

## COVID-19 Risk Assessment – NCD Site Overview

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 Doncaster.

Area of Concern	Risk	Risk Level Before Controls <i>Low = 1-2</i> <i>Medium =3-4</i> <i>High = 6+</i>	Control Measures	Risk Level After Controls <i>Low = 1-2</i> <i>Medium =3-4</i> <i>High = 6+</i>	Additional Actions/Resources Required	Title of Relevant Documents or Links to 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.		Safeguarding Leads, 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.			
Site Safety	<b>Timetable</b>	4	Adjustments to timetable to reduce need for movement around site and encourage maintenance of social distancing measures.	2	Ongoing review and adjustment of arrangements to minimise close contacts between individuals while on site.		Principal	
	<b>Staff arrival</b> <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 take steps in accordance with government guidelines. Car sharing discouraged but where this is not possible staff are advised to follow additional precautions including	2	Include details of car parking arrangements in communications with staff members.	<a href="#">COVID-19 Government Transport/Travel Advice</a> <a href="#">COVID-19 Improved Face Coverings</a>	Estate Manager	

			regular hand washing and wearing face coverings.					
	<b>Student Arrival</b> <i>Students may break social distancing rules when arriving at site by car or buses provided by NCLT</i>	6	Student personal transport drop off to take place in Front Car Park. Bus drop off using current drop off area.	2	<p>Provide clear instruction to students about procedures for drop off.</p> <p>Buses risk assessed and changes made in line with recommendations in bus providers risk assessment.</p> <p>Ongoing review and adjustment of arrangements to minimise close contacts between individuals while on site.</p>	<a href="#">COVID-19 Government Transport/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 students being stationary for more than 1 minute</i>	6	<p>All access to site is through main reception.</p> <p>One-way systems introduced and clearly signposted within the college.</p> <p>Signage placed throughout to remind staff and students of proper social distancing etiquette.</p>	2	<p>Mark 2m social distancing lines on floor outside reception to allow for safe queueing.</p> <p>Member of staff assigned by senior staff member to check social distancing is maintained at entrances, exits and corridors.</p> <p>Staff members encouraged to be vigilant that social distancing measures are maintained on site.</p> <p>Ongoing review and adjustment of arrangements to minimise close contacts between individuals while on site.</p>		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>	1		<p>COVID06 Water Systems</p> <p>COVID08 Fire Safety</p>	Estate Manager	
Heating and Ventilation	Reduced ventilation due to lower number of site users	4	Manually set ventilation to high using building management system.	1		COVID04 HVAC Air Conditioning and Ventilation	Estate Manager	

			Follow procedures laid out in separate risk assessment.				er	
Fire Safety	<b>Fire Evacuation procedure</b>	6	All staff training provided regarding evacuation procedures. Additional training given to fire marshals. Fire evacuation procedures are displayed on screens around college.  Student induction to include details of fire evacuation procedures.	2	Identify fire marshals for all buildings.  Schedule adapted fire drills/training sessions for staff and students to take place each term. Must allow social distancing to be maintained throughout.	COVID08 Fire Safety	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 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	Provision of appropriate PPE including BFE98 Masks and training to first aid staff.	<a href="#">First Aid Training</a>  COVID12 First Aid/Personal Care	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	Arrange additional cleaning staff to attend site while open. 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. Training and guidance for cleaning staff on methods of cleaning and key areas to regularly clean (commonly touched surfaces, toilets). Cleaning staff 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	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.  Individual staff and students to follow cleaning procedures on entry to rooms.  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	<a href="#">Cleaning in non-healthcare settings</a>  COVID10 Cleaning Procedures	Site Team Lead	

