



New College Durham

# NEW COLLEGE DURHAM – RISK ASSESSMENT

Site: All School: All Section: All

Activity: Covid 19 and Return to Work Location: All

People at Risk: Staff, Students, Contractors, Members of the Public Additional reference documents: NHS and Government websites

Rating	Likely	Possible	Remote	Remedial Action Priority
Fatality	H	H	M	1 - requires immediate action; 2 - requires action within three months; 3 - requires action within 12 months.
Serious Injury	H	M	M	
Minor Injury	M	L	L	
No Injury	L	L	L	

## Risk Evaluation

Hazard Identified	Risks	Existing Control Measures	Rating	Additional Action Required	Priority
Lack of Sanitising/ washing facilities	Illness, Absence from work, Hospitalisation, Death	<p>Full review undertaken and additional hand sanitiser stations provided, in strategic locations.</p> <p>Washing facilities, antibacterial soap already available.</p> <p>Paper towels provided in washing facilities and hand dryers temporarily suspended, to stop infection.</p> <p>Foot operated pedestal bins will be located in toilets for paper towels.</p> <p>Hand sanitiser and tissues available.</p> <p>Taps on a water timer to last more than 20 seconds, in line with correct handwashing times provided by the Government and correct hot water temperatures.</p>	L		

## Risk Evaluation

Hazard Identified	Risks	Existing Control Measures	Rating	Additional Action Required	Priority
Lack of Sanitising/ washing facilities (continued)	Illness, Absence from work, Hospitalisation, Death	<p>Employees reminded regularly, to wash their hands to reduce spread. Signage displayed throughout college.</p> <p>Communication: posters displayed throughout premises with correct hand cleaning procedures and general guidance, Health and Safety available for advice and guidance. Senior Management email updates detailing advice and guidance from Government and NHS websites.</p> <p><b>Are these measures adequate? Yes</b></p>	L		
Existing classroom/ building layout	Illness, Absence from work, Hospitalisation, Death	<p>Health and Safety have undertaken full review of classroom/ office capacities, new capacities to be introduced to ensure 2 metre distancing is achievable.</p> <p>Single file, keep left in corridors and stair cases introduced.</p> <p>One way entrance and exit system within ground floor main building.</p> <p>Health and Safety complete premises checks and inspect prior to the return of staff.</p> <p>Signage displayed throughout college buildings, informing of 2 metre distancing rule.</p>	L		

## Risk Evaluation

Hazard Identified	Risks	Existing Control Measures	Rating	Additional Action Required	Priority
Existing classroom/ building layout (continued)	Illness, Absence from work, Hospitalisation, Death	<p>Social distancing 2 metre (6 ft) to be followed where possible, where not possible other measures to be used, e.g. PPE. Security to steward and ensure crowds are always dispersed. All employees have a duty and must adhere to rules at all times.</p> <p>Office and workspace capacity considered and implemented for 2 metre spacing. If impossible, home working or staggered shifts to be put in place.</p> <p>Plastic screens provided anti-droplet protective panels to protect employees from infection for areas serving customers face to face: e.g. reception, ASC, tills and other departments where needed.</p> <p>Head of Estates to review air conditioning to ensure the spread of Coronavirus will not occur via the system. Air will be purged once a day as well as normal workings.</p> <p>Windows/roller shutter doors are also available for extra air flow if needed.</p> <p>Floor markings where queuing likely to form e.g. main entrance, canteen and malls.</p> <p>New room layout/capacity to be displayed on all classroom doors.</p> <p><b>Are these measures adequate? Yes</b></p>	L		

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Hazard Identified	Risks	Existing Control Measures	Rating	Additional Action Required	Priority
Working practices	Illness, Absence from work, Hospitalisation, Death	<p>Face mask/face coverings made available where social distancing is not possible.</p> <p>No employees to hot desk.</p> <p>Individual departmental risk assessments and all activities reviewed by Head of Schools and control measures put in place to comply with social distancing and student capacity reconsidered within classrooms.</p> <p>PPE: Suitable PPE provided where necessary, staff to be shown how use correctly. PPE must be compatible and suitable for task. Staff to advise Manager of any issues.</p> <p>Employees encouraged to use email and telephone to communicate as an alternative to visiting offices to speak with colleagues.</p> <p>All departments which house shared photocopiers to be provided with antibacterial wipes/ disinfectant spray and display signage 'Clean before use'. Signage provided by Health and Safety and COSHH assessment.</p> <p>Driving work vehicles, college bus, vans etc. One employee, however if more than one, necessary additional controls to be implemented, department Heads to review their risk assessments.</p>			

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Working practices (continued)	Illness, Absence from work, Hospitalisation, Death	<p>Government advice on Gym's, Hair &amp; Beauty Salons, Restaurants and Podiatry Clinics to be followed, risk assessments to be reviewed by Management. In-house cleaners with detailed cleaning regimes.</p> <p>Government guidance adhered to and carried out: thoroughly clean and disinfect well used areas, doors/handles, equipment and objects on a regular basis to include water fountain and vending machines.</p> <p>Where possible staff allowed to work from home, this should include online teaching so onsite numbers are kept to a minimum.</p> <p>Where possible the sharing of equipment should be avoided.</p> <p>Suitable waste disposal in place.</p> <p>If travelling to work causes an issue the college will try to support the member of staff/student.</p> <p>Equipment such as fans that increase the circulation of existing air and may result in the spreading of the virus are temporarily prohibited. Estates should be contacted for any temperature issues.</p> <p><b>Are these measures adequate? Yes</b></p>	L		

