

Risk Assessment

COVID-19 'Secure'

This Risk Assessment sets out the hazards and control measures that the College has identified and uses the principle of what is “reasonably practicable”.

The overriding factor within the College will remain the health and safety of our staff and students. We expect every person entering the College to take responsibility for their own actions, to follow the control measures identified, to understand that the situation is changeable, and we will need to adjust and adapt as circumstances arise. This dynamic risk assessment will be adapted as necessary and formally reviewed on a regular basis. We have considered the impact on different equality groups in drafting the Risk Assessment.

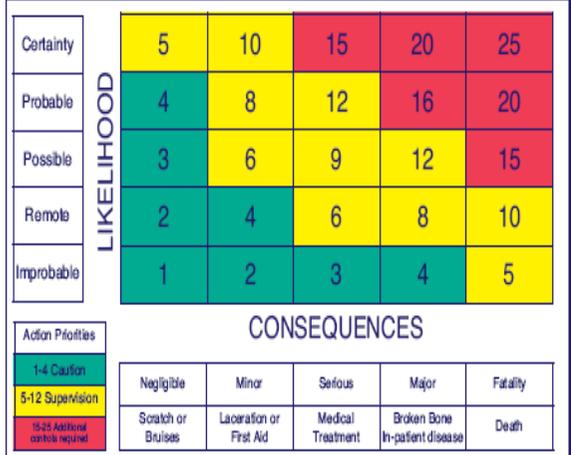
Any questions relating to this Risk Assessment can be directed to our dedicated Covid-19 phone line 0113 222 6073 or email cv19@lcb.ac.uk

The Senior Management Team

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Overview

RA Title	Operating the College - Making the College COVID-19 "Secure"		
Site	All College Premises, off site working & travelling to and from College	Location	Throughout College buildings & Off site working
Date	02/03/22	Review Date	
RA prepared by:	Covid Co-ordinator	Signed:	
Individuals consulted in the preparation of the RA	Senior Management Team, College Management Team, Governors, Recognised Trade Unions (UCU & Unison), Staff Forum Representatives		
Activity Description <i>What will be taking place and where?</i>	Operating the College during a pandemic (Making the College "COVID-19" Secure) taking into consideration Government Guidelines: <ul style="list-style-type: none"> • Actions for FE colleges and providers during the coronavirus outbreak - GOV.UK (www.gov.uk) • https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19 • Every Mind Matters - NHS (www.nhs.uk) • Further education COVID-19 operational guidance - GOV.UK (www.gov.uk) 		
Who May Be Harmed?	Employees, students (including young persons), sub-contractors, visitors, public, household members of staff and students.		
Risk Evaluation Matrix The calculation of risk in this Matrix follows the format of all other College Health & Safety Risk Assessments.			<ul style="list-style-type: none"> - For every hazard identified, assess the risk using this 5 x 5 matrix. - Assign a number 1- 5 (using the scale on the left). - The likelihood relates to how likely it is that the hazard will cause an injury. - The consequence relates to how severe the potential injury could be. - The total risk is calculated by multiplying these two figures (the value will be a maximum of 25). - The risk should be assessed before and after the control measures have been implemented.

Hazards

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The hazards below are generic to reflect the widespread effect of the current pandemic (COVID-19) on the College. The control measures that will be put in place to reduce and mitigate the hazards are described below in Sections 1 to 11.

Hazard	How Could They be Harmed?	Likelihood	Consequence	Total Risk	Control Measures						Likelihood	Consequence	Total Risk																														
					1.1	1.2	1.3	1.5	1.7	2.2				2.3	3.1	3.2	3.3	4.1	4.2	5.1	5.3	6.1	6.2	7.1	7.2	7.3	7.4	7.5	7.6	7.7	7.8	7.9	8.1										
<p>HAZARD 1</p> <p>Spread of COVID-19 through:</p> <ul style="list-style-type: none"> • contact with other people within College • touching surfaces (including door handles, tools, equipment, computer keyboards etc.) • sharing equipment, tools and workspaces (e.g. desks) 	<p>Direct threat to employees, students, security and cleaning contractors, sub-contractors, visitors and the public who may 'catch' COVID-19 whilst at the College. The effect of this could range from persons being asymptomatic to symptomatic. Individuals could be infected in the following ways:</p> <ul style="list-style-type: none"> • Virus moves from person to person in droplets from nose or mouth and spread when a person with the virus coughs or exhales. • Virus can survive for up to 72 hours out of the body on surfaces which people have coughed on. • People can pick up the virus by breathing droplets or by touching contaminated surfaces and then touching eyes or mouth. 	5	5	25	<table border="1"> <tr><td>1.1</td><td>1.2</td><td>1.3</td><td>1.5</td><td>1.7</td><td>2.2</td></tr> <tr><td>2.3</td><td>3.1</td><td>3.2</td><td>3.3</td><td>4.1</td><td>4.2</td></tr> <tr><td>5.1</td><td>5.3</td><td>6.1</td><td>6.2</td><td>7.1</td><td>7.2</td></tr> <tr><td>7.3</td><td>7.4</td><td>7.5</td><td>7.6</td><td>7.7</td><td>7.8</td></tr> <tr><td>7.9</td><td>8.1</td><td></td><td></td><td></td><td></td></tr> </table>						1.1	1.2	1.3	1.5	1.7	2.2	2.3	3.1	3.2	3.3	4.1	4.2	5.1	5.3	6.1	6.2	7.1	7.2	7.3	7.4	7.5	7.6	7.7	7.8	7.9	8.1					2	5	10
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7.9	8.1																																										
HAZARD 2		5	5	25							2	5	10																														

