

## COVID-19 Risk Assessment – NCB 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 Bradford.

Area of Concern	Risk	Risk Level Before Controls <i>Low = 1-2 Medium =3-4 High = 6+</i>	Control Measures	Risk Level After Controls <i>Low = 1-2 Medium =3-4 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 new staff and students or those 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 new staff and students who those 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.  Carry out an adapted evacuation drill each term, allowing for participants to maintain social distancing measures.			
Site Safety	<b>Timetable</b>	4	Adjustments to timetable to reduce number of contacts with other individuals.	2	Ongoing review and adjustment of arrangements to minimise close contacts between individuals while on site.		Principal	

	<p><b>Staff arrival</b> Staff may need to use public transport to travel to work. Staff may break social distancing rules when arriving at site by car</p>	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 communications with staff members.	<a href="#">COVID-19 Government Travel Advice</a>  <a href="#">COVID-19 Improvised Face Coverings</a>	Estate Manager	
	<p><b>Student Arrival</b> Students may break social distancing rules when arriving at site</p>	6	Students encouraged to walk to college site and avoid public transport where possible. Where this is not possible students are advised to take precautions in line with current government guidance.	2	Ongoing review and adjustment of arrangements to minimise close contacts between individuals while on site.	<a href="#">COVID-19 Government Travel Advice</a>  <a href="#">COVID-19 Improvised Face Coverings</a>	All Staff	
	<p><b>Numbers at entrances</b> Individuals arriving at similar times could cause overcrowding at entrances to site and lead to failure of social distancing measures</p>	6	All access to site is through main reception.  Signage placed throughout 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 ensure social distancing is maintained.  Ongoing review and adjustment of arrangements to minimise close contacts between individuals while on site.		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		COVID06 Water Systems  COVID08 Fire Safety	Estate 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		COVID04 HVAC Air Conditioning and Ventilation	Estate Manager	
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.	2	Identify fire marshals for all buildings.  Schedule adapted fire drills/training sessions for staff and students to		H&S Manager, Site Team Leads	

			Student induction to include details of fire evacuation procedures.		take place each term. Must allow social distancing to be maintained throughout.			
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 modified invacuation/lockdown drill for second half term to test adherence to invacuation procedures while maintaining social distancing measures.		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 guidance 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 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	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 cloths supplied.  Individual staff and	<a href="#">Cleaning in non-healthcare settings</a>  COVID10 Cleaning Procedures	Site Team Lead	

			soapy water 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).		students to clean computer equipment with alcohol spray prior to use.  Individual staff and students to follow cleaning procedures when using equipment.			
	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	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.	COVID16 Shared Equipment	H&S Manager, HoS, Subject 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	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	Staff and students offered two home tests per week as part of asymptomatic testing program. Staff and students encouraged to continue to complete and report	<a href="#">Schools coronavirus (COVID-19) operational guidance</a>	COVID Co-ordinator, Principal	

					home testing via the NHS website. On-site asymptomatic 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 regular cleaning of commonly touched surfaces and toilets, in line with guidance on cleaning, while site is in 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="#">Decontamination 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</p>	2	<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>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 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 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>Students encouraged to use classrooms for lunch and break times.</p> <p>All staff and visitors to wear face coverings in communal areas where social distancing is not possible.</p> <p>Designated 'break area' in canteen. Furniture placed to maintain social distancing measures. Staggered break times.</p>		<p>Signage placed outside offices to remind individuals of maximum numbers in room and procedure on entry &amp; exit.</p> <p>All staff be mindful of ensuring face coverings worn in all communal areas unless eating. Clear communication of policy through training to staff and students as well as reminders on screens around site.</p> <p>Staff member assigned to supervise corridor areas for initial entry to building and shared outdoor areas during break times and ensure social distancing is maintained by staff and students at all times.</p>			
Student Wellbeing	<p><b>Mental Health</b></p> <p>Workload</p>	4	<p>Training for staff on emerging issues around student wellbeing Resources provided to support students experiencing problems related to lockdown</p> <p>Unnecessary meetings/training kept a minimum/postponed.</p>	2	<p>Break areas will be supervised by a designated member of staff.</p> <p>Ongoing review of staff workload to ensure changes do not place</p>	<p>COVID13 Clinically Extremely Vulnerable</p> <p>COVID14 Clinically Vulnerable</p>	All Staff	

