

COVID-19 Risk Assessment – NCP 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 Pontefract.

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	Title of Relevant Documents or Links to Government Advice	Responsibility	Control Measures in Place
Governance, Policies and Procedures	Invacuation/Lockdown <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.		Health and Safety Manager	
	Evacuation <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	Carry out an adapted invacuation each term, allowing for participants to maintain social distancing measures 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	Timetable, break times and finish times	4	Reduced lunch time and earlier finish to discourage social mixing and allow travel at less busy times at end of college day.	2	Ongoing review and adjustment of arrangements to minimise close contacts between individuals while on site.		Principals	
	Staff arrival <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 communications with staff members.	COVID-19 Government Travel Advice COVID-19 Improvised Face Coverings	Estates Manager, Principals	
	Student Arrival <i>Students may break social distancing rules when arriving</i>	6	Parking provided for students in rough ground car park.	2	Buses risk assessed and changes made in line with recommendations	COVID-19 Government Travel Advice	All Staff	

	at site by car or buses provided by NCLT				in bus providers risk assessment.	COVID-19 Improved Face Coverings		
	Numbers at entrances <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	Students to access site through entrances at Car Park 1 and Car Park 2. One-way systems introduced and clearly signposted within the college. Signage placed throughout to remind staff and students of proper social distancing etiquette.		Staggering students leaving college to ensure the flow of students is maintained. Student video produced to promote personal responsibility for observing social distancing. 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	Estates Manager	
Heating and Ventilation	Reduced ventilation due to lower number of site users	4	Ensure classrooms are well ventilated. Confirmatory checks completed by external contractors on mechanical ventilation systems to ensure they comply with HSE advice on COVID secure workplaces. Follow procedures laid out in separate risk assessment.	1	Where available windows opened when classrooms are in use.	COVID04 HVAC Air Conditioning and Ventilation	Estates Manager	
Fire Safety	Fire Evacuation procedure	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	Invacuation and Lockdown Procedure <i>Staff unfamiliar with</i>	4	Provide training to staff on invacuation procedure as part of start of term Site Training.	2	Schedule adapted invacuation/lockdown drill to take place each term. Must allow social		H&S Manager	

	<i>invacuation procedures due to extended break</i>		Student induction to include details of invacuation/lockdown procedures.		distancing to be maintained by staff and students not in lessons.			
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.	First Aid Training COVID12 First Aid/Personal Care	H&S Officer, Site Team Lead, SLT	
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 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. 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).	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 students to clean computer equipment with alcohol spray prior to use. Individual staff and students to follow cleaning procedures when using practical equipment. Cleaning team to attend site during day and focus on cleaning commonly touched areas.	Cleaning in non-healthcare settings COVID10 Cleaning Procedures	Site Team Lead	
	Transfer of viral particles on	6	Daily cleaning of all soft furnishing	2		Bytorol Cleaning		


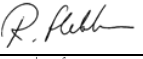

	soft furnishings		with Bytorol or equivalent cleaning product EN14476 rated to kill COVID like viruses.			Product		
	Transfer of viral particles on shared equipment in practical subjects	6	Where possible avoid equipment use by multiple students. Safe Systems of Work prepared for each subject area based 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.	Cleaning in non-healthcare settings outside the home		
	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 home testing via the NHS website. On-site asymptomatic testing available for staff and students unable to complete testing at home.	Schools coronavirus (COVID-19) operational guidance	COVID Co-ordinator, Principal	
	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 alcohol spray provided prior to use. Alcohol spray placed next to all photocopiers and printers.	Cleaning in non-healthcare settings outside the home COVID10 Cleaning Procedures	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.	COVID16 Shared Equipment	H&S Manager, HoS, Subject Teachers, Technicians	

<p>Social Distancing</p>	<p>Classrooms Student numbers in classrooms meaning that social distancing is not possible</p> <p>Offices/Meeting Rooms</p> <p>Communal areas (corridors and break area) Staff and students not maintaining social distancing when in common areas.</p>	<p>6</p>	<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>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>Reduced seating in Student's Union and maximum occupancy numbers on tables.</p> <p>Where available cloth chairs removed and replaced with more easily cleaned seating (hard surfaces).</p> <p>All staff and visitors to wear face coverings in communal areas where social distancing is not possible.</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>Eating and drinking only allowed in and designated break areas.</p>	<p>2</p>	<p>Ensure students enter room immediately and are assigned a seat to minimise need for queuing outside classrooms. All students and social distancing measures in classrooms will be supervised by staff.</p> <p>Signage placed outside all 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>	<p>Schools coronavirus (COVID-19) operational guidance</p>	<p>All Staff</p>
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			<p>Maximum occupancy numbers displayed for offices. Students encouraged to use classrooms for lunch and break times.</p> <p>Staff workrooms marked with maximum occupancy numbers.</p>					
Student Wellbeing	<p>Mental Health</p> <p>Toilet Facilities</p> <p>Water/Food</p>	4	<p>Training for staff on emerging issues around student wellbeing.</p> <p>Clear instructions on all toilet doors about COVID safe procedures.</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.</p>	2	<p>Communal areas will be supervised by a designated member of staff.</p> <p>Cleaning staff members assigned to clean toilets regularly through the course of day</p>	<p>COVID13 Clinically Extremely Vulnerable</p> <p>COVID14 Clinically Vulnerable</p>	H&S Manager, Safeguarding Lead	
Staff Wellbeing	<p>Mental Health</p> <p>Workload</p> <p>Toilet Facilities</p> <p>Water/Food</p>	4	<p>Support provided to staff regarding mental health problems related to lockdown/anxiety related to COVID-19 situation.</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>	2	<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>Social Distancing</p> <p>NHS Mental Health Advice</p> <p>COVID13 Clinically Extremely Vulnerable</p> <p>COVID14 Clinically Vulnerable</p>	HR Manager, Estates Manager	
Vulnerable Individuals	<p><i>Staff and Students may have pre-existing medical conditions or other factors which increase risk of more serious COVID-19</i></p>	6	<p>Identify staff and students who fall into the Clinically Extremely Vulnerable Category.</p>	1	<p>Provide support to students working from home to allow distance learning.</p>	<p>COVID13 Clinically Extremely Vulnerable</p>	Human Resources	

