

Suffolk New College Risk Assessment



DATE: August 2020

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LOCATION: All sites

TASK / PREMISES: COVID-19 Generic Risk Assessment

REVIEW DATE: October 2020

What has the potential to cause harm? (Hazards)	What are the Hazards to Health and Safety	Who is affected?	Risk Level H/M/L	Record the preventive and protective measures already in place?	Residual Risk Level	What further action, if any, needs to be taken to reduce risk sufficiently?	Results*
Close contact with others	Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation	Risk to building users of exposure to virus via: <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus, • inadequate personal hygiene, • inadequate distancing 	High	<ul style="list-style-type: none"> • Social distancing (SD) by reducing persons within the area (2 meters), • One-way systems implemented where feasible, Review work / study schedules • start and finish times, working/studying from home, reduction of persons on site, reallocation of workers to other tasks. • Conference calls, TEAMS / Skype meetings, Online teaching etc. instead of face to face meetings, lessons, • Signage to be placed at reception and within the 	Low	All controls to be monitored by Managers, Facilities and Teaching/support staff and CCTV etc. Process of reducing massing of people on site to be managed through collective review and management of timetabling. To create physical barriers additional desks in front of staff to maintain SD or staff may need to wear PPE. Type of PPE will	

				<p>college buildings (on floors and walls) to communicate the 2m distance rule.</p> <ul style="list-style-type: none"> • PPE to be provided to staff who cannot maintain social distancing and also may be required to have physical contact 		<p>need to be assessed. Face fit testing is required for wearers of respirator masks.</p>	
Cleaning and disinfection	<p>Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation</p>	<p>Risk to building users of exposure to virus via:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces, • inhalation of airborne virus, • inadequate personal hygiene, • inadequate distancing 	High	<ul style="list-style-type: none"> • Standard cleaning routines in place for all areas which have not been occupied for 5 calendar days, • regular thorough cleaning and disinfection routines employed in all areas which have been occupied within the previous 5 days, • thorough cleaning and disinfection of any area occupied by person with suspected case of Covid19, • Deep cleaning by mechanical means every 2-3 weeks, • Information posted in key areas, regularly refreshed on laminated washable posters 	Low	<p>Monitoring and audit of cleaning standards Appropriate action taken in cases where there is failure to adhere to hygiene standards</p>	
Use of Toilet & Shower facilities	<p>Exposure to virus is increased unless appropriate standards of cleaning &</p>	<p>Exposure to virus via:</p> <ul style="list-style-type: none"> • physical contact with contaminated 	High	<ul style="list-style-type: none"> • Reduced occupancy for toilets in place. • Thorough cleaning and disinfection routines in place for all toilet areas 	Low	<p>PHE/NHS/GOV.UK information leaflets, posters placed across all areas. Electronic</p>	

	disinfection are in operation	<p>surfaces</p> <ul style="list-style-type: none"> • inhalation of airborne virus • inadequate physical distancing • inadequate personal hygiene standards 		<p>throughout day including door</p> <ul style="list-style-type: none"> • Sanitiser gel to be used before and after entering (level of availability dependent on suppliers) • Soap and paper towels provided and maintained • Hand dryers taken out of use if feasible • Laminated cleanable information posters in place • Limits on numbers using facilities, • Staff to be supplied with personal 100ml bottle of hand sanitiser gel, if feasible • Take alternate showers out of use. • Take alternate sinks and urinals out of use to maintain social distancing. 		<p>information and guidance placed on college portals and regular Comms sent to all persons on site.</p> <p>Staff instructing students regarding strict guidelines to be followed.</p> <p>Protocol for toilet and shower use to be issued to staff and students.</p>	
Wearing of PPE	Exposure to virus is increased unless appropriate standards of personal hygiene, close fitting & disinfection are in operation	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces and then touching masks • inhalation of airborne virus • inadequate physical 	High	<ul style="list-style-type: none"> • Where identified that a task cannot maintain social distancing, is not short term, cannot involve use of screens then appropriate supplies will be available to protect persons, • Persons to ensure they remove PPE safely to prevent cross contamination and all waste to be placed in waste bags 	Low	<p>Staff will be issued with instructions on how-to put-on masks.</p> <p>If respirators are required, then staff and students are ideally to be clean shaven and all users will require face fit testing.</p> <p>Respirators with</p>	

