

NCP Phase 1 COVID-19 Return Risk Assessment

Government guidance states that colleges should plan to re-open from the week commencing 15th June 2020. All information contained in this risk assessment (and linked documents) is subject to change based on the advice from government and the changing local situation for New College Pontefract.

Estimated Student Numbers	110
Estimated Staff Numbers	15

Area of Concern	Risk	Risk Level Before Controls <i>Low = 1-2 Medium = 3-4 High = 6+</i>	Control Measures	Residual Risk Level <i>Low = 1-2 Medium = 3-4 High = 6+</i>	Additional Actions/Resources Required	Links to Relevant Policies or Government Advice	Responsibility	Control Measures in Place
Governance, Policies and Procedures	Invacuation/Lockdown <i>Current plans will not work with planned reduced staffing levels</i>	6	New Invacuation/Lockdown plans prepared to take into account reduced staffing levels	2	Brief staff members who will be on site with the new arrangements.	Fire Evacuation Plan Lockdown Plan	Safeguarding Leads, Health and Safety Manager	
	Evacuation <i>Current plans will not function with planned reduced staffing levels</i> Safeguarding	6	New Evacuation plans prepared taking into account expected staffing levels	2				
Site Safety	Start and Finish Times <i>Regular start and finish times require staff and students to travel during rush hour</i>	4	Start times shifted by 1 hour to avoid travel during peak times. Finish times moved forward by 3 hours. Staff – 9:00 – 12:45 Students – 9:30 – 12:30	2	Leaving building will be staggered with individual groups being released individually to ensure that social distancing is maintained as students leave. This process will be co-ordinated by the SLT representative on site.		Estates Manager, H&S Manager	
	Staff arrival <i>Staff may need to use public transport to travel to work. Staff may break social distancing rules when arriving at site by car</i>	4	All advised to avoid public transport where possible. Where this is not possible PPE should be used in accordance with government guidelines. Staff to use Car Park 1 and be mindful of social distancing when exiting vehicles	2				
	Student Arrival <i>Students may break social distancing rules when arriving at site by car or buses provided by NCLT</i>	6	Student drop off to take place in Car Park 2 and parking provided for students in rough ground car park	2				

					Staff supervision will be provided at the bus and car drop-off/collection points.	Car Parking		
	Numbers at entrances <i>Individuals arriving at similar times could cause overcrowding at entrances to site and lead to failure of social distancing measures</i>	6	All access to site is through main reception. One way systems introduced and clearly signposted within the college.		Mark 2m social distancing lines on floor outside reception to allow for safe queueing. Signage placed to remind staff and students of proper social distancing etiquette. Member of staff assigned by senior staff member to check social distancing is maintained at entrances, exits and corridors. Member of SLT will co-ordinate staggering of students leaving college to ensuring social distancing is maintained.	Security	All Staff	
Water Systems and Fire Safety		6	Maintain regular checks and water run offs in line with current procedures. Maintain regular checks of fire alarm and emergency lighting systems in line with current procedures.	1	Complete chlorination of water system prior to site re-opening	COVID-19 Water Systems COVID-19 Fire Safety COVID-19 Security	Estates Manager	
Heating and Ventilation	Reduced ventilation due to lower number of site users	4	Ensure classrooms in use are well ventilated and windows opened when in use. Follow procedures laid out in separate risk assessment.	1		Heating and Ventilation	Estates Manager	
Fire Safety	Fire Evacuation procedure <i>Low staff numbers invalidate current fire evacuation procedures</i>	6	Provide training to staff on new evacuation procedure, highlighting balance of risks while evacuating (social distancing is not prioritised during an evacuation) Follow new fire evacuation procedure to ensure that buildings are fully evacuated in case of emergency.	2	Brief staff members who will be on site with the new arrangements. Before opening run drill with staff (each day for first 3 days of opening, weekly once all staff are familiar with new arrangements) to ensure they are familiar with the plans. All staff to sign in at reception on arrival with own pen. Registers completed by staff at the beginning of the day to ensure a complete record of all students on site.	Fire Evacuation Plan	H&S Manager	
Invacuation and Lockdown	Invacuation and Lockdown Procedure <i>Low staff and student numbers interfere with current invacuation procedure</i>	4	Provide training to staff on new invacuation procedure Follow new invacuation/lockdown procedure to ensure that buildings are fully evacuated in case of emergency.	2	Brief staff members who will be on site with new arrangements.	Lockdown Plan	H&S Manager	