			<p>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>		<p>cloths supplied.</p> <p>Individual staff and students to clean computer equipment with alcohol spray prior to use.</p> <p>Individual staff and students to follow cleaning procedures when using equipment.</p>			
	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>	Trust Estates Manager	
	Transfer of viral particles on shared equipment in practical subjects	6	<p>Where possible avoid equipment use by multiple students.</p> <p>Safe Systems of Work prepared for each subject area based on Shared Equipment Risk Assessment</p>	2	<p>Disinfect equipment between uses with suitable cleaning products.</p> <p>Where equipment is shared in a short period of time ensure students maintain good hygiene practises and clean items before and after use.</p>	COVID16 Shared Equipment	H&S Manager, HoS, Subject Teachers, Technicians	
	Disposal of used cleaning products	4	<p>Bins with double bin liners in all classrooms and common areas.</p> <p>Bins emptied on a daily basis by cleaning staff in line with government guidance.</p>	1	<p>Cleaning staff provided with training on safe handling of waste from classrooms.</p> <p>Site waste stored for 72 hours before disposal in regular waste, in line with government guidance.</p>	<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	Asymptomatic individuals attending site while infected with COVID-19	6	Staff, students and visitors advised that they should not attend site if they are displaying symptoms consistent with COVID-19 (high temperature, a new continuous cough or loss/change to sense of taste or smell)	2	<p>Staff and students offered two home tests per week as part of asymptomatic testing program.</p> <p>Staff and students encouraged to continue to complete and report home testing via the NHS website.</p> <p>On-site asymptomatic</p>	<a href="#">Schools coronavirus (COVID-19) operational guidance</a>	COVID Co-ordinator, Principal	

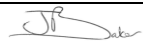


					testing available for staff and students unable to complete testing at home.			
	Possible deposition of viral particles on commonly touched surfaces increases risk of contracting COVID-19 while using shared areas of college site	6	<p>Training provided to remind all site users of importance of hand hygiene, catch it, bin it kill it, and social distancing.</p> <p>Cleaning staff assigned to carry out constant cleaning of commonly touched surfaces and toilets, in line with guidance on cleaning, while site is in use.</p> <p>Signage placed at all photocopiers and printers with guidelines on cleaning before and after use</p>	3	<p>Cleaning of door handles, touch pads, bannisters, tables and toilets throughout day.</p> <p>Staff and students to clean computer equipment, particularly keyboards and mice, with alcohol spray provided prior to use.</p> <p>Alcohol spray placed next to all photocopiers and printers.</p>	<p><a href="#">Cleaning in non-healthcare settings</a></p> <p>COVID10 Cleaning Procedures</p>	H&S Manager, Site Team Lead	
	Transfer of viral particles on shared equipment in practical subjects	6	<p>Where possible avoid equipment use by multiple students.</p> <p>Safe Systems of Work prepared for each subject area based on Shared Equipment Risk Assessment</p>	2	<p>Disinfect equipment between uses with suitable cleaning products.</p> <p>Where equipment is shared in a short period of time ensure students maintain good hygiene practises and clean items before and after use.</p>	COVID16 Shared Equipment	H&S Manager, HoS, Subject Teachers, Technicians	
Social Distancing	<p><b>Classrooms</b></p> <p>Student numbers in classrooms meaning that social distancing is not possible</p>	6	<p>Rooms to be used identified and seating areas identified to ensure that 1m+ spacing is given to students in classrooms where possible.</p> <p>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.</p> <p>Spare chairs removed from desks and where available cloth chairs removed and replaced with more easily cleaned seating (hard surfaces).</p> <p>Staff and visitors to wear face coverings in all communal areas where social distancing cannot be maintained, exceptions include (but are not limited to); people who cannot put on, wear or remove a face covering due to</p>	2	<p>Seating areas clearly marked in every room. Removal of unnecessary furniture in LRC and communal areas.</p> <p>Ensure students enter room immediately and are assigned a seat to minimise need for queueing outside classrooms.</p> <p>All students and social distancing measures in classrooms will be supervised by staff.</p>	<p><a href="#">Schools coronavirus (COVID-19) operational guidance</a></p>	All Staff	

