staff Risk Assessment where necessary ✓ All staff had two inductions (June & Aug/Sep) which has made them aware of the measures the College has already taken. ✓ Safety briefings were delivered to students via induction and updates are sent direct to students via email and/or other existing communication methods ✓ Planned off -site visits will be cancelled until further notice. ✓ Arrangements for SEND, vulnerable students and 'Critical Worker' students will be discussed with students (& Parents/Carers where appropriate) and individual assessment undertaken to identify provision required for student both for those attending college and for those accessing remote education ✓ Regular communication of mental health information and open door policy is communicated to all staff and particular care put in place for those who need additional support (identified through the Staff Risk Assessment) ✓ Staff will be encouraged to engage with staff wellbeing surveys and will use own and Trust mechanisms in place to support wellbeing ✓ Mental Health First Aider to be in place in College <p>See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</p>			<p>made available to staff, students and parents and placed on the College website.</p> <ul style="list-style-type: none"> ✓ Regular H&S committee (& JCC) meetings to continue as scheduled and one-off meetings as required. ✓ Document to be shared with JCC for comment and feedback, enabling clear method of ensuring staff are consulted and views are considered. ✓ Covid specific staff briefings took place w/c 08/06 and at the start of new College year and safety briefing material available electronically ✓ Regular staff briefings continue weekly via Google Meet ✓ Covid update incorporated into weekly staff briefings and SLT/CMT meetings ✓ Where necessary conduct the TCAT Staff Risk Assessment review document ✓ Where necessary review the TCAT Student Risk Assessment document ✓ Staff Wellbeing surveys to be conducted during the period of lockdown ✓ Students in regular contact with subject tutors as well as Personal/Progress Tutors who focus on wellbeing ✓ Regular student surveys conducted ✓ Update communications sent via email and/or post to parents/students will continue ✓ FAQ area set up on website for single source of Covid-19 related info and links ✓ Principal communicates updates via all-staff emails, weekly briefings & weekly 'Principal's update' emails ✓ Study Support Assistants in regular contact with supported learners ✓ Google Covid Reporting Form designed to enable all staff to report concerns, ideas or suggestions to senior leaders. Form to be available on the staff quick menu. ✓ All students attending will be reminded of the social distance and hygiene regulations including the wearing of face coverings 		

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			STAFF	STUDENTS	VISITORS						
								<ul style="list-style-type: none"> ✓ All staff attending the workplace will be offered and encouraged to take the Lateral Flow tests on a weekly basis. ✓ Where possible and practical to do so staff will be offered the option of working from home (refer to the update TCAT Staff Risk Assessment) ✓ Staff working in college will be offered rota systems ✓ Voluntary Faculty meetings via Google Meet to continue during this period. ✓ HR to maintain contact with absent or vulnerable colleagues 			
03	Staffing Levels										
	Lack of staff available to teach or carry out required tasks in College or remotely.	<ul style="list-style-type: none"> • Lack of staff available to teach or carry out required tasks in College or remotely meaning tasks are incomplete and/or lessons not delivered 	✓	✓		<ul style="list-style-type: none"> ✓ Staff have been informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms or due to having been contacted by the official Track & Trace system. ✓ Where PCR testing is appropriate/required due to symptoms and/or positive LFD test result, staff should arrange this promptly and remain in contact with HR who will be able to offer support and assistance on the procedures according to the latest government guidance ✓ Where staff are unable to obtain PCR testing kits via the usual channels, we will offer to supply a kit from our DfE allocated 'emergency supply' ✓ Ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, Inclusion, first aiders / fire wardens, estates, cleaning staff & lesson cover. ✓ Review arrangements in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions) and agree any measures with individual members of staff through the TCAT staff risk assessment ✓ The Business & Operations Manager (in conjunction with HR & Line Managers) will conduct a review of the TCAT Staff 	8	L	<ul style="list-style-type: none"> ✓ Conduct/review TCAT Staff Risk Assessment where necessary and staff are aware of the provision made for them in accordance with the Staff Risk Assessment. ✓ Staff absences will be reviewed regularly and as needed to ensure sufficient staff are available and actions taken such as use of supply where necessary and appropriate. ✓ Request additional DfE 'emergency testing kits' as and when required ✓ IT facilities provided to staff at home (where needed & available) enables staff to teach remotely either from a classroom or home ✓ Vice Principal monitors teaching staff absence list daily and will put arrangements in place to provide cover for colleagues who are ill and unable to teach ✓ Arrangements for extended cleaning hours have been put in place that has enabled more regular and additional cleans are able to take place through the day as required. ✓ Weekly Lateral Flow Tests will be made available to all staff and students on site in accordance with government guidance. Staff and students will be encouraged to participate in the testing process. Where an individual tests positive, they will be informed immediately, required to self-isolate and take a PCR test to confirm the result. 	6	L

