

Risk Assessment

COVID04

Work Area/Activity/ Service: Air Conditioning / Ventilation

Location: NCB

COVID-19 - All NCLT staff are operating within social distancing instructions and implemented measures in terms of site working, contractor site visits and cleaning regimes. All relevant PPE equipment and washing, cleaning facilities are in place will be available at all times within the college.

Risk [R] = Likelihood [L] x Impact [I]

| Likelihood | 1 Rare | 2 Unlikely | 3 Possible | 4 Likely | 5 Almost certain | Impact | 1 Insignificant [Scratch, bruise] | 2 Minor [First-aid] | 3 Moderate [Medical treatment] | 4 Major [Broken bones, serious injury, disease] | 5 Severe [Death, permanent loss] |
|------------|-----------|---------------|---------------|-------------|---------------------|--------|---|---------------------------|--------------------------------------|---|--|
|------------|-----------|---------------|---------------|-------------|---------------------|--------|---|---------------------------|--------------------------------------|---|--|

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|------------|-----------------------------------|------------|---------------------------------------|--------------|----------------------------------|--------------|--|
| Risk 1 - 4 | LOW [Maintain Controls] | Risk 5 - 9 | Medium [Consider Improving] | Risk 10 - 15 | High [Seek to Improve] | Risk 16 - 25 | Critical [Stop / Actions Required] |
|------------|-----------------------------------|------------|---------------------------------------|--------------|----------------------------------|--------------|--|

| Who could be affected? | | | | | | |
|------------------------|----------|-------------|-------------------|--------------------------|----------------|--------------------------|
| Employees | Students | Contractors | Visitors / Public | Young persons (Under 18) | Pregnant women | Persons with impairments |

| Significant Hazards & Hazardous Event | Risk before controls | | | Existing Measures to Control Risk | Residual Risk | | | Any Additional Controls |
|--|----------------------|---|---|--|---------------|---|---|---|
| | L | I | R | | L | I | R | |
| Concerns regarding circulation of air within buildings. DFE guidance (18May) stated 'that recirculation systems should be adjusted to full fresh air. If the mechanical ventilation system cannot be adjusted to full fresh air these should be switched off' | 2 | 3 | 6 | HVAC part of a planned PPM maintenance program and monitored by site staff periodically and service contractor for compliance. | 2 | 2 | 4 | Confirmed with managing service contractor all current systems are within the guidelines set out regarding the circulation on air within the buildings. The BMS |

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|--|--|--|--|--|--|--|--|
| Wherever possible, occupied room windows should be opened. | | | | | | | system controls can adjust heating cooling and ventilation. NG Bailly our managing M&E contractor are able to adjust as per any requirement. Staff requested wherever able and appropriate room windows and doors can be opened as per DFE guidance. |
|--|--|--|--|--|--|--|--|

**** Where there are unacceptable risks you should first consider whether the procedure or activity can begin or continue**

| Specific Training / Certification / Permit or Licensing Requirements | |
|---|--|
| Inspection part of the PPM ongoing programme. | |
| Assessment reviewed by: Jamie Baker | Assessment shared with : JV and SLT |
| Position: Health and Safety Manager | |
| Date: 8/12/20 | Date: 8/12/20 |
| Review by [date]: As Required | |

| Likelihood categories | | | | |
|--|--|--|---|--|
| Rare | Unlikely | Possible | Likely | Almost Certain |
| This will probably never happen/recur. | Do not expect it to happen/recur but it is possible it may do so. | Might happen or recur occasionally. | Will probably happen/recur but is not a persisting issue. | Will undoubtedly happen/recur, possibly frequently. |
| | | | | |
| Impact categories | | | | |
| Insignificant | Minor | Moderate | Major | Severe |
| Minimal injury requiring no/minimal intervention or treatment. No time off work. | Minor injury or illness, requiring minor intervention (First Aid / GP). Requiring time off work for >3 days. | Moderate injury, incapacity/disability requiring medical / hospital intervention. Requiring time off work >7 days. RIDDOR reportable incident. | Major injury leading to long-term incapacity / disability. Requiring time of work for >14 days. | Incident leading to death. Multiple permanent injuries or irreversible health effects. |

Risk Matrix [Likelihood x Impact]

| Likelihood Impact | Rare [1] | Unlikely [2] | Possible [3] | Likely [4] | Almost Certain [5] |
|-------------------|----------|--------------|--------------|------------|--------------------|
| Severe [5] | 5 | 10 | 15 | 20 | 25 |
| Major [4] | 4 | 8 | 12 | 16 | 20 |
| Moderate [3] | 3 | 6 | 9 | 12 | 15 |
| Minor [2] | 2 | 4 | 6 | 8 | 10 |
| Insignificant [1] | 1 | 2 | 3 | 4 | 5 |

| Risk Level | Action and Time-Scale |
|------------|--|
| Low | No further preventative action is necessary, but consideration should be given to more cost-effective solutions or improvements. Monitoring is required to ensure controls are maintained. |

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| Medium | Efforts should be made to reduce the risk, but the costs of prevention should carefully measured and limited. Risk reduction measures should be implemented within 3 to 6 months, depending on the number of people exposed to the hazard. |
| High | If an extremely harmful situation may arise, even if unlikely, a specific re-evaluation of the task should be undertaken to establish more stringent controls. Work should be monitored closely until the risk has been significantly reduced, in a short period of time. |
| Critical | Work should not be started or continued until the risk level has been reduced. While the control measures selected should be cost-effective, legally there is an absolute duty to reduce risk. This means that if it is not possible to reduce the risk even with unlimited resources, then work must not start. |