

Letting Indoor Facilities 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 at each 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	Evacuation <i>Potential confusion amongst staff and students who attended with altered plans</i>	6	Plan for evacuation of site during low occupancy periods such as evenings and weekends.	2	Provide copies of evacuation plans to groups using facilities. Training for site team staff on correct evacuation procedures during low occupancy periods.		Health and Safety Manager	
Site Safety	Numbers at entrances <i>Groups arriving at similar times could cause overcrowding at entrances to site and lead to failure of social distancing measures</i>	4	Identify entrances to be used by groups letting areas of site. Ensure sufficient time is left between groups to allow access and egress from areas without crossover.	1	Inform groups using site of the importance of leaving site promptly when their time slot is finished. Clearly indicate access/egress points and car parking areas. Site team to check groups are leaving promptly.		Site Team Staff Site Team Leads Estates 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 and training to first aid staff.	First Aid Training	Health and Safety 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 and clean areas used between groups using facilities. Training and guidance for cleaning staff on methods of cleaning and key areas to regularly clean (commonly touched surfaces, toilets).	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	Cleaning in non-healthcare settings	Site Team Lead	

			<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>		others while working.			
	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		Bytorol Cleaning Product		
	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>	Decontamination in non-healthcare settings		
Social Distancing	Groups failing to follow social distancing guidelines	6	Inform groups letting out facilities that they should follow current government guidance around social distancing. Written confirmation will be required from all groups using facilities that they have read, understood and will comply with all relevant guidance. This guidance will be specific to the activity undertaken and may change over time.	2			Trust Estates Manager	
Maintaining Records for Track and Trace	<p>Records of individuals attending site</p> <p>Requirement of NCLT to share details of positive COVID-19 cases with local Public Health Team and share details of potential contacts with Track and Trace service if contacted</p>	4	Inform site users of requirement to submit names, date of attendance, time of attendance and contact details of individuals when using site. Where possible this should be done prior to the booking, if not then the information must be supplied to the site team member on duty. QR code for sport and non-sport related activities displayed at	1	Collect and securely store contact personal information for a period of 21 days.	Maintaining Records for Track and Trace	Site Team Lead	

			entrances to allow site users to check in using NHS Covid-19 App.					
Response to Confirmed COVID-19 Case		6	Trust Health and Safety Manager identified as point of contact with outside agencies. Keep contact details of all groups and/or individuals visiting site for 21 days.	4	Share contact details with NHS Track and Trace when requested.		Health and Safety Manager	

Signed (Health and Safety Manager)



Date 8/12/2020