		<ul style="list-style-type: none"> distancing inadequate personal hygiene standards 		<ul style="list-style-type: none"> Staff and students to ensure they still follow the hand washing guidelines and use hand sanitiser PPE is for short term use only. Masks are to be replaced if they become moist and/or dirty. It is mandatory for face masks to be worn in communal areas 		<ul style="list-style-type: none"> vents do not provide protection to others (only the user). Managers to monitor degradation of users i.e. face sores, dermatitis, redness and blotches. 	
Student attendance	Mixing with others increases risk of virus transmission	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus inadequate physical distancing inadequate personal hygiene standards 	High	<p>Students and parents/carers briefed before joining courses or returning to college re;</p> <ul style="list-style-type: none"> personal hygiene standards; physical distancing virus transmission routes and personal responsibilities Arrival and departure from college managed by staff / queue mazes / barriers / marks on the ground 	Low to Medium – depending on student behaviour and adherence to code.	<p>Staff and students to be issued with the protocol for student attendance</p> <p>Code of conduct to be issued to all students</p> <p>Re-induction on key points to be issued to all students and their parents/ carers.</p>	
Visitors to site	Mixing with others increases risk of virus transmission	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> physical contact with contaminated surfaces inhalation of airborne virus 	High	<ul style="list-style-type: none"> No visitors will be allowed Persons requiring access to the sites to collect essential resources must contact their Dept. Head and a member of Executive to seek permission. Contractors wishing to 	Low	<p>Visitors and contractors to remain in Reception Area / Facilities entrance, until met by host.</p>	

		<ul style="list-style-type: none"> • inadequate physical distancing • inadequate personal hygiene standards 		<p>access must seek permission from the Facilities Supervisor/Site Supervisor and follow college guidelines/procedures. Procedures must be in place by the external contractors to ensure lone working is covered and they have stringent procedures in place.</p> <ul style="list-style-type: none"> • Any items can be arranged to be collected at a central point once permission has been granted, social distancing/hygiene procedures must be followed. 			
Use of Smoking Areas	Mixing with others increases risk of transmission between asymptomatic carriers	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces • inhalation of airborne virus • inadequate physical distancing • inadequate personal hygiene standards 	High	<ul style="list-style-type: none"> • 2m space between each person at all times, • Area is already naturally ventilated, • Sharing of smoking materials is not permitted, • One-way circulation in place into and out of the Smoking Area where feasible, to limit crossing paths. 	Low	<p>Notices to be displayed to remind users of social distancing.</p> <p>Students and staff still required to smoke behind the yellow line in Ipswich.</p>	
Use of	Mixing with others	Transmission of	High	Size of cohort in classroom	Low	Where practicable,	

<p>classrooms and workrooms</p>	<p>increases risk of transmission between asymptomatic carriers Failure to clean and disinfect surfaces & equipment / ventilate rooms</p>	<p>virus through:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces • inhalation of airborne virus • inadequate physical distancing • inadequate personal hygiene standards 		<p>determined in advance of occupation to facilitate the following:</p> <p>Layout reconfigured to ensure:</p> <ul style="list-style-type: none"> • students to be in rows facing the teacher in classrooms • use of masks in IT rooms where desks cannot be distanced • sufficient space left between staff and student desks • student desks do not face each other • all extraneous equipment and materials locked away to prevent unnecessary handling • students provide and use own equipment and materials, as appropriate • shared equipment is kept to absolute minimum and cleaned / disinfected before & after each use by a different person <p>Room occupation:</p> <ul style="list-style-type: none"> • Room ventilated before arrival of students and surfaces are cleaned & disinfected as necessary • Door kept open while students arrive 		<p>alternative rooms will be used to allow full size cohort to be taught. If unable to do so: alternative arrangements will be developed Designate a principal Isolation Room on campus – able to be cleaned and disinfected easily, with adjacent toilet</p>	
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Poor Mental Health	Confusion, solitude, lack of communication, poor or incorrect procedures	Transmission of virus through: <ul style="list-style-type: none"> • physical contact with contaminated surfaces • inhalation of 	High	<ul style="list-style-type: none"> • The Director of Student Support & Safeguarding for students, and the HR Manager for staff will promote mental health and wellbeing support to all with access via the college 	Medium	Keep the support under review and to consider further external guidance and support as required. To arrange individual	