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			STAFF	STUDENTS	VISITORS						
						Risk Assessment where necessary and for those identified staff. ✓ Contingency plans for staffing levels (teaching, cleaning, estates, etc.) are in place including use of supply and sourcing staff through TCAT where necessary.			✓ Staff will be encouraged to work from home where possible and will be required to maintain strict social distancing measures when working on the college campus		
04	Fire Wardens and First Aiders										
	Lack of Fire Wardens & First Aid Provision	<ul style="list-style-type: none"> Unable to provide adequate first aid or able to supervise fire evacuation procedure. 	✓	✓	✓	<ul style="list-style-type: none"> ✓ Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within College. ✓ Ensure posters displayed detailing first aid/fire warden contact information. ✓ Identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See below for further information later in risk assessment. ✓ In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the Covid-19 procedures). Once at assembly points social distancing should be complied with wherever possible. See below on fire evacuation. ✓ <u>See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</u> 	6	L	<ul style="list-style-type: none"> ✓ First aid and defibrillator only to be used in accordance with procedures given in the TCAT Emergency Health and Safety policy ✓ Rotas monitored weekly to ensure adequate cover on site. ✓ Staff on site lists held centrally ensure safe evacuation if needed. 	4	L
05	Travelling to and from College										
	College transport not running during period of lockdown so vulnerable students / children of critical workers must travel by own means or public transport.	<ul style="list-style-type: none"> Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Ask staff/students to walk or cycle to College where possible ✓ Ensure staff/students (& parents) are aware of the recommendations set out in the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> (including avoiding peak times & wearing of face coverings on public transport) when planning their travel ✓ Advise staff/students to remain 2 metres apart on public transport where possible (or 1m plus mitigating actions) ✓ Advise staff/students to wash their hands for 20 seconds prior to getting on the bus/train and after getting off – if they do not have access to washing facilities advise them to use hand sanitizer ✓ College timetable allows minimised travel at peak times through removing need for students to be onsite for any 'free period' ✓ Cycle secure storage to be promoted and engagement with local authority green travel team to continue to take place for support and guidance 	6	L	<ul style="list-style-type: none"> ✓ Review of current cycle storage conducted in Jul 20 and deemed sufficient. Areas will be monitored for changes in requirements ✓ Dedicated college buses not operating during period of lockdown ✓ "In/Out" designated pedestrian gates at main entrance ✓ Menin gate to remain open throughout the College day for as long as is judged to be necessary and appropriate ✓ Students and staff can continue to use the free Warrington's Own Buses daily shuttle into the town centre but would be expected to follow guidance when travelling by public transport (face coverings for example) 	6	L