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Site user displaying Covid-19 symptoms	Infecting site users	<p>Anyone displaying symptoms must not travel to college/work and follow Government instructions and guidance and self-isolate. If anyone becomes ill whilst at college/work they must notify their line manager/tutor and leave immediately in a safe manner.</p> <p>Parents/carer contacted if necessary.</p> <p>First aiders provided with correct PPE and trained and qualified to continue to provide first aid help.</p> <p>Face mask provided if appropriate and safe to do so, to anyone displaying symptoms.</p> <p>The 1<sup>st</sup> aid room is available is to use as an isolation room if the symptomatic person can't leave site immediately. The persons work area will be isolated for 72hrs and deep cleaned.</p> <p><b>Are these measures adequate? Yes</b></p>	L		
Contractors	Infecting site users	<p>Contractors on site reminded of social distancing and monitored by Estates and Health and Safety.</p> <p>Contractors to provide Health and Safety risk assessment and information on how they manage and control the spread of Coronavirus.</p> <p>Existing contractor policy/monitoring in place.</p> <p><b>Are these measures adequate? Yes</b></p>	L		

## Risk Evaluation

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Catering provision	Spread of Covid-19	<p>Cleaning of vending machines and water fountains on an enhanced cleaning regime.</p> <p>Cashless payments encouraged chip and pin at all pay points.</p> <p>Full review of food provision and layout of eating/drinking areas to ensure social distancing/best practice is observed, undertaken by Aramark, Estates and Health and Safety.</p> <p><b>Are these measures adequate? Yes</b></p>	L		
Vulnerable persons	Illness, Absence from college/work, Hospitalisation, Death	<p>All persons who have been identified by Government as Shielding and who have received a letter must not attend college/work. The Government continually monitor this situation and will declare any changes.</p> <p>Health and Safety to complete an individual risk assessment for site users at high risk, then referral made if necessary.</p> <p>Employee pre-return to work questionnaire to be completed. Anyone identified with existing medical conditions/ pregnant will be individually assessed.</p> <p>Any person of Black, Asian &amp; Minority Ethnic, who are currently deemed as higher risk from the virus, will receive an individual assessment prior their return to college.</p> <p><b>Are these measures adequate? Yes</b></p>	L		

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Working from home	Musculoskeletal issues Mental Health and Stress	<p>Regular DSE guidance issued via email from Health and Safety and government updates.</p> <p>Health and Safety risk assessment completed via telephone or email where staff are experiencing problems.</p> <p>Basic DSE equipment supplied for employees who are experiencing problems and other measures advice/guidance have not worked.</p> <p>All pregnant staff risk assessed via telephone/email and supplied with necessary equipment and information and guidance.</p> <p>Health and Safety available to provide advice and guidance.</p> <p>Counselling support, information and guidance available to staff.</p> <p><b>Are these measures adequate? Yes</b></p>	L		



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Return to work/college	Stress and anxiety related illness	<p>Stress issues can also be discussed with Human Resources or Health and Safety for information and advice.</p> <p>The College provides access to confidential counselling and welfare support services for mental health support.</p> <p>Staff referral to a private and confidential Occupational Health Service for advice and support.</p> <p>Management help and control measures to be put in place and personalised to support employee's needs.</p> <p>Existing workplace policies, procedures and instructions to be followed.</p> <p>College wide risk assessments to be reviewed for Covid 19.</p> <p>College to follow government advice on pregnant workers.</p> <p>Fire drills suspended until safe to resume, staff to ensure students are aware of the evacuation procedure during induction and at relevant periods.</p> <p>Staff to be provided with timely updates on new working arrangements.</p> <p>Students to be inducted on new Covid 19 arrangements.</p> <p>Employment induction to cover Covid 19 for any new employees.</p> <p><b>Are these measures adequate? Yes</b></p>	L		

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Teaching	Illness, Absence from college/work, Hospitalisation, Death	<p>Staggered start times/breaks considered to avoid build-up of people within the buildings e.g. malls, corridors.</p> <p>Classroom capacity restriction detailed on all classroom doors.</p> <p>College to consider classroom and home learning to reduce the number of site users.</p> <p>Individual student needs to be considered if any issues are raised.</p> <p>Where close supervision is required and unavoidable e.g. high risk use of machinery within workshops, staff and students to be provided with correct and suitable PPE.</p> <p>Students will be briefed on appropriate behaviour, deliberate noncompliance will be dealt with appropriately. Security may be called to escort them from site.</p> <p><b>Are these measures adequate? Yes</b></p>	L		

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Electrical Equipment, Plant and Machinery, Vehicles and Estates	Fire, Electrocution, Entanglement, Expired Servicing and Maintenance,	<p>All equipment checked for expiry of servicing and maintenance prior to usage. Records of documented inspection and servicing in-place.</p> <p>Pre-user inspection and checks in place by staff prior to student use. Students also to complete pre-user checks before use.</p> <p>Faulty equipment, plant and machinery removed from use immediately.</p> <p>Risk assessments in place in each area, refer for more information.</p> <p>Fire alarm full system checked and tested by Estates.</p> <p>Legionella checks and testing completed by external contractor.</p> <p><b>Are these measures adequate? Yes</b></p>	L		

<b>Signature: Rob Green/Cristie Long</b>	<b>Health and Safety Department</b>	<b>Last Review Date: 10/06/2020</b>	<b>Next Review Date: Ongoing</b>
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