		airborne virus <ul style="list-style-type: none"> • inadequate physical distancing • inadequate personal hygiene standards 		systems, emails, zoom meetings, text alerts/messages and communication with managers, staff <ul style="list-style-type: none"> • Support services in place to support the mental health of students and staff, for them to access. • Mental health first aiders and peer to peer support available to offer support and guidance to persons who are struggling. This is available via email or college phones. 		referrals as required.	
Managing movement around college	Overcrowding and mixing of students	Transmission of virus through: <ul style="list-style-type: none"> • physical contact with contaminated surfaces • inhalation of airborne virus • inadequate physical distancing • inadequate personal hygiene standards 	High	Signage applied to floors and walls <ul style="list-style-type: none"> • All movement along corridors and stairs is kept to the left-hand side. • In Ipswich in the North Building, the Pink and White stairs to be used to go upstairs, the Green and Blue stairs to be used to go downstairs. • In Ipswich, the Orange stairs to be used to go upstairs, and the Grey and Yellow to be used to go downstairs. • At Rural and OTC staff and students to keep to the left on each staircase. 	Low to Medium. Will depend on adherence to rules. Monitor closely	Maglocks installed on doors where practicable to enable them to be kept open, reducing need for contact with doors / door handles Staff monitor traffic flows and adjust layouts accordingly	

				<ul style="list-style-type: none"> • One-way circulation systems in place in designated corridors and stairs, clearly indicated by appropriate signage • Barriers and queue 'mazes' are installed inside and outside buildings as appropriate to control the 'traffic' flow. • Signage and floor markings aid physical distancing in all indoor areas and outdoor areas where there are pinch points including entrances and exits. 			
Use of lifts	Overcrowding and mixing of students Exposure by touching contaminated surfaces	Transmission of virus through: <ul style="list-style-type: none"> • physical contact with contaminated surfaces • inhalation of airborne virus • inadequate physical distancing • inadequate personal hygiene standards 	High	Lifts used by one person at a time. Further restrictions will be put in place, with students and staff needing to seek new permissions to have access. Users of lift to use hand sanitiser on exit from lift Signage to be displayed on lifts	Low to Medium. Will depend on adherence to rules. Monitor closely	Cleaner cleans lift controls beginning, middle and end of day	
Provision of catering	Overcrowding and mixing of students	Transmission of virus through: <ul style="list-style-type: none"> • physical contact 	High	<ul style="list-style-type: none"> • Reconfiguration of seating arrangements • Queuing system and one- 	Low	Marks on the ground to manage social distancing	