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			STAFF	STUDENTS	VISITORS						
						<ul style="list-style-type: none"> ✓ Local cycle and walking route map information has been developed and made available for staff/students 					
06	Arrival and departure of College staff										
	<p>Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from College</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Staff/students to go directly to room/office where lesson/work will be taking place. ✓ Staff/students to wash their hands upon arrival and prior to leaving the College ✓ Staff/students to adhere to the social distancing measures and remain 2 metres (or 1m + mitigating measures) apart at all times including when entering and exiting the building. ✓ Safety briefings were carried out with staff and students to make them aware of 2 metres distance – example markers at entrances & exits to College and prominent places around campus ✓ Continue reinforce training with staff and students to make them aware of social distancing – example markers at entrance and exits to buildings and markers at appropriate places within buildings ✓ Hand sanitiser stations provided at entrance and exit points, and multiple prominent positions around campus ✓ Hand sanitiser to also be made available in each classroom & office 	6	L	<ul style="list-style-type: none"> ✓ Ask staff/students to assess their health relating to Covid-19 symptoms before coming to College and if experiencing any Covid-19 symptoms, advise them to follow government/NHS guidance including prompt testing where applicable ✓ Place social distancing posters in prominent positions at entrance and exits and around College ✓ Reiterate key messages via regular tutorial notices and 'pop-up' screen messages ✓ Use Hands/ Face/ Space messaging and posters around the college ✓ Increased numbers of posters and floor signage reiterating one-way systems, 2 metre distancing and requirements to wear masks ✓ One-way system in place on College driveway footpaths ✓ Staff working onsite are to follow procedure of emailing student services team with details who will keep a central record and liaise with SLT as appropriate if any concerns re numbers/rooming etc. 	4	L
07	Drop off and collection of students										
	<p>Non-adherence of social distancing measures during the arrival and departure times of students</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands 	✓	✓		<ul style="list-style-type: none"> ✓ Only vulnerable students and/or children of critical workers permitted to attend during this period of lockdown ✓ Numbers of eligible students assessed in advance and average take-up expected to be fewer than 10 students at any one time ✓ Students designated LRC (Y2 downstairs, Y1 upstairs) as their workspace to attend virtual lessons ✓ The one way entry, exit and movement systems will remain in place 	6	L	<ul style="list-style-type: none"> ✓ Reiterate key messages via regular tutorial notices and 'pop-up' screen messages ✓ Use Hands/ Face/ Space messaging and posters around the college ✓ Increased numbers of posters and floor signage reiterating one-way systems, 2 metre distancing and requirements to wear masks. ✓ One-way system in place on College driveway ✓ Students attending college sessions will be informed of the areas that 	4	L

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			STAFF	STUDENTS	VISITORS						
		contact with contaminated surfaces				<ul style="list-style-type: none"> ✓ Instruct students to wash their hands on arrival and prior to leaving the College ✓ Hand sanitiser stations provided at entrance and exit points, and multiple prominent positions around campus ✓ Use floor markings to indicate social distancing requirements ✓ Place posters showing students how to wash hands in washroom facilities ✓ Non-compliance procedure to be agreed in advance e.g. initial warning and then asked to leave site 			they are able to access and be instructed to go straight to their area on arriving at college. <ul style="list-style-type: none"> ✓ Staff and students must wear face coverings in communal areas and corridors. Where students and staff do not have a face covering, one will be provided although both staff and students are expected to bring their own face coverings into College 		
08	Use of classroom space										
	Unable to maintain social distancing measures in classrooms	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Remote teaching in place during this period of lockdown so classrooms not being used for normal teaching 	4	L	<ul style="list-style-type: none"> ✓ Students working onsite (vulnerable and/or children of critical workers) are based in the LRC (Y2 downstairs, Y1 upstairs) to attend remote lessons rather than timetabled classrooms ✓ Staff will be encouraged to work from home where possible and will be required to maintain strict social distancing measures when working on the college campus ✓ No students will be working in classrooms during this period. 	2	L
09	Movement around the building										
	Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Only vulnerable students and/or children of critical workers permitted to attend during this period of lockdown ✓ The one way entry, exit and movement systems will remain in place (see map) ✓ Students and staff to follow social distancing guidance while moving around the building (currently 2m or 1m + mitigating actions) ✓ Face coverings compulsory in all corridors and communal areas 	6	L	<ul style="list-style-type: none"> ✓ Floor markings and/or notices and signage in corridors and in internal communal areas to give social distancing guides ✓ Sanitiser stations placed at the entrances and exits to buildings. ✓ Student communications (including letters, emails and videos from senior leaders) to continue to be sent out reminding students of key Covid safety messages. ✓ Staff will be encouraged to work from home where possible and will be required to maintain strict social distancing measures when working on the college campus ✓ As our students are of an older age, there will be minimal student numbers on site on any given day 	2	L
10	Use of shared equipment and resources										