First Aid	Adjusted staffing levels interfere make invalidate current first aid arrangements	4	Provide first aid staff with training on how to provide emergency first aid to individuals on site. Remind staff of procedure for individuals displaying symptoms of COVID-19 (isolation in first aid room, attached disabled toilet made available for use by individual, arrange pick-up by individual from household, thorough cleaning of room and toilet by assigned member of cleaning staff)	2	Prepare first aid rota for each day of opening based upon the staff members who are available. Provision of appropriate PPE and training to first aid staff.	LINK TO TRAINING WHEN COMPLETED	H&S Manager	
Cleaning	Transfer of virus between individuals on commonly touched surfaces (e.g. door handles, door plates, tables, keyboards, mice, toilets, hand rails)	4	All areas of college used on a given day cleaned by cleaning team in afternoon (LAC, and quad area). Additional training provided to all staff and students about risks of commonly touched surfaces and proper hygiene measures to minimise risk of infection Training and guidance for cleaning staff on methods of cleaning and key areas to regularly clean Staff member assigned task of cleaning all commonly touched surfaces while staff and students are using site. Cleaning staff will use normal disinfectant products stocked to treat surfaces Cleaning staff will wear gloves when carrying out cleaning and dispose of gloves in double bagged plastic on completion Where an area is contaminated with bodily fluids cleaning staff will wear gloves, full face mask and disposable apron On completion of cleaning activity staff should wash hands with warm soapy water	2	Cleaning products, Disposable clothes, Warm water, Disposable Gloves, Disposable Apron, Full face mask, refuse bags Cleaning staff to work in separate rooms to minimise contact with others while working.	Cleaning in non-healthcare settings	Site Team Lead	
Infection Control	Possible deposition of viral particles on commonly touched surfaces increases risk of contracting COVID-19 while using shared areas of college site	6	Training provided to remind all site users of importance of hand hygiene and social distancing. Staff member assigned to carry out constant cleaning of commonly touched surfaces and toilets, in line with guidance on cleaning, while site is in use. Signage placed at all photocopiers and printers with guidelines on	3	Cleaning of door handles, touch pads, bannisters, tables and toilets throughout day. Disinfectant wipes placed next to all	Decontamination in non-healthcare settings	H&S Manager, Site Team Lead	

			cleaning before and after use		photocopiers and printers.			
Social Distancing	<p>Classrooms Student numbers in classrooms meaning that social distancing is not possible</p> <p>Communal areas (corridors and break area) Staff and students not maintaining social distancing when used common areas.</p>	6	<p>Rooms to be used identified and seating areas identified to ensure that a minimum of 2m spacing is given to students and staff in classrooms.</p> <p>Spare chairs removed from desks and where available cloth chairs removed and replaced with more easily cleaned seating (hard surfaces).</p> <p>One way system in LAC to ensure individuals do not break social distancing rules in corridors. Floor markings applied to corridors to show direction of one way system</p> <p>Designated 'break area' in quad and outside area. Clear signage to re-inforce only one person per table. Furniture placed to maintain 2m social distancing measures. All staff and students will enter via reception and leave through rear of LAC Staggered social times</p>	2	<p>Signage placed outside all rooms to remind individuals of procedure on entry and exit. Seating areas clearly marked in every room.</p> <p>Removal of unnecessary furniture in selected rooms and working 'pods' clearly marked.</p> <p>Teaching staff to arrive 10 minutes prior to students and ensure that they enter room immediately and are assigned a seat to minimise need for queueing outside classrooms.</p> <p>Queue lines marked outside each room.</p> <p>All students and social distancing measures in classrooms will be supervised by staff.</p> <p>One way system marked on corridors to ensure individuals do not pass too close to one another in common areas.</p> <p>Staff member assigned to supervise corridor areas for initial entry to building (9-30 to 10-00am) and shared outdoor areas during break times (11-00am-11-45am) and ensure social distancing is maintained by staff and students at all times.</p>	<p>LAC4 LAC10 LAC11 LAC13 LAC14 LAC17</p> <p>LINK TO ONE WAY SYSTEM PLANS</p>	All Staff	
Student Wellbeing	<p>Mental Health</p> <p>Toilet Facilities</p>	4	<p>Training for staff on emerging issues around student wellbeing Resources provided to support students experiencing problems related to lockdown</p> <p>Designated toilets for use by students when on site (all located in LAC, only one person per toilet at a time)</p>	2	<p>Break areas will be supervised by a designated member of staff.</p> <p>Staff member assigned to clean toilets regularly through the course of day</p>	<p>Clinically Extremely Vulnerable Individuals</p> <p>Clinically Vulnerable Individuals</p>		