	<p><b>Toilet Facilities</b></p> <p><b>Water/Food</b></p>	<p>4</p> <p>6</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>Provision of cleaning products to disinfect fountains before and after use.</p>	<p>2</p> <p>2</p>	<p>undue pressure on individuals.</p> <p>Cleaning staff 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>			
Staff Wellbeing	<p>Mental Health</p> <p>Toilet Facilities</p> <p>Water/Food</p>	4	<p>Where possible staff members to work from home.</p> <p>Support provided to staff regarding mental health problems related to lockdown/anxiety related to COVID-19 pandemic.</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 department.</p>	2	<p>Staff to use workrooms and designated eating areas for lunch. Number of individuals in each room should not exceed maximum occupancy.</p>	<p><a href="#">Social Distancing</a></p> <p><a href="#">NHS Mental Health Advice</a></p> <p>COVID13 Clinically Extremely Vulnerable</p> <p>COVID14 Clinically Vulnerable</p>	HR Manager, Estates Manager	
Vulnerable Individuals	Staff and Students may have pre-existing medical conditions or other factors which increase risk of more serious COVID-19 case.	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>	Human Resources	

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 so as not to encourage attendance while self-isolating.				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.	<a href="#">Reception Staff</a>	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. 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 kept for 21 days, including contact details, kept 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	Estate Manager, Site Team Leads	
<b>Trips and Visits</b>		<b>6</b>	<b>Day visits must be conducted in line with current COVID-secure guidelines and regulations.</b>	<b>4</b>	<b>When planning trips consideration must be given to control measures and wider advice which applies to the venue.</b>	<a href="#">Health and Safety on Educational Visits</a>	<b>Trip Leaders</b>	
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	



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="#">Suspected Case</a>	Staff Health and Safety Manager, First Aid Staff	
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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 – NCB)		Date	13/5/21

**AMENDMENTS**

Version	Review Date	Area of Document	Amendment	Audience	How Communicated
Mar21 Re-opening	25/2/21	Site Safety - Timetable	Amended to reflect DfE instruction to fully re-open to all students. Statement added to reflect constant review of situation.	Staff and Students	Via Principals
		Site Safety – Numbers at entrances	2m social distancing lines no longer in use as students able to move easily into building without breaching social distancing measures.	Staff and Students	Via Principals
		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.	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.
		Social distancing	Removed reference to blended learning. Removed reference to one-way system. Removed reference to maximum occupancy of tables in social areas. Altered details of entrance/exit arrangements to reflect planned method of moving through site. Updated statement on break times.	All site users	Signage, via principal and SLT
		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

		Vulnerable individuals	Changes made to reflect the latest guidance on protecting vulnerable individuals by offering home working.	Students and Staff	Via HR updates.
		Multifaith room	Removed reference to prayer in sports hall as this will be paused during period of mass testing.	All site users	Via Principal
		Water systems and fire safety	Removed reference to chlorination of water systems as building has not sat unoccupied.	Site Team	Through line manager
Step 3 Roadmap out of Lockdown	11/5/21	Table Heading	Altered to reflect change of format when referring to linked risk assessments.		
		Fire Safety	Removed "Staff unfamiliar with evacuation procedures due to extended break" to reflect the period of time that site has been re-opened for.		
		Cleaning	Removed "Additional cleaning staff are specifically assigned to cover the on site asymptomatic testing sites." as on-site testing is now finished.		
		Infection Control	Updated to reflect latest guidance from government regarding asymptomatic testing.		
		Social Distancing	Face covering information changed to reflect new guidance.		
		Vulnerable Individuals	Updated CEV, CV and pregnant individuals information to reflect new guidance.		
		Trips and Visits	Section added to reflect updated guidance.	Trip Leaders, SLT and HoS	Email