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Hazard	How Could They be Harmed?	Likelihood	Consequence	Total Risk	Control Measures						Likelihood	Consequence	Total Risk																																		
Some hazards create potentially greater risk of spread of COVID-19 including: <ul style="list-style-type: none"> • Toilet use • First Aid • Workshop demonstrations • One to one working for some staff working with students • Catering Area • Reception Areas 	Direct threat to employees, students, security and cleaning contractors, who may 'catch' COVID-19 whilst at College. The effect of this could range from persons being asymptomatic to symptomatic. Individuals could be infected as detailed above.				<table border="1" style="width: 100%; text-align: center;"> <tr><td>1.1</td><td>1.2</td><td>1.7</td><td>1.8</td><td>1.9</td><td>1.10</td></tr> <tr><td>2.2</td><td>2.3</td><td>2.4</td><td>3.1</td><td>3.2</td><td>3.3</td></tr> <tr><td>4.1</td><td>4.2</td><td>5.1</td><td>5.2</td><td>5.3</td><td>6.1</td></tr> <tr><td>6.2</td><td>7.1</td><td>7.2</td><td>7.3</td><td>7.4</td><td>7.5</td></tr> <tr><td>7.6</td><td>7.7</td><td>7.8</td><td>7.9</td><td>7.8</td><td>7.9</td></tr> <tr><td>8.1</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	1.1	1.2	1.7	1.8	1.9	1.10	2.2	2.3	2.4	3.1	3.2	3.3	4.1	4.2	5.1	5.2	5.3	6.1	6.2	7.1	7.2	7.3	7.4	7.5	7.6	7.7	7.8	7.9	7.8	7.9	8.1											
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7.6	7.7	7.8	7.9	7.8	7.9																																										
8.1																																															
HAZARD 3 Spread of COVID-19 through contact with other people & touching surfaces whilst travelling to and from College on public transport	Direct threat to employees, students, security and cleaning contractors who may 'catch' COVID-19 whilst travelling to and from College. The effect of this could range from persons being asymptomatic to symptomatic Individuals could be infected as detailed above.	5	5	25	<table border="1" style="width: 100%; text-align: center;"> <tr><td>2.4</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	2.4						2	5	10																																	
2.4																																															
HAZARD 4	Direct threat to employees who may 'catch' COVID-19 whilst attending an onsite	5	5	25	<table border="1" style="width: 100%; text-align: center;"> <tr><td>5.1</td><td>5.3</td><td></td><td></td><td></td><td></td></tr> </table>	5.1	5.3					2	5	10																																	
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Hazard	How Could They be Harmed?	Likelihood	Consequence	Total Risk	Control Measures						Likelihood	Consequence	Total Risk																																				
Spread of COVID-19 to employees who attend onsite assessments at other workplaces	assessment at other workplaces. The effect of this could range from persons being asymptomatic to symptomatic. Individuals could be infected as detailed in hazard 1 above.																																																
HAZARD 5 Spread of COVID-19 to individuals who have underlying health conditions. Those that are: <ul style="list-style-type: none"> • ‘Clinically extremely vulnerable’ (high risk) or; • ‘Clinically vulnerable individuals’ (moderate risk) 	Greater direct threat to employees and students, in these categories, who may ‘catch’ COVID-19 on their return to the College. The effect of this could range from persons being asymptomatic to symptomatic. Indirect threat to household members who fall into these categories from employees and students returning home after being in College.	5	5	25	<table border="1" style="width: 100%; text-align: center;"> <tr><td>1.1</td><td>1.2</td><td>1.4</td><td>1.5</td><td>1.9</td><td>1.10</td></tr> <tr><td>2.1</td><td>2.2</td><td>2.4</td><td>3.1</td><td>3.2</td><td>4.1</td></tr> <tr><td>5.1</td><td>5.2</td><td>5.3</td><td></td><td></td><td></td></tr> <tr><td>6.1</td><td>6.2</td><td>7.1</td><td>7.2</td><td>7.4</td><td>7.5</td></tr> <tr><td>7.6</td><td>7.7</td><td>7.8</td><td>7.9</td><td>8.1</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>						1.1	1.2	1.4	1.5	1.9	1.10	2.1	2.2	2.4	3.1	3.2	4.1	5.1	5.2	5.3				6.1	6.2	7.1	7.2	7.4	7.5	7.6	7.7	7.8	7.9	8.1								3	5	15
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HAZARD 6		5	5	25							2	5	10																																				