	Exposure by touching contaminated surfaces	<p>with contaminated surfaces</p> <ul style="list-style-type: none"> • inhalation of airborne virus • inadequate physical distancing • inadequate personal hygiene standards 		<p>way systems in place with implementation of signage and floor markings</p> <ul style="list-style-type: none"> • Students encouraged to take away refreshments / eat outside / eat in classrooms and workshops / provide own packed meals • Take away refreshments to be delivered out into the building • Contactless payment methods • Disposable containers for refreshments • Reusable drinks containers no longer allowed • Staff wear non-reusable gloves to handle packaged items (sugar sachets, tea bags etc) 		<p>and queues. Staff to wear masks and gloves at tills. Classes timetabled to stagger use of café</p> <p>If possible, provision of outdoor seating facilities at 2m distancing to encourage eating outside</p>	
Breaks / recess	<p>Overcrowding and mixing of students</p> <p>Exposure by touching contaminated surfaces</p>	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> • physical contact with contaminated surfaces • inhalation of airborne virus • inadequate physical distancing • inadequate personal 	High	<ul style="list-style-type: none"> • Stagger breaks through timetabling • Adjust benches outside by physical marking, regularly disinfect as appropriate • Make use of larger halls / rooms to allow physical distance • Take vending machines out of use or regularly disinfect them 	Low	<p>To progress as quickly as possible additional outside seating spread around. Marks outside to help indicate zones between people. Staff to help supervise students outside.</p>	

		hygiene standards					
Specialist teaching areas - Sports	Overcrowding and mixing of students/ staff Exposure by touching contaminated surfaces	<ul style="list-style-type: none"> • Transmission of virus through: • physical contact with potentially contaminated surfaces • Inadequate physical distancing • inhalation of airborne virus • inadequate personal hygiene standards 	High	<ul style="list-style-type: none"> • Group sports e.g. using ball are prohibited • All equipment disinfected before and after each use • Where possible students arrive at college dressed for sports instead of changing on site / using showers • Sports undertaken outside wherever feasible • Layouts in sports hall and multi-purpose rooms rearranged to ensure physical distancing • Ventilation by opening windows 	Low	Refer to additional Risk Assessments for Sports	
Close contact due to Invigilating Assessments, 1-2-1 assistance (Reader, Scribe etc)	Close proximity of staff and students Exposure by touching contaminated surfaces or by close / physical contact	Transmission of virus through: <ul style="list-style-type: none"> • Inadequate physical distancing • physical contact with potentially contaminated surfaces • inhalation of airborne virus • inadequate personal hygiene 	High	<ul style="list-style-type: none"> • Where social distancing is not feasible due to assessment criteria then PPE is to be used. • All surfaces disinfected before and after use • Classroom layouts rearranged to ensure physical distancing of 2m between individuals 	Low	Refer to Exam / assessment procedures	
Specialist teaching areas Visual	Overcrowding and mixing of students	Transmission of virus through: <ul style="list-style-type: none"> • Inadequate 	High	<ul style="list-style-type: none"> • Students must provide their own materials / equipment as much as possible to 	Low	Refer to additional RA's for Visual Arts	

arts	Exposure by touching contaminated surfaces	<p>physical distancing</p> <ul style="list-style-type: none"> • physical contact with potentially contaminated surfaces • inhalation of airborne virus • inadequate personal hygiene 		<p>avoid sharing</p> <ul style="list-style-type: none"> • All shared equipment disinfected before and after each use • All surfaces disinfected before and after use • Classroom layouts rearranged to ensure physical distancing of 2m between individuals • All extraneous equipment and materials to be made inaccessible 			
Specialist teaching areas creative arts	<p>Overcrowding and mixing of students</p> <p>Exposure by touching contaminated surfaces</p>	<ul style="list-style-type: none"> • Transmission of virus through: • Inadequate physical distancing • physical contact with potentially contaminated surfaces • inhalation of airborne virus • inadequate personal hygiene 	High	<ul style="list-style-type: none"> • Students to provide their own materials / equipment avoiding need for sharing • All shared equipment disinfected before and after each use • All surfaces disinfected before and after use • Room layouts rearranged to ensure physical distancing • Mechanical ventilation used and maintained (note re-circulation of air prohibited) • Spaces are manually ventilated by opening of windows • Heating / cooling fans must not be used 	Low	Refer to additional Risk Assessments for Performing Arts	
Specialist teaching areas	<p>Overcrowding and mixing of students</p> <p>Exposure by</p>	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> • Inadequate 	High	<ul style="list-style-type: none"> • Maintain high standards of hygiene • Review student numbers 	Low	Refer to additional Risk Assessments for Construction &	