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	Higher risk of contamination if students and staff use shared equipment and resources	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Only vulnerable students and/or children of critical workers permitted to attend during this period of lockdown ✓ Students are required to bring own resources to College for their own use only and these should be kept in their own bag when not in use ✓ Clean shared materials and surfaces more frequently ✓ Cleaning supplies to be available in each classroom/office to allow users to clean desks & chairs (& resources where applicable) before and after use ✓ The fogger will be used twice weekly in all toilets and any other practical spaces in use e.g. dance studio. ✓ Limit the amount of shared resources in use. ✓ All practical subjects to be taught in line with any specific guidance e.g. sports, music/performance etc and during this period of lockdown remote learning is in place meaning that practical spaces will only be used for teacher demonstration or on an individual basis to fulfil student progression criteria (e.g. audition recordings) ✓ Catering facilities suspended during this period of lockdown ✓ LRC to be used for attending students (vulnerable and/or children of critical workers) to specified maximum capacity basis with zones allocated for Y1 & Y2 students. Area to be cleaned by user before and after each use ✓ Cleaning supplies to be available in each shared space to allow users to clean desks/tables & chairs before and after use 	6	L	<ul style="list-style-type: none"> ✓ Separate risk assessments to be conducted and approved by SLT in advance for practical activities following government guidance https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision ✓ Students will be asked to bring in essential equipment only and will keep their belongings with them at all times (or stored in their locker where applicable) ✓ Outdoor canopies, to act as additional dining spaces are being installed to allow staff/students to spend breaks outside in fresh air ✓ Refilling of hand sanitiser and other consumables in classrooms/offices and sanitiser stations completed by cleaning/estates staff with checks carried out throughout daily ✓ Google form and procedures in place to enable staff to quickly and easily alert Estates if they see any sanitiser stations empty. 	4	L
11	Use of shared spaces										
	Higher risk of contamination if students and staff use shared spaces	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from 	✓	✓		<ul style="list-style-type: none"> ✓ Ensure regular adequate cleaning takes place, following the COVID-19: cleaning of non-healthcare settings guidance ✓ Staff offices are assigned with maximum occupancy and guidance principles issued ✓ Rooms should be kept clear of unnecessary items including soft furnishings, furniture and equipment which should be removed or put out of use. ✓ Staff to maintain own personal resources as required 	6	L	<ul style="list-style-type: none"> ✓ All practical subjects to be taught in line with any specific guidance e.g. sports, music/performance etc and during this period of lockdown remote learning is in place meaning that practical spaces will only be used for teacher demonstration or on an individual basis to fulfil student progression criteria (e.g. audition recordings) ✓ Sports facilities to be used in accordance with national guidance 	4	L

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		hand and hands contact with contaminated surfaces				<ul style="list-style-type: none"> ✓ Layers of clothing to remain on self or in own bag to be kept with personal belongings and taken home at end of each session ✓ Staff advised to maintain social distancing (currently 2m or 1m plus mitigating measures) ✓ Rooms are kept ventilated through mechanical ventilation (fresh air) systems where possible, and by opening windows within classroom (in cooler weather this should be just enough to provide constant background ventilation (if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies) 			<p>https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision</p> <p>And https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</p> <p>And https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</p> <ul style="list-style-type: none"> ✓ The fogger will be used twice weekly in all toilets and any other practical spaces in use e.g. dance studio. ✓ All practical subjects to be taught in line with any specific guidance e.g. sports, music/performance, etc ✓ Staff will be encouraged to work from home where possible and will be required to maintain strict social distancing measures when working on the college campus ✓ Staff offices are assigned with maximum occupancy and guidance principles issued ✓ Rota systems in place for Business Support offices ✓ Staff will be encouraged to work from home where possible and will be required to maintain strict social distancing measures when working on the college campus 		
12	Use of outdoor spaces and equipment										
	<p>Higher risk of contamination if students and staff use shared outdoor spaces and equipment</p> <ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) 		✓	✓		<ul style="list-style-type: none"> ✓ During this period of lockdown remote learning is in place meaning that classrooms & practical spaces will only be used for teacher delivery/ demonstration or on an individual basis to fulfil student progression criteria (e.g. audition recordings). ✓ Only vulnerable students and/or children of critical workers are currently permitted 	6	L	<ul style="list-style-type: none"> ✓ Refilling of hand sanitiser and other consumables in classrooms and sanitiser stations completed by cleaning staff ✓ Checks carried out daily by cleaning/estates team ✓ Google form and procedures enable staff to quickly and easily alert 	4	L