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Hazard	How Could They be Harmed?	Likelihood	Consequence	Total Risk	Control Measures						Likelihood	Consequence	Total Risk
Person(s) with confirmed case of COVID-19	The range could be from the person being asymptomatic to symptomatic				1.1	1.2	1.3	1.4	1.5	1.7			
					1.8	1.9	1.10	3.1	3.2	3.3			
					4.1	5.1	5.2	6.1	6.2	6.3			
					6.4	7.1	7.2	7.3	7.4	7.5			
					7.6	7.8	7.9	8.1					
HAZARD 7 Decrease in mental and physical well-being during the pandemic. Increase in anxiety levels regarding ability to return to the College.	Increase in the number of staff and students suffering from short & long term physical & mental ill health conditions and a general worsening of health. Increase in anxiety levels & detrimental impact on staff & student well-being leading to potential increase in suicidal thoughts / self-harm. Parents and carers – predominantly women (more likely to have additional caring responsibilities) less able to attend the College	5	5	25	1.1	1.2					3	3	9

Risk Assessment

Section 1 – Communication (Providing and Explaining our full re-opening plan)

Objective – To make sure staff, students, sub-contractors, visitors and the public understand what they need to do to maintain safety

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
1.1	This risk assessment will be placed on the College website and will be regularly updated as necessary. The Principal will inform staff of significant changes in his weekly update. Students will be informed of major changes via email and social media as appropriate.		Covid Co-ordinator / Marketing & Communications Manager/ Principal	02/03/22
1.2	This risk assessment will be adapted as necessary and reviewed formally on a regular basis by the Senior Management Team to ensure it is fit for purpose and effectively protects our staff, students, contractors, visitors, the public, household members of staff and students. Any significant changes will be communicated through sources identified in 1.1 above.		Covid Co-ordinator/ Senior Management Team	21.07.21
1.3	One member of the Senior Management Team (SMT) will be identified to be on COVID duty on a weekly rota basis to quickly resolve any issues and provide any reassurance to staff and students. The name of the SMT member for that week will be publicised in Reception areas. To support compliance, on a rota basis, members of the College Management Team will monitor Reception, Atriums, Refectory, other communal areas as necessary at start times, morning breaks and lunch periods.		Senior Management Team / College Management Team	08.03.21
1.4	Regular emails will be sent to all staff by the Principal reminding staff of their responsibilities.		Principal	21.07.21
1.5	Staff and students will be regularly reminded that failure to maintain reasonable behaviour whilst at College in relation to any control measure may result in this being deemed gross misconduct and disciplinary action being taken. Any major issues will be immediately reported to the designated member of Senior Management for necessary action to be taken.		College Management Team	21.07.21
1.6	Frequent consultation will take place with our recognised trade unions (UCU & Unison) regarding any changes to our plan and this risk assessment		Principal	21.07.21

