

## NCP Full Re-opening 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 full opening of the Pontefract college site.

Area of Concern	Risk	Risk Level Before Controls <i>Low = 1-2</i> <i>Medium = 3-4</i> <i>High = 6+</i>	Control Measures	Residual Risk Level <i>Low = 1-2</i> <i>Medium = 3-4</i> <i>High = 6+</i>	Additional Actions/Resources Required	Links to Relevant Policies or Government Advice	Responsibility	Control Measures in Place
Governance, Policies and Procedures	<b>Invacuation/Lockdown</b> <i>Potential confusion amongst staff and students who attended with altered plans</i>	6	Review invacuation/lockdown plans to ensure they comply with new procedures.	2	Communicate invacuation/lockdown and evacuation procedures in start of year training.	Link to Copy of Invacuation/Lockdown procedure	Health and Safety Manager	
	<b>Evacuation</b> <i>Potential confusion amongst staff and students who attended with altered plans</i>	6	Review evacuation plans to ensure they comply with new procedures.	2	Review procedures regularly throughout academic year and adapt based on findings.	Link to Copy of Evacuation procedures		
Site Safety	<b>Timetable, break times and finish times</b>	4	Reduced lunch time and earlier finish to discourage social mixing and allow travel at less busy times at end of college day.	2				
	<b>Staff arrival</b> <i>Staff may need to use public transport to travel to work.</i> <i>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 take steps in accordance with government guidelines. Car sharing discouraged but where this is not possible staff are advised to follow additional precautions including regular hand washing and wearing face coverings.	2	Include details of car parking arrangements in start of year training.	<a href="#">COVID-19 Government Travel Advice</a>  <a href="#">COVID-19 Improvised Face Coverings</a>	Estates Manager	
	<b>Student Arrival</b> <i>Students may break social distancing rules when arriving at site by car or buses provided by NCLT</i>	6	Parking provided for students in rough ground car park.	2	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 points.	<a href="#">COVID-19 Government Travel Advice</a>  <a href="#">COVID-19 Improvised Face Coverings</a>	All Staff	

	<b>Numbers at entrances</b> <i>Individuals arriving at similar times could cause overcrowding at entrances to site and lead to failure of social distancing measures</i>	6	Students to access site through entrances at Car Park 1 and Car Park 2.  One way systems introduced and clearly signposted within the college.  2m social distancing lines on floor outside main entrance to allow for safe queueing. Signage placed throughout to remind staff and students of proper social distancing etiquette.		Member of staff assigned to each site entrance (rota to be prepared by Principal) to check social distancing is maintained at entrances, exits and corridors. Staggering students leaving college to ensure social distancing is maintained.	<a href="#">Security</a>	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.  Water systems chlorinated prior to site re-opening.	1		<a href="#">COVID-19 Water Systems</a>  <a href="#">COVID-19 Fire Safety</a>  <a href="#">COVID-19 Security</a>	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 (where possible).  Follow procedures laid out in separate risk assessment.	1		<a href="#">Heating and Ventilation</a>	Estates Manager	
Fire Safety	<b>Fire Evacuation procedure</b> <i>Staff unfamiliar with evacuation procedures due to extended break</i>	6	All staff training provided regarding evacuation procedures. Additional training given to fire marshals.  Student induction to include details of fire evacuation procedures.	2	Identify fire marshals for all buildings.  Schedule fire evacuation drill to be completed early in first half term to test adherence to evacuation procedures		H&S Manager	
Invacuation and Lockdown	<b>Invacuation and Lockdown Procedure</b> <i>Staff unfamiliar with invacuation procedures due to extended break</i>	4	Provide training to staff on invacuation procedure as part of start of term Site Training.  Student induction to include details of invacuation/lockdown procedures.	2	Schedule invacuation/lockdown drill for second half term to test adherence to invacuation procedures.		H&S Manager	
First Aid	Exposure of first aid staff to infected individuals	4	Provide first aid staff with training on how to provide emergency first aid to individuals on site. Training provided for all staff on	2	Provision of appropriate PPE and training to first aid staff.	<a href="#">First Aid Training</a>	H&S Manager	