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		<ul style="list-style-type: none"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				to attend onsite to engage with remote learning programme (based in LRC). ✓ Outdoor canopies, to act as additional dining spaces are installed ✓ Cleaning supplies to be available in each area to allow users to clean tables & chairs before and after use			Estates if they see any sanitiser stations empty. ✓ Minimal student numbers on site		
13	Break / lunch times										
	Mixing of students during break and lunch times and maintenance of social distancing measures	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> Students/staff remaining onsite for any break/lunch periods to remain in office/designated space where possible or, if necessary eat in outdoor seating areas (where available). Staff/Students to wash their hands before and after break and lunch times. 	6	L	<ul style="list-style-type: none"> All café areas will be closed and staff and students will be required to bring in packed lunches Additional outdoor seating both covered and uncovered has been installed. Staff and students to maintain strict social distancing during break times and to use designated areas only. Minimal student numbers on site. Café areas closed. 	4	L
14	Provision of catering										
	Mixing of staff and students whilst providing catering	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> Catering outlets will be closed but social areas will be available Cleaning supplies to be available in each area to allow users to clean tables & chairs before and after use Cleaning staff to be on hand during peak times to help boost cleanliness Face coverings compulsory in all corridors and communal areas 	6	L	<ul style="list-style-type: none"> Sanitiser stations will be provided in each communal area and equipment to cleaned with sanitiser wipes before and after use Where staff bring their own packed lunch and drinks, these should be kept with personal belongings or within a sealed container in fridge. Staff to bring own utensils in and retain with personal belongings. Dirty plates and utensils must not be left in sinks or the kitchen and should be washed straight after use and then retained with personal belongings. Enhanced cleaning regime in place in staff room / kitchen areas used by staff. No College catering facility during this lockdown period 	2	L
15	Access to toilets and hand washing facilities										
	Mixing of students/staff during visits to toilets and	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people 	✓	✓		<ul style="list-style-type: none"> Advise students and staff to wash their hands for 20 seconds using warm water and soap 	6	L	<ul style="list-style-type: none"> Increased staffing to maintain cleaning regimes. Tick charts of cleaning schedules to be installed in all toilet areas 	4	L

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	hand washing facilities	with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <ul style="list-style-type: none"> • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				<ul style="list-style-type: none"> ✓ Advise students and staff to stick to social distancing guidelines ✓ Place poster within each toilet area with handwashing procedures to be followed ✓ Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available. ✓ Ensure adequate supply of paper towels for hand-drying ✓ Ensure adequate supply of other consumables is maintained ✓ Cleaning staff to be on hand during peak times to help boost cleanliness 			<ul style="list-style-type: none"> ✓ Refilling of hand sanitiser and other consumables in rooms and sanitiser stations completed by cleaning staff with checks carried out throughout daily and Google form in place to enable staff to quickly and easily alert Estates if they see any sanitiser stations empty. ✓ 'Quick link' on all staff desktops to ensure staff can easily report when cleaning consumables are running low or have ran out. 		
16	Physical education lessons and contact sports										
	Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Currently not taking place under lockdown 	4	L		0	L
17	Music, dance and drama lessons										
	Unable to maintain social distancing measures during music, dance and drama lessons	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Currently not taking place under lockdown 	6	L		0	L
18	Supporting clinically vulnerable students and staff										
	Students and staff are at higher risk of	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close 	✓	✓		<ul style="list-style-type: none"> ✓ CEV individuals are advised to work from home and where this is not possible, they should not go into 	8	L	<ul style="list-style-type: none"> ✓ Online learning provision in place to support students 	6	L