Risk Assessment

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
1.7	Staff and students will be regularly reminded that if they have symptoms of COVID-19, they should immediately phone 0113 222 6073 or email cv19@lcb.ac.uk to inform the College of their situation. Staff and students who test positive will continue to be advised to stay at home and avoid contact with other people for 5 full days or until they have received 2 negative test results on consecutive days; the College will keep this under constant review. Staff and students who continue to test positive on day 10 can return to college as usual. Staff and young people who are contacts should attend their education settings as usual. This includes staff who have been in close contact within their household, unless they are able to work from home (with line manager's approval).		Senior Management Team/ HR Team/ Covid Coordinator/	02/03/22
1.8	If a member of staff or a student becomes unwell whilst in College with Coronavirus symptoms, the 'Emergency Action Plan – Dealing with suspected / confirmed CoVID-19' will be followed by responsible staff: EAP Notification of Covid-19 Cleaning of any potential infected areas will take place in accordance with the Government Guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings (See Section 7).		Senior Management Team / Estates Manager / Marketing & Communications Manager / HR Team/ Reception Staff	11.10.21
1.9	If any member of staff goes abroad (for example on holiday) and government guidance is that they must self-isolate (in a hotel or at home) upon their return, they must ensure before they go abroad on holiday that they discuss this with their line manager and agree that they are able to work effectively from home or a hotel for this period of self-isolation. However, if they are required to work in the College then this must be discussed with a member of the Senior Management Team prior to taking the annual leave and going abroad. Options to be considered include rescheduling the trip abroad, taking additional leave for the self-isolation period, taking time off without pay.		Senior Management Team	02/03/22

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Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
	<p>Staff may not know before they go on holiday abroad that quarantine arrangements may apply upon their return to the UK as the Government may implement quarantine arrangements very quickly, whilst people are already on holiday. Therefore, it may not be possible to discuss this fully with a line manager prior to going on holiday. If staff are abroad and become aware that they will need to quarantine they need to contact their line manager as soon as reasonably practicable to let them know that they will need to self-isolate upon their return. If they are unable to work from home, options will include taking additional leave for the self-isolation period, taking time off without pay or making the time up over a longer period of time when they are allowed to return to work. It is the responsibility of the staff member to keep up to date with the latest travel government travel advice by visiting https://www.gov.uk/foreign-travel-advice</p>			
1.10	<p>The College will follow Government & Local Authority guidance relating to any 'national lockdown' or local status and the Senior Management Team will take all reasonable measures to manage the effects of the lockdown / local status.</p>		Senior Management Team	05.11.20
1.11	<p>All staff will undertake online awareness training as deemed appropriate by the College. Currently this is Smartlog 'COVID-19 (Educational Settings)'.</p>		Covid Co-ordinator	05/01/22

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Section 2 – Travelling to and from College / Entering & Leaving the College / Creating Distinct Groups of Staff & Students

Objectives – To reduce any risk whilst travelling to and from the College. To maintain social distancing wherever possible, on arrival and departure. To create distinct groups and reduce the number of contacts each person has whilst at College.

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
2.1	Staff working from home must work in line with the Flexible & Home Working Policy. Managers must agree home working with staff that ensures the needs of the business / curriculum area and the needs of the students are being met.		College Management Team	05/01/22
2.2	Start and finish times will be staggered. This reduces student flow into the buildings at crunch points. Curriculum Managers should adjust timetables to reflect the start and finish times. Breaks and lunchtimes also need to be staggered to reduce queues and groups forming.		College Management Team	21.07.21
2.3	Government guidance strongly expects on-site education to be the norm for the large majority of 16-19 Study Programme planned hours and for adult learners we should continue to judge the right balance between on-site and remote delivery for them. Students can continue to be supported both online and by coming into College with a blended learning approach. Curriculum Managers must ensure that all students who do not have IT access at home are able to come into the College to receive the appropriate teaching and learning.		Vice Principal - Teaching, Learning & Quality / Faculty Directors	03.09.21
2.4	Hand sanitisers will be available at all entry and exit points and checked at regular intervals. Additional hand wash facilities have been installed where possible to reduce the need to access toilet facilities for hand washing.	Yes	Estates Manager	23.09.20

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Section 3 – Moving around College (Communal Spaces)

Objective – To maintain social distancing wherever possible while people travel through the College

Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
3.1	<p>All communal areas should be as well ventilated as possible. Windows (where available and can be opened) should be opened to help ventilate the room. Where the temperature is not maintained at a reasonably comfortable level, windows can be closed. However, this should be agreed with staff and/or students in the room. If there isn't full agreement from the people in the room then the default position is that windows should stay open.</p> <p>The College will follow Government and CIBSE Guidance in relation to the use of air conditioning and heating within College. At the present time, the following will apply:</p> <ul style="list-style-type: none"> • Most air conditioning units and heating at North Street Campus will be switched ON automatically at 9.00am and need to be manually switched off. • Air conditioning units and heating at Southbank 1 Campus will be switched ON automatically • Air conditioning units and heating at Southbank 2 Campus will be switched ON automatically <p>This will be kept under constant review.</p>		Estates Manager	02.11.20
3.2	<p>Antiviral wipes/ hand sanitiser will be available next to all high contact areas such as water fountains, vending machines, lockers, printers/ photocopiers cash machines to ensure they can be cleaned by staff and students between use.</p>	Yes	Estates Manager	11.10.21