construction & engineering	touching contaminated surfaces	distancing <ul style="list-style-type: none"> physical contact with potentially contaminated surfaces inhalation of airborne virus inadequate personal hygiene 		for practical tasks <ul style="list-style-type: none"> Students not to share tools or equipment if feasible. All shared equipment disinfected before and after each use* All surfaces disinfected before and after use* Room layouts rearranged to ensure physical distancing Mechanical ventilation used and maintained to recirculate fresh air (note re-circulation of air prohibited) Spaces are manually ventilated by opening of windows Heating / cooling fans must not be used Use of bays permitted as long as social distancing is maintained or students work back to back at a distance of at least 1.5m. 		Technology *gloves may be required to be worn if regular sanitizing of shared tools and equipment is not feasible. Students to be reminded not to touch face with gloved hands.	
Specialist teaching areas - Catering & Hospitality, Hair & Beauty	Overcrowding and mixing of students Exposure by touching contaminated surfaces	Transmission of virus through: <ul style="list-style-type: none"> Inadequate physical distancing physical contact with potentially contaminated surfaces 	High	<ul style="list-style-type: none"> Maintain high standards of hygiene Avoid sharing equipment Review student numbers for practical tasks Suspend public-facing work 	Low	Refer to additional Risk Assessments for Hair & Beauty Where physical contact is required then PPE must be considered.	

		<ul style="list-style-type: none"> • inhalation of airborne virus • inadequate personal hygiene 				
Staff on-site/ off-site / between sites	Exposure to virus of people considered vulnerable to COVID-19	<p>Exposure to COVID-19 increases the risk of severe illness to staff who:</p> <ul style="list-style-type: none"> • Are over 70 years old, • Are pregnant • Have specific medical conditions which increase vulnerability to infection 	High	<p>Vulnerable staff:</p> <ul style="list-style-type: none"> • Staff to inform HR and line manager of any vulnerability • HR identifies and deals with each case on an individual basis through COVID-19 Personal Risk Assessment. • Virtual meetings held wherever feasible • Staff to return with support measures and adjustments in place. 	Low	Teaching staff to be on site when teaching and also on the cover rota. A review of which business support staff will return into the buildings, and which ones will remain working remotely full or part time.
Dealing with a suspected or proven case of COVID-19	Exposure to COVID19 virus	Transmission of virus by all persons in contact with symptomatic person including first aiders	High	<ul style="list-style-type: none"> • Anyone presenting with the symptoms will be sent home and to follow NHS 111 advice. • Departmental Managers to remain in contact with persons and advise Executive and the Facilities Supervisor/Site Supervisor so that the area can be locked down and a thorough clean can be carried out of the areas in the event of an actual diagnosis. • Reiterate to all persons the government guidelines. 	Low	See First Aid Information for dealing with suspected cases of COVID-19

				<p>disposable apron, disposable gloves, surgical facemask, visor (visor to be sanitised after use by the first aider. Other items of PPE to be placed in sanitary bins)</p> <p>Follow Resuscitation Council Guidelines, St John Ambulance protocols and First Aider COVID-19 Pandemic guidance</p>			
Fire Evacuation	<p>Overcrowding and mixing of students</p> <p>Reduction in the number of Fire Marshals</p> <p>One way system due to social distancing may confuse staff</p>	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> • Inadequate distancing • physical contact with potentially contaminated surfaces 		<p>All Tutors to act as Fire Marshals for their group. All staff to be provided with appropriate instruction with regard to Social Distancing 2m during evacuation, to be observed whilst evacuation takes place and at Assembly Point. One way systems to be communicated. Directional signage to be displayed</p>	Low	<p>When more staff and students will be on site, an updated fire exit strategy will be in place which also supports social distancing and procedures as far as possible in an emergency.</p>	