

NCP Phase 2 COVID-19 Return Risk Assessment

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. This risk assessment specifically deals with the opening of college sites to Phase 2 of opening to larger numbers of students unable to effectively work at home, this will now include students of selected practical subjects.

Estimated Student Numbers	150
Estimated Staff Numbers	20

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.	Phase 2 Fire Evacuation	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		Phase 2 Lockdown		
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.		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	Inform staff that they should leave a single gap between vehicles when parking where this is possible.	COVID-19 Government Travel Advice COVID-19 Improvised Face Coverings Car Parking	Estates Manager	
	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	Provide clear instruction to students about procedures for drop off. Buses risk assessed and changes made in line with recommendations in bus providers risk assessment. Staff supervision will be provided at the bus and car drop-off/collection	COVID-19 Government Travel Advice COVID-19 Improvised Face Coverings	All Staff	

					points.	Car Parking LINK TO SITE ENTRY MAP		
	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	<p>Students working in LAC or LRC enter the building through the main reception area. Students working in LAE, Sports Hall or Performance Academy should enter via Car Park 1. Students working in VA, Sports Hub, LAW, Engine Room or Science Academy should enter via the entrance at Car Park 2.</p> <p>One way systems introduced and clearly signposted within the college.</p> <p>2m social distancing lines on floor outside main entrance to allow for safe queueing. Signage placed at entrances to remind staff and students of proper social distancing etiquette.</p>		Member of staff assigned by senior staff member to check social distancing is maintained at entrances, exits and corridors. Staggering students leaving college to ensure social distancing is maintained.	Security	All Staff	
Water Systems and Fire Safety		6	<p>Maintain regular checks and water run offs in line with current procedures.</p> <p>Maintain regular checks of fire alarm and emergency lighting systems in line with current procedures.</p> <p>Chlorination of water system completed prior to its use by staff or students.</p>	1		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	<p>Ensure classrooms in use are well ventilated and windows opened when in use.</p> <p>Follow procedures laid out in separate risk assessment.</p>	1		Heating and Ventilation	Estates Manager	
Fire Safety	Fire Evacuation procedure <i>Low staff numbers invalidate current fire evacuation procedures</i>	6	<p>Provide training to staff on new evacuation procedure, highlighting balance of risks while evacuating (social distancing is not prioritised during an evacuation)</p> <p>Follow new fire evacuation procedure to ensure that buildings are fully evacuated in case of emergency.</p>	2	Brief staff members who will be on site with the new arrangements. 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.	Phase 2 Fire Evacuation	H&S Manager	
Invacuation and Lockdown	Invacuation and Lockdown Procedure	4	Provide training to staff on new invacuation procedure	2	Brief staff members who will be on site with new arrangements.	Phase 2 Lockdown	H&S Manager	

	<i>Low staff and student numbers interfere with current invacuation procedure</i>		Follow new invacuation/lockdown procedure.					
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.	First Aid Training	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. 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 NCLT Cleaning Procedures	Site Team Lead	
	Transfer of viral particles on shared equipment in practical subjects	6	Where possible avoid equipment use by multiple students. Safe Systems of Work prepared for each subject area based on Shared Equipment Risk Assessment	2	Disinfect equipment between uses with suitable cleaning products. Where equipment is shared in a short period of time ensure students maintain good hygiene practises and clean items before and after use.	Distribution of Equipment	H&S Manager, HoS, Subject Teachers, Technicians	
Infection Control	Possible deposition of viral	6	Training provided to remind all site	3	Cleaning of door handles, touch	Decontamination in	H&S	

	particles on commonly touched surfaces increases risk of contracting COVID-19 while using shared areas of college 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 cleaning before and after use.		pads, bannisters, tables and toilets throughout day. Disinfectant wipes placed next to all photocopiers and printers.	non-healthcare settings	Manager, Site Team Lead
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 reinforce 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</p>	2	<p>Signage placed outside all rooms to remind individuals of procedure on entry and exit. Seating areas clearly marked in every room. 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. 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>LINKS to VA1, VA2a, VA2b, VA3, VA4, ER1, HE1</p> <p>LINK TO ONE WAY SYSTEM PLANS</p>	All Staff

Student Wellbeing	<p>Mental Health</p> <p>Toilet Facilities</p> <p>Water/Food</p>	<p>4</p> <p>4</p> <p>6</p>	<p>Staggered social times</p> <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> <p>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 buy to students who attend, opening hours adjusted to ensure that students not on site over lunch. Designated break areas for those who need to eat (medical issues or excessive commute time) – Students in LAC will take breaks in Quad area, students in VA will take breaks in seating area normally used by smokers. Food should be consumed outside where possible, in poor weather the quad area can be used.</p>	<p>2</p> <p>2</p> <p>2</p>	<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>Staff member assigned to check water fountains are cleaned thoroughly before and after use.</p>	<p>Clinically Extremely Vulnerable Individuals</p> <p>Clinically Vulnerable Individuals</p>	<p>H&S Manager, Safeguarding Lead</p>
Staff Wellbeing	<p>Mental Health</p> <p>Toilet Facilities</p>	<p>4</p>	<p>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.</p> <p>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</p> <p>No food will be available to staff who attend site, opening hours will be</p>	<p>2</p>		<p>Social Distancing</p> <p>NHS Mental Health Advice</p> <p>Clinically Extremely Vulnerable Individuals</p> <p>Clinically Vulnerable Individuals</p>	<p>HR Manager, Estates Manager</p>

			adjusted to ensure that staff will not need to eat lunch while on site					
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.				Principals	
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 NCP Counselling	H&S Manager, Line Manager	
Contractors/Visitors on Site		4	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 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 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)	1			Estates Manager, Site Team Leads	
Response to Confirmed COVID-19 Case		6	Trust Health and Safety Manager identified as point of contact with outside agencies. Keep records of all staff and students attending site each day and the areas of site that they access.	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 18/06/2020

Signed (NCP Principal)



Date 18/06/2020

Signed (Health and Safety Manager)



Date 17/06/2020