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Number	Control Measures	Is additional PPE / resources necessary	Responsible Person(s)	Date Achieved
3.3	Indoor recreational areas will be in use. Equipment (e.g. bat, pool cues) must be sanitised before / after each use and anti-viral wipes will be available near to any equipment.		Estates Manager	26.07.21

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Section 4 – Offices, Classrooms, Workshops

Objective – To maintain social distancing between individuals when they are in their offices, classrooms and workshops

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
4.1	Offices / Staff rooms - staff are encouraged to be at least 2 metres apart from their colleagues whilst working in their offices.	Yes	College Management Team	11/11/21
4.2	Exams – Separate information in relation to how online examinations will be undertaken within the College currently, is available here online examinations . The information will be continuously reviewed and adjusted to be in line with government guidelines and JCQ/ awarding body guidelines.	Yes	Examinations Manager	11/10/21

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Section 5 – Internal and External Meetings (including visitors, contractors, deliveries coming to the College)

Objective – To reduce transmission due to face-to-face meetings and maintain social distancing in meetings

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
5.1	Physical meetings that take place should be kept as short as possible and participants are encouraged to maintain social distancing.		College Management Team	11/10/21
5.2	All meeting rooms will have hand sanitisers placed in / near the room.		Estates Manager/ Marketing & Comms Manager	21.07.21
5.3	Staff may physically attend external meetings where it is necessary to conduct effective College business, however, they are encouraged to maintain social distancing and where applicable a risk assessment has been obtained prior to attending the meeting.		College Management Team	21.07.21

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Section 6 – Keeping the College Clean & Safe

Objective – To make sure that the College is clean and ready to reopen; and to keep the College clean and prevent transmission by touching contaminated surfaces

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
6.1	Rota of frequent cleaning schedules agreed with our cleaning company to clean work areas, equipment, regularly touched objects such as door handles and keyboards.		Estates Manager	17.06.20
6.2	<p>If a case of COVID-19 is suspected or known in the College, then we will follow the government’s guidance in relation to cleaning:</p> <ul style="list-style-type: none"> • All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets. • Public areas where the symptomatic person has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal. • Cleaning staff must wear appropriate PPE and use disposable cloths or paper roll and the appropriate disinfectant. <p>The Emergency Action Plan – Dealing with suspected / confirmed CoVID-19’ will be followed by responsible staff: EAP Notification of Covid-19</p>		Senior Management Team / Estates Manager	16.09.20

Risk Assessment

Section 7 – Hygiene: Handwashing, Toilets & Showers

Objective – To help everyone keep good hygiene whilst at College

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
7.1	Good hygiene signs will be placed regularly around the College promoting good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	Yes	Marketing & Communications Manager	17.06.20
7.2	Lecturers will be reminded to provide regular announcements to students at the start and end of each session regarding good hygiene, and any other safety measure that needs enforcing at the time.		All Lecturers	21.07.21
7.3	Hand sanitisers will be in multiple locations as described in above sections and stock levels checked at regular intervals.	Yes	Estates Manager	23.09.20
7.4	Where possible, additional sinks have been installed throughout College buildings to ensure hand washing facilities are readily available (and lessen the impact on using toilet facilities just for hand washing).		Estates Manager	17.06.20
7.5	Signage will be installed in all toilet facilities highlighting good hygiene whilst using toilet facilities and the disciplinary action that will be taken against individuals if this is not appropriately maintained.	Yes	Estates Manager / College Management Team	17.06.20
7.6	Thorough cleaning and regular disinfection of surfaces frequently affected by use or touch will take place. Cleaning will be carried out at least hourly and increased during busy periods.	Yes	Estates Manager	17.06.20
7.7	Showers & surrounding shower area must be cleaned after each use by the user. Cleaning wipes will be available in each shower facility. Wipes must be disposed of in a waste bin.	Yes	Estates Manager	19.03.21

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Section 8 – Face Coverings

Objective – To provide additional reassurance to staff and students.

Number	Control Measures	Is additional PPE / facilities necessary	Responsible Person(s)	Date Achieved
8.1	If staff and students would be reassured by continuing to wear a face covering whilst anywhere in College then they may choose to do so. Everyone in College MUST respect the decision of an individual if they prefer to wear a face covering and / or choose to remain socially distant whilst physically in College		Lecturers / Reception	29/11/21