	<p><b>Offices/Meeting Rooms</b></p> <p><b>Communal areas (corridors and break area)</b> Staff and students not maintaining social distancing when used common areas.</p>		<p>physical or mental illness or disability, where it would cause severe distress, where it would impair ability to communicate or where it would increase the risk of accident or injury.</p> <p>One-way system in operation to encourage 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 cafeteria, outside seating and canteen area. Clear signage to encourage 1m+ social distancing.</p> <p>All staff and visitors to wear face coverings in communal areas where social distancing is not possible.</p>		<p>Signage placed outside of offices to remind individuals of maximum numbers in rooms.</p> <p>One way system marked on corridors to ensure individuals do not pass too close to one another in common areas.</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	<p><b>Mental Health</b></p> <p><b>Toilet Facilities</b></p> <p><b>Water/Food</b></p>	<p>4</p> <p>4</p> <p>6</p>	<p>Training for staff on emerging issues around student wellbeing</p> <p>Designated toilets for use by students when on site.</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 Outdoor seating area to be used where possible, if this is not possible students will be encouraged to eat in classrooms to minimise mixing in social areas.</p>	<p>2</p> <p>2</p> <p>2</p>	<p>Cleaning staff assigned to clean toilets regularly through the course of day</p>	<p>COVID13 Clinically Extremely Vulnerable</p> <p>COVID14 Clinically Vulnerable</p>	<p>HR Manager, Estates Manager</p>	
Staff Wellbeing	Mental Health	4	Support provided to staff regarding mental health problems related to lockdown/anxiety related to COVID-19 situation.	2	Implement specific control measures identified in staff risk assessment.	<p><a href="#">Social Distancing</a></p> <p><a href="#">NHS Mental Health Advice</a></p>	HR Manager, Estates	

	<p>Workload</p> <p>Toilet Facilities</p> <p>Water/Food</p>		<p>Unnecessary meetings/training kept a minimum/postponed.</p> <p>Adjustments made to usual college processes, procedures, and expectations to reduce workload.</p> <p>Expectations on staff clarified and staff encouraged to take regular breaks as part of their work routine.</p> <p>Designated toilets for use by staff when on site.</p> <p>Maximum occupancy numbers for workrooms/staff rooms to ensure social distancing is maintained.</p> <p>Room designated as staff only eating area in each building/department.</p>		<p>Ongoing review of staff workload to ensure changes do not place undue pressure on individuals.</p> <p>Staff to use workrooms and designated eating areas for lunch. Number of individuals in each room should not exceed maximum occupancy.</p>	<p>COVID13 Clinically Extremely Vulnerable</p> <p>COVID14 Clinically Vulnerable</p>	<p>Manager</p>	
Vulnerable Individuals	<p>Staff and Students may have pre-existing medical conditions or other factors which increase risk of more serious COVID-19 case.</p>	6	<p>Identify staff and students who fall into the Clinically Extremely Vulnerable Category.</p> <p>CEV individuals should work from home where possible but can attend if they are unable to work from home.</p> <p>CV staff should attend site and closely follow systems of controls to minimise risk of infection.</p> <p>Individual risk assessments carried out with pregnant individuals and control measures put in place to ensure strict social distancing is maintained. Where this is not possible adaptations to working practices will be made.</p>	1	<p>Provide support to students working from home to allow distance learning.</p> <p>Provide support to staff members working from home, including access to IT support to enable remote access to college systems.</p> <p>Complete individual risk assessments for CEV staff and implement additional control measures where appropriate.</p>	<p>COVID13 Clinically Extremely Vulnerable</p> <p>COVID14 Clinically Vulnerable</p> <p><a href="#">Schools coronavirus (COVID-19) operational guidance</a></p>	<p>Human Resources</p>	
Communication	<p><i>Procedures may not be clearly communicated to staff and students causing break down of other control measures</i></p>	4	<p>All communications to be checked by Principal prior to distribution to staff and students.</p> <p>Multiple sources of information provided to ensure messages are as clear as possible (email, website, text message)</p>	1		<p>COVID13 Clinically Extremely Vulnerable</p> <p>COVID14 Clinically Vulnerable</p>	<p>CEO, Principals</p>	
Individual Job Roles with specific needs	<p><i>Individual job roles have increased risks not covered in this risk assessment</i></p>	6	<p>Identify job roles within the organisation which have specific risks associated with them.</p>	2	<p>Complete risk assessments for individual jobs or tasks.</p>	<p><a href="#">Reception Staff</a></p>	<p>H&amp;S Manager, Line Manager</p>	

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. 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	Records, including contact details, kept for 21 days of all visitors to site for purposes of Track and Trace.  Ongoing review of procedures to ensure they reflect latest advice from DfE.	COVID09 Site Visitors	er Estate s Manag er, Site Team Leads	
Trips and Visits		6	Day visits must be conducted in line with current COVID-secure guidelines and regulations.	4	When planning trips consideration must be given to control measures and wider advice which applies to the venue.	<a href="#">Health and Safety on Educational Visits</a>	Trip 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.	<a href="#">COVID-19 Confirmed Case</a>	H&S 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.	<a href="#">COVID-19 Suspected Case</a>	H&S Manager, First Aid Staff	