			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)					
Cleaning	Transfer of virus between individuals on commonly touched surfaces (e.g. door handles, door plates, tables, keyboards, mice, toilets, hand rails)	4	<p>Arrange additional cleaning staff to attend site while open.</p> <p>Additional training provided to all staff and students about risks of commonly touched surfaces and proper hygiene measures to minimise risk of infection as part of start of year training.</p> <p>Training and guidance for cleaning staff on methods of cleaning and key areas to regularly clean (commonly touched surfaces, toilets).</p> <p>Cleaning staff assigned task of cleaning all commonly touched surfaces while staff and students are using site.</p> <p>Cleaning staff will use normal disinfectant products stocked to treat surfaces.</p> <p>Cleaning staff will wear gloves when carrying out cleaning and dispose of gloves in double bagged plastic on completion.</p> <p>Where an area is contaminated with bodily fluids cleaning staff will wear gloves, full face mask and disposable apron.</p> <p>On completion of cleaning activity staff should wash hands with warm soapy water.</p> <p>Training for teachers and students regarding cleaning of rooms between lessons (teachers to spray with suitable cleaning product, students to wipe down areas on entry).</p>	2	<p>Cleaning products, Disposable clothes, Warm water, Disposable Gloves, Disposable Apron, Full face mask, refuse bags</p> <p>Cleaning staff to work in separate rooms to minimise contact with others while working.</p> <p>Individual staff and students to follow cleaning procedures on entry to rooms.</p> <p>Staff to spray chairs and desks with cleaning product before student entry to room. As students enter they will be required to wipe down their areas with disposable cloths supplied.</p> <p>Individual staff and students to clean computer equipment with disinfectant wipes prior to use.</p> <p>Individual staff and students to follow cleaning procedures when using practical equipment.</p>	<p><a href="#">Cleaning in non-healthcare settings</a></p> <p><a href="#">NCLT Cleaning Procedures</a></p>	Site Team Lead	
	Transfer of viral particles on soft furnishings	6	Daily cleaning of all soft furnishing with Bytorol or equivalent cleaning product EN14476 rated to kill COVID like viruses.	2		<a href="#">Bytorol Cleaning Product</a>		
	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	2	Disinfect equipment between uses with suitable cleaning products.  Where equipment is shared in a	<a href="#">Distribution of Equipment</a>	H&S Manager, HoS, Subject	

			each subject area based on Shared Equipment Risk Assessment		short period of time ensure students maintain good hygiene practises and clean items before and after use.		Teachers, Technicians	
	Disposal of used cleaning products	4	Bins with double bin liners in all classrooms and common areas.  Bins emptied on a daily basis by cleaning staff in line with government guidance.	1	Cleaning staff provided with training on safe handling of waste from classrooms.  Site waste stored for 72 hours before disposal in regular waste, in line with government guidance.	<a href="#">Decontamination in non-healthcare settings</a>		
	Storage of large quantities of flammable cleaning products	6	Products containing high percentage of alcohol to be stored in flammable stores on site.	1	Arrange regular deliveries of hand sanitiser and other flammable products to minimise requirement to hold large volumes in reserve on site at any time.		H&S Manager, Site Team Leads	
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, catch it, bin it kill it, and social distancing.  Cleaning staff assigned to carry out regular 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.	3	Cleaning of door handles, touch pads, bannisters, tables and toilets throughout day.  Staff and students to clean computer equipment, particularly keyboards and mice, with disinfectant wipes provided prior to use.  Disinfectant wipes placed next to all photocopiers and printers.	<a href="#">Decontamination in non-healthcare settings</a>	H&S Manager, 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.	<a href="#">Distribution of Equipment</a>	H&S Manager, HoS, Subject Teachers, Technicians	
Social Distancing	<b>Classrooms</b> Student numbers in classrooms meaning that social distancing is not possible  <b>Communal areas (corridors and break area)</b>	6	Rooms to be used identified and seating areas identified to ensure that 1m+ spacing is given to students in classrooms where possible.  Staff advised to maintain 2m social distancing from students and other staff members at all times when on site. Areas marked at front of classrooms to indicate areas where staff can work while maintaining 2m distancing.  Spare chairs removed from desks and where available cloth chairs	2	Signage placed outside all rooms to remind individuals of maximum numbers in room and procedure on entry & exit.  Ensure students enter room immediately and are assigned a seat to minimise need for queueing outside classrooms. All students and social distancing measures in classrooms will be supervised by staff.  One way system marked on corridors to ensure individuals do not		All Staff	

