

## West Lancashire College

Covid 19 Risk Assessment      Version 12



Date: January 2022

### Background:

This risk assessment has been undertaken in regard to the Novel Corona Virus which can lead to the illness Covid 19 (C19). This a serious illness which can in some people lead to death. The UK Government has issued clear guidance on symptoms, actions to take and hygiene which as a college we will follow and require others to follow.

There is much guidance available to call on from both government and industry bodies to help steer a course through this time.

This guidance, where applicable has been considered throughout the writing of this risk assessment. However, as the government have followed their road map all restrictions have been lifted, although, there is encouragement to keep a social distance and wear a face covering in enclosed spaces. To this end, the college risk assessment reflects this approach.

As of 16<sup>th</sup> August 2021 we will no longer be required to track and trace positive cases as this will pass to the NHS Test and Trace Team however we will record the number of daily reported cases.

In line with Government update of 2<sup>nd</sup> January 2022:

With effect from 4 January 2022 we recommend that face coverings should be worn by staff and students when moving around the premises, in corridors and communal areas and in classrooms or workshops. Face coverings do not need to be worn by staff or students when outdoors on the premises.

This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports lessons and physical activity.

In line with Government update of 13<sup>th</sup> January 2022:

From Monday 17 January, people with COVID-19 in England can end their self-isolation after **5 full days**, as long as they test negative on day 5 and day 6 or 2 consecutive days thereafter.

In reading this risk assessment it may be the judgement of the reader that something has been omitted. If this is the case West Lancashire College is willing to receive comments, suggestions and input into this document. Please contact:

[pam.griffiths@westlancs.ac.uk](mailto:pam.griffiths@westlancs.ac.uk) with any concerns or queries.

All hazards have been risk assessed without controls; control measures identified; re-risk rated and then any additional control measures which have not been yet implemented are noted.

All risks are scored 1–5 for Severity (S) and Likelihood (L) – these two numbers are multiplied together to give the risk rating.

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Key: Likelihood

- 1- Very unlikely never happened before
- 2- Slight, rarely occurs
- 3 -Possible but not common
- 4- Likely
- 5- Very Likely

Key: Severity

- 1 - Minor