	Water/Food	6	Designated water fountains for students to fill water bottles when on site, provision of cleaning products to disinfect fountains before and after use No food will be available to students who attend, opening hours will be adjusted to ensure that students will not need to eat lunch while on site	2	Staff member assigned to check water fountains are cleaned thoroughly before and after use.			
Staff Wellbeing	Mental Health Toilet Facilities	4	Identify staff members who are in the vulnerable group (as defined by UK government guidance) and ensure that they are not required to return to work on site during Phase 1 return. Support provided to staff regarding mental health problems related to lockdown. Designated toilets for use by staff when on site (only one person per toilet at a time) LAC Staffroom available fill water bottles when on site, provision of cleaning products to disinfect sink before and after use No food will be available to staff who attend site, opening hours will be adjusted to ensure that staff will not need to eat lunch while on site	2		Social Distancing NHS Mental Health Advice Clinically Extremely Vulnerable Individuals Clinically Vulnerable Individuals	HR Manager, Estates Manager	
Access to Learning	Students not returning to college receiving less support as staff move focus		Follow plans as laid out in action plan. Ensure that students not attending site are able to access distance learning.			LINK TO COLLEGE RE-OPENING ACTION PLAN	Principals	
Safeguarding						LINK TO SAFEGUARDING POLICY	Safeguarding leads	
Communication	<i>Procedures may not be clearly communicated to staff and students causing break down of other control measures</i>	4	All communications to be checked by Principal prior to distribution to staff and students. Multiple sources of information provided to ensure messages are as clear as possible (email, website, text message)	1			CEO, Principals	
Individual Job Roles with specific needs	<i>Individual job roles have increased risks not covered in this risk assessment</i>	6	Identify job roles within the organisation which have specific risks associated with them.	2	Complete risk assessments for individual jobs or tasks.	Reception Staff Risk Assessment when on website Counselling staff when on website	H&S Manager, Line Manager	

Contractors/Visitors on Site		4	<p>Visitors and contractors will follow the current safeguarding checks prior to attending site. Staff and students will not be permitted to mix with visitors or contractors</p> <p>Site team leads to co-ordinate attendance of contractors and ensure that they will not require access to areas of the building with staff and students</p> <p>Visitors will be provided with training on how to behave when on site (written procedures prior to attending site, verbal reminder from site team lead on arrival)</p>	1			Estates Manager, Site Team Leads
Response to Confirmed COVID-19 Case		6	<p>Trust Health and Safety Manager identified as point of contact with outside agencies.</p> <p>Keep records of all staff and students attending site each day and the areas of site that they access.</p>	4	Provide details of all staff and students who have worked in close proximity to the individual to government track and trace scheme.	Confirmed Case	Health and Safety Manager, First Aid Staff
Response to suspected COVID-19 case		6	Provide training to all staff to ensure they are familiar with procedures to be followed in case of individual with suspected case of COVID-19 on site.	4	Isolate individual in first aid room and contact others in household to arrange pick up from site. Toilet facilities attached to first aid room designated for use by these individuals. Deep clean completed on room once individual has left site. Ensure individual arranges for COVID-19 test in line with track and trace model. Identify all staff and students who have worked in close proximity with individual.	Suspected Case	Health and Safety Manager, First Aid Staff

Signed (CEO) 

Date 10 /06 /2020

Signed (NCP Principal) 

Date 10 /06 /2020

Signed (Health and Safety Manager) 

Date 29/05/2020