	Staff and students not maintaining social distancing when used common areas.		<p>removed and replaced with more easily cleaned seating (hard surfaces).</p> <p>One way system across site to encourage individuals not to break social distancing rules in corridors. Floor markings applied to corridors to show direction of one way system.</p> <p>Posters, with RAG system placed in all areas to show where face coverings are required (Red), advised (Amber) or optional (Green).</p> <p>Maximum occupancy numbers displayed for all areas. Students encouraged to use classrooms for lunch and break times.</p> <p>Staff workrooms marked with maximum occupancy numbers.</p>		<p>pass too close to one another in common areas.</p> <p>All staff be mindful of ensuring face coverings worn where required. Clear communication of policy through training to staff and students as well as reminders on screens around site.</p> <p>Increased staff presence at social times and on initial entry to building and social areas during break times and ensure social distancing is maintained by staff and students.</p> <p>Include instructions for staff to avoid social mixing at break times in training.</p>			
Student Wellbeing	<b>Mental Health</b>	4	Training for staff on emerging issues around student wellbeing.	2	Break areas will be supervised by a designated member of staff.		H&S Manager, Safeguarding Lead	
	<b>Toilet Facilities</b>		Clear instructions on all toilet doors about COVID safe procedures.		Cleaning staff members assigned to clean toilets regularly through the course of day			
	<b>Water/Food</b>	4	Designated water fountains for students to fill water bottles when on site, provision of cleaning products to disinfect fountains before and after use.	2				
		6	Food should be consumed outside where possible, if this is not possible students will be encouraged to eat in classrooms to minimise mixing in social areas.	2				
Staff Wellbeing	<b>Mental Health</b>	4	Where possible staff members not at increased risk working from home.	2		<a href="#">Social Distancing</a>  <a href="#">NHS Mental Health Advice</a>	HR Manager, Estates Manager	
	<b>Toilet Facilities</b>		Support provided to staff regarding mental health problems related to lockdown/anxiety related to COVID-19 situation.					
	<b>Water/Food</b>		Designated toilets for use by staff when on site.		Staff to use workrooms and			
			Maximum occupancy numbers for					

			workrooms/staff rooms to ensure social distancing is maintained.  Room designated as staff only eating area in each building/department.		designated eating areas for lunch. Number of individuals in each room should not exceed maximum occupancy.			
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, video training at start of term)	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.	<a href="#">Reception Staff</a> <a href="#">NCP Counselling</a>  CACHE Assessor Risk Assessment to be added	H&S Manager, Line Manager	
Contractors/Visitors on Site		4	Where possible meetings will be conducted remotely via Teams or equivalent software. Visitors and contractors will follow the current safeguarding checks prior to attending site. 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 on arrival).	1	Records, including contact details, kept of all visitors to site for purposes of Track and Trace.		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 visitors, staff and students attending site each day and the areas of site that they access.	4	Provide details of all visitors, staff and students who have worked in close proximity to the individual to government track and trace scheme.	<a href="#">Confirmed Case</a>	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	<a href="#">Suspected Case</a>	Health and Safety Manager, First Aid Staff	

					<p>individuals. Deep clean completed on room once individual has left site by designated, trained cleaning staff. Ensure individual arranges for COVID-19 test in line with track and trace model. Identify all staff and students who have worked in proximity with individual.</p>			
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Signed (CEO)



Date 19/08/2020

Signed (NCP Principal)



Date 19/08/2020

Signed (Health and Safety Manager)



Date 19/08/2020