Document Status					
Document Lead (Title)	Trust Health and Safety Manager	Review Period	As required		
Signed (H&S Manager)		Date	11/5/21		
Signed (CEO)		Date	13/8/20		
Signed (Principal – NCD)		Date	13/5/21		
AMENDMENTS					
Version	Review Date	Area of Document	Amendment	Audience	How Communicated
		Site Safety - Timetable	Statement added to reflect ongoing review taking place by Principals and senior staff to improve arrangements.	All site users	N/A
		Staff Arrival	Wording changed to reflect ongoing communications with staff.	Staff	Via Principals
		Student Arrival	Statement added to reflect ongoing review taking place by Principals and senior staff to improve arrangements.	Students	N/A
Mar21 Re-opening	25/2/21	Site Safety – Numbers at entrances	Return to arrangements in place when site fully open (Autumn Term).	Staff and Students	Via Principals, signage on sites
		Fire Safety	Return to arrangements in place when site fully open (Autumn Term).	All site users	Training provided earlier in year. Reminders to relevant staff members.
		First Aid	Removed statement requiring site team leads to provide details of unique first aid arrangements to onsite staff. Return to standard first aid procedures. Added in reference to suitable grade of facemasks for use by staff in situations with higher risk of infection.	All site users	Site Team Leads informed via email.
		Cleaning	Returned to previous statement about having additional cleaning staff on site when open. Include statement about cleaning staff assigned to LFD testing area.	Cleaning staff	Cleaning team leads informed via Estates.
		Infection control - asymptomatic individuals attending site	Testing statement amended to reflect latest testing regime outlined by DfE and DHSC.	All staff and students.	Communication from Principals in letters to parents/students and regular briefings to staff.
		Social Distancing - Classrooms	Statement reflecting latest DfE advice on face coverings in classrooms.	Student facing staff and Students	Briefings for staff and Principal's letters to students/parents
		Staff Wellbeing	Statement about staff at significantly increased risk removed as covered in	Staff	

			more detail in vulnerable individuals section of risk assessment. Statements added to record that staff workload is considered when changes made to working arrangements.		
		Vulnerable individuals	Changes made to reflect the latest guidance on protecting vulnerable individuals by offering home working.	Students and Staff	Via HR updates.
		Contractors/Visitors on site	Statement added to reflect ongoing review of procedures for visitors.	All contractors and visitors	Information provided prior to visiting site and on arrival.
		Water systems and fire safety	Reference to chlorination of water systems removed as building has not been closed for an extended period during this lockdown.	Site Team	Via line managers
Step 3 Roadmap out of Lockdown	11/5/21	Table Heading	Altered to reflect altered formatting of linked COVID risk assessments		
		Governance, Policies and Procedures	Added details on frequency of invacuation and evacuation drills as it is now clear how frequently it is possible to carry these out.	All site users	Emails from H&S Manager and Principal
		Numbers at Entrances	Removed "Signage placed to remind staff and students of proper social distancing etiquette." due to repetition in same section of document.		
		Fire Safety	Removed "Staff unfamiliar with evacuation procedures due to extended break" as no longer accurate given time since site re-opened.		
		Cleaning	Removed "Additional cleaning staff are specifically assigned to cover the on site asymptomatic testing sites." as mass on-site testing has finished.	Cleaning Staff	Via line manager
		Infection Control	Statement changed to reflect move to asymptomatic home testing from on-site testing.	All staff	Regular communication throughout testing process
		Infection Control	Disinfectant wipes changed to alcohol spray to reflect products available.		
		Social Distancing	Face covering advice updated to reflect latest guidance.	All site users	Email communication, staff briefings, visitors informed on site entry
			Removed "Posters, with RAG system placed in all areas to show where face coverings are required (Red), advised (Amber) or optional (Green)." As no longer relevant under latest guidance.		
		Vulnerable Individuals	Actions regarding CEV, CV and Pregnant individuals updated to reflect updated	All site users	Communicated through HR department and PTs

			guidance.		
		Trips and Visits	Section added to reflect updated guidance.	Trip Leaders, SLT and HoS	Email