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	severe illness if they do not maintain social distancing / follow medical advice	proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <ul style="list-style-type: none"> • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. <ul style="list-style-type: none"> ✓ Managers will discuss with CEV and other homeworking staff the implications of working from home and determine precisely what work they can and cannot reasonably do from home. ✓ The individual TCAT staff risk assessment can be reviewed and revised to include all agreed arrangements put in place to support the staff member ✓ Risk assessments for students who are identified as CEV or CV can be reviewed and revised as necessary to include all agreed arrangements and support required. 			<ul style="list-style-type: none"> ✓ Additional TCAT Staff/Student risk assessments to be conducted where necessary ✓ Central list held of all students on site to minimise numbers and risk 		
19	Managing symptomatic students and staff										
	Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Ensure that staff are aware of the process for sending home students or staff if they become unwell with a new, continuous cough or a high temperature or other official COVID-19 symptom and advise them to follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance</u>. ✓ If a student/staff member is awaiting collection: <ul style="list-style-type: none"> - Send them to a room where they can be isolated behind a closed door (Senior Tutor Breakout room, Priestley reception) - Alert Student Services so that First Aiders can attend - First Aiders to open a window for ventilation - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. The room will be put out of use until cleaning can take place. - PPE should be worn by staff if caring for the student while they await 	6	L	<ul style="list-style-type: none"> ✓ Separate room to be nominated as space for symptomatic students (Senior Tutor Breakout room by Priestley reception) ✓ Other room to be used (where necessary) for non-Covid related First Aid and medication (see map) ✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk ✓ PPE to be provided in accordance with the correct guidance (e.g. IIR2 masks are required for aerosol generating procedures. Application of first aid measures will follow the guidance in the TCAT Emergency Health and Safety policy) ✓ Ensure that once the room has been cleaned, the fogger is used to disinfect the room as an additional precaution ✓ HR recording and follow up processes in place for staff symptomatic and/or isolating ✓ Students Tracking and monitoring process in place for students symptomatic and/or isolating ✓ Regular communications to parents, carers and students through various 	4	L

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						collection if a distance of 2 metres cannot be maintained - Call 999 if they are seriously ill or injured or their life is at risk and follow this with a call to parent/carer as per standard First Aid procedure ✓ With the majority of cases where staff/students are displaying COVID-19 symptoms, there would not be a requirement to <i>treat</i> the person and First Aiders should maintain social distancing at all times to ensure that no sustained contact occurs unless deemed necessary ✓ If a member of staff has had to come into direct contact with someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test should be undertaken and 'emergency' stock has been supplied by DfE) or the student subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ✓ Clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance			mediums (college website, videos, tutorial, letters from the Principal) to ensure anyone displaying symptoms does not come onto site		
20	Managing visitors and temporary staff										
	Visitors do not adhere to social distancing measures put in place	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> ✓ Visitors permitted to enter the College to be reduced to essential working only ✓ Where able to do so, visitors to contact the College remotely rather than visiting the College ✓ Reception staff to maintain visitor record completing the manual log ✓ Limit the number of visitors at any one time – make arrangements at reception to keep staff/students and visitors distanced – perspex screen fitted to reception desk and reception desk marked off from visitor waiting area by at least 2 metres. ✓ Visitor badges to be given out by reception staff ensuring 2 metre distance is maintained at all times. 	6	L	<ul style="list-style-type: none"> ✓ Maintain a record of all visitors, including contact details – visitor books and entry logs to be completed by staff, stickers to be used as visitor badges. Details are maintained for security and in case of invoking track and trace. ✓ All college events involving visitors have been moved online to virtual events including parents' evenings and open evenings with staff working from around the college campus socially distanced 	4	L
21	Delivery of inbound goods										

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	Delivery of inbound goods - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓		✓	<ul style="list-style-type: none"> ✓ Drop off zone for post and deliveries in place ✓ Hand sanitising and handwashing facilities in place for workers handling goods and merchandise. ✓ Non-business deliveries, for example, personal deliveries to workers not allowed ✓ Incoming goods are cleaned if appropriate ✓ Communication from Principal was sent to all staff to request no personal deliveries to College 	4	L		4	L
22	Cleaning										
	Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Agreed schedule with the Cleaning team ✓ Cleaning team has adopted the <u>COVID-19: cleaning of non-healthcare settings guidance</u> ✓ Additional cleaning requirements and hours agreed ✓ Advice on deep cleaning of rooms/areas take from PHE when managing a confirmed case of Covid-19 ✓ Frequently touched surfaces are cleaned more frequently with detergents and bleach ✓ Books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal ✓ Rooms are kept ventilated through mechanical ventilation (fresh air) systems where possible, and by opening windows within classroom (in cooler weather this should be just enough to provide constant background ventilation (if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies) in line with <u>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</u> ✓ Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation ✓ Checks to be made throughout the day to ensure adequate supply of soap and water & consumables available in all areas ✓ Sanitiser stations to include hand sanitiser, sanitiser wipes, tissues and bins 	6	L	<ul style="list-style-type: none"> ✓ Installing "hold back" devices for fire doors linked to the fire alarm ✓ The fogger will be used twice weekly in all toilets and any other practical spaces in use e.g. dance studio. ✓ Fire risk assessment and fire evacuation procedures have been rewritten to provide for the instruction that internal doors left open should be closed as the last person leaves the room or area. 	4	L

