

Enrolment Day

This risk assessment deals with the principles to be followed when arranging enrolment day at a NCLT college site.

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	Links to Relevant Policies or Government Advice	Responsibility	Control Measures in Place?
Site Safety	Start and Finish Times <i>Excess numbers of students arriving at one time</i>	4	Assign students staggered appointment times to control the numbers arriving at any one time.	2	Students asked to return at their allocated time if they arrive early.		Events Organiser	
	Staff arrival <i>Staff may 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 PPE should be used in accordance with government guidelines. Car sharing is discouraged but where this is not possible staff are advised to follow additional precautions including regular hand washing and wearing face coverings. Staff to use specified car park and be mindful of social distancing when exiting vehicles.	2	Include details of car parking arrangements in start of year training.	COVID-19 Government Travel Advice COVID-19 Improvised Face Coverings	H&S Manager, Events Organiser	
	Numbers at entrances <i>Individuals arriving at similar times could cause overcrowding at entrances to site and lead to failure of social distancing measures</i>	6	Assign staff to organise queueing at entrances and ensure that social distancing is maintained.	2	Mark 2m social distancing lines on floor outside entrance to allow for safe queueing. Signage placed to remind staff and students of proper social distancing etiquette.		H&S Manager, Events Organiser	

	Students accessing areas not in use	4	Shut off access to all areas of college not in use during enrolment. Where possible (not contravening fire safety) doors should be locked and access only allowed to designated staff members.	1			Site Team Leads	
Fire Safety	Fire Evacuation procedure <i>Individuals on site unaware of evacuation procedures</i>	4	Brief staff before start of enrolment process using video distributed via email. Short staff briefing to take place on day of event. Posters at entrance to inform visitors of procedure should fire alarm sound. Restrict access to areas of college not in use for enrolment.	2	Site team to act as fire marshals for areas of college in use for enrolment.		H&S Manager	
Cleaning	Transfer of virus on shared seating and tables used during interview process	6	Provide disinfectant wipes to clean down chairs and tables between students.	2	Staff to clean chair and tables between students.		All Staff	
	Possible deposition of viral particles on commonly touched surfaces increases risk of contracting COVID-19 while using shared areas of college site	6	Posters to remind all site users of importance of hand hygiene 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.	3	Cleaning of door handles, touch pads, bannisters, tables and toilets throughout day. Placement of hand sanitiser stations at entrance and exit to each stage of enrolment.	Decontamination in non-healthcare settings	Cleaning Staff	
Infection Control	Exposure of staff members to infected individuals while taking payments at finance desk or handling application paperwork	6	All staff required to wear face shields while on site. Gloves available for those who will be regularly handling items from students, regular hand washing required before and after handling items. Screens placed at finance desk to separate staff from students.	2	Training for staff to ensure they are not touching face while working.		All Staff	

	Exposure of staff members to infected individuals while carrying out interviews	6	All staff strongly advised to wear face shields when conducting interviews. Students required to wear face coverings while on site.	2	Training for staff to ensure they are aware of the procedures to minimise the risk of infection.		All Staff	
	Exposure of staff members to infected individuals while organising movement through site	6	All staff strongly advised to wear face shields (provided) when dealing with students interviews. Students required to wear face coverings while on site.	2	Training for staff to ensure they are aware of the procedures to minimise the risk of infection.		All Staff	
	Viral transfer on paperwork being handled by both staff and students	6	Provision of hand sanitiser and gloves at stations where students are handing over paperwork to staff. Training provided to staff prior to enrolment day, via email, regarding the importance of good hand hygiene. Clear guidance on usefulness of gloves and importance of avoiding touching face when using gloves as barrier.	2	Staff to regularly clean hands with hand sanitiser provided after handling items provided by students. Where staff choose to use gloves, avoid touching face or clothing when wearing gloves. Disposal of gloves in bins provided.		All Staff	
Social Distancing	Toilet Facilities	4	Designated toilets for use by students while on site. Designated toilets for use by staff, separate from student toilets while on site.	2	Cleaning staff member assigned to clean toilets regularly through the course of day		All Staff	
	Water/Food	6	Identify break area where staff are able to eat and drink. Grab and go lunches available for staff. Restricted number of individuals in break area.	2	Training for staff to ensure that they follow good hygiene practices in break areas and provide cleaning products to allow areas to be cleaned before			

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Signed (Health and Safety Manager)



Date 19/8/2020