	case.		<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>		<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>COVID14 Clinically Vulnerable</p> <p>Schools coronavirus (COVID-19) operational guidance</p>		
Communication	<i>Procedures may not be clearly communicated to staff and students causing break down of other control measures</i>	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, video training at start of term)</p>	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	H&S Manager, Line Manager	
Contractors/Visitors on Site		4	<p>Where possible meetings will be conducted remotely via Teams or equivalent software.</p> <p>Visitors and contractors will follow the current safeguarding checks prior to attending site.</p> <p>Students will not be permitted to mix with visitors or contractors.</p> <p>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.</p> <p>Visitors will be provided with training on how to behave when on site (written procedures prior to attending site, verbal reminder on arrival).</p>	1	<p>Records, including contact details, kept for 21 days of all visitors to site for purposes of Track and Trace.</p> <p>Ongoing review of procedures to ensure they reflect latest advice from DfE.</p>	COVID09 Site Visitors	Estates Manager, 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.	Health and Safety on Educational Visits	Trip Leaders	
Response to Confirmed COVID-		6	Trust Health and Safety Manager identified as point of contact with	4	Identify all staff and students who have had close contact (as defined	Confirmed Case	COVID Co-	

19 Case			<p>outside agencies.</p> <p>Keep records of all visitors, staff and students attending site each day and the areas of site that they access.</p>		<p>by government track and trace) with the individual in the 48 hours prior to the onset of symptoms or positive test result. Consider classroom, social, travel and home contacts. Request they isolate for a period of time consistent with advice provided by government.</p> <p>COVID administrative team to maintain spreadsheet recording all positive cases and individuals who are self-isolating.</p> <p>MIS to provide DfE with daily updates on number of positive cases.</p>		ordinator	
Response to suspected COVID-19 case		6	<p>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.</p>	4	<p>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 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>	Suspected Case	COVID Co-ordinator	

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 – NCP)			Date	13/5/21	
AMENDMENTS					
Version	Review Date	Area of Document	Amendment	Audience	How Communicated
		Site Safety – Timetable, break times and finish times	Statement added to reflect ongoing review taking place by Principals and senior staff to improve arrangements.	All site users	N/A
Mar21 Re-opening	25/2/21	Site Safety – Staff Arrival	Wording changed to reflect ongoing communications with staff.	Staff	Via Principals
		Site Safety – Student Arrival	Statement added to reflect ongoing review taking place by Principals and senior staff to improve arrangements.	Students	N/A
	25/2/21	Site Safety – Numbers at entrances	Return to arrangements in place when site fully open (Autumn Term). Statement added to reflect ongoing review taking place by Principals and senior staff to improve arrangements.	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.
		Ventilation	Statement added to record that external contractor has checked HVAC to ensure compliance.	All site users	Conversations with affected 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.	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	Briefings for staff and Principal's letters to students/parents

				Students	
		Staff Wellbeing	Statement about staff at significantly increased risk removed as covered in more detail in vulnerable individuals section of risk assessment. Statements added to record that staff workload is considered when changes made to working arrangements.	Staff	N/A
		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.
Step 3 Re-opening	11/5/21	Governance, Policies and Procedures	Changed fire drill to evacuation drill to better reflect terminology used elsewhere		
		Fire Safety	Removed risk statement "Staff unfamiliar with evacuation procedures due to extended break" as staff and students have attended site for an extended period.	All site users	
		Cleaning	Removed "Additional cleaning staff are specifically assigned to cover the on-site asymptomatic testing sites." as on site testing is complete.	Cleaning staff	Via line manager
		Infection Control	Statement on asymptomatic testing altered to reflect ongoing home testing replacing site testing for most staff and students.	All staff	Regular communication throughout testing process
		Possible deposition of viral particles on commonly touched surfaces increases risk of contracting COVID-19 while using shared areas of college site	Disinfectant wipes replaced with alcohol spray.		
		Social Distancing - Classrooms	Updated control measures relating to face coverings to reflect updated guidance.	All site users	Email communication, staff briefings, visitors informed on site entry
		Social Distancing – Offices/Meeting Rooms	Changed all rooms to offices to reflect removal of signage with limits on student numbers in classrooms.		
		Social Distancing – Communal Areas	Removed "Face Coverings worn in all communal areas unless eating or drinking." To reflect new guidance. Added statement about face coverings for staff and visitors in communal areas.	All site users	Email communication, staff briefings, visitors informed on site entry
		Vulnerable Individuals	Control measures for CEV, CV and pregnant staff and students updated to reflect current guidance.	All site users	Communicated through HR department and PTs

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