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						set up at entrance and exit and strategic points around College. ✓ Checks to be made that adequate supply of paper towels ✓ Check rubbish bins are emptied throughout the day – use bins with lids with operated foot pedals in areas where medical waste is generated ✓ Cleaning products and gloves to be made available for use in specific areas of College. ✓ Staff to contact either reception areas where urgent assistance is required in a classroom with cleaning.					
23	Personal Protective Equipment										
	PPE	<ul style="list-style-type: none"> Lack of PPE when having to undertake a task where social distancing measures cannot be met. 	✓	✓		<ul style="list-style-type: none"> ✓ Where PPE is identified as required; an adequate supply of these must be provided and available for use. ✓ Staff must be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely – see TCAT video and posters to use in training staff ✓ Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. ✓ If working in close contact with a student or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. See GOV.UK guidance regarding personal protective equipment. 	6	L	<ul style="list-style-type: none"> ✓ In line with guidance, except for limited activities face coverings are not required to be worn. Users may wish to wear one according to their own preference. Where this is the case, we would ask that visors are used rather than coverings for classroom teaching as these are less impactful on communication. ✓ Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day. ✓ Avoid touching the face covering whilst being worn. ✓ Face covering should be changed if it becomes damp or if you have touched it. ✓ Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use) ✓ Guidance on handling of PPE to be provided through notices and training video. 	4	L
24	Administration of First Aid, Medication and Personal Care										
	Higher risk of contamination through close contact between staff member and student during administration of first aid,	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) 	✓	✓		<ul style="list-style-type: none"> ✓ Designated medical room (Senior Tutor Breakout room by Priestley reception) for treatment of sick and injured students to be nominated ✓ Designated space for giving personal care ✓ Room to be well-ventilated and with toilet/ handwash facilities in the room or nearby 	6	L	<ul style="list-style-type: none"> ✓ Guidance on handling of PPE to be provided through notices and training video. 	4	L

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	medication and personal care	<ul style="list-style-type: none"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				<ul style="list-style-type: none"> PPE to be used (gloves and apron as minimum). Where the person being treated has symptoms of Covid 19 a mask must also be worn. Relevant staff are trained in the use of appropriate PPE Room to be cleaned after every use in accordance with cleaning guidelines 					
25	Revised Fire Evacuation plans										
	Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between student and staff groupings.	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> Staff and students briefed on fire evacuation plans including - in the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the Covid-19 procedures). Once at assembly points social distancing should be complied with wherever possible. Fire Evacuation details included in briefing at start of College year and regular reminders provided Evacuation practice held in first term 	6	L	<ul style="list-style-type: none"> Additional guidance issued to all staff and to fire wardens. 	4	L
26	Control of outbreaks within the College										
	Reporting of injuries, Diseases and Dangerous Occurrences to the HSE Outbreaks are not managed in line with LA and PHE guidance	<ul style="list-style-type: none"> Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19 Lack of management of outbreaks increases risk of the spread of the disease within the school and local population 	✓	✓	✓	<ul style="list-style-type: none"> All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Operations Director, TCAT for onward reporting of incidents to RIDDOR. Management of two or more cases within a setting will be carried out in accordance with the Warrington Outbreak Plan https://www.warrington.gov.uk/OutbreakPlans https://www.warrington.gov.uk/sites/default/files/2020-07/covid_19_outbreak_plan_for_educational_establishments_v1.1_020720.pdf Management of a single case within a setting should follow the guidance in https://www.warrington.gov.uk/sites/default/files/2020-06/action_to_take_in_managing_a_single_suspected_case_of_covid_-_educational_setting_0.pdf 	8	L	<p><u>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</u></p> <ul style="list-style-type: none"> Latest guidance re: the management of cases to be followed Daily TCAT and DfE reporting of attendance and confirmed staff and student cases alongside numbers of students self-isolating The Principal receives daily updates from the Local Authority The Principal and/or Business & Operations Manager complete Local Authority surveys to maintain regular contact Monitor cases occurring within the College, track and trace contacts and alert the student, staff member and their contacts, advising them to self-isolate engaging with NHS Track and Trace as appropriate Weekly asymptomatic testing of staff in place as well as serial testing for staff and students daily for 7 days for close contacts of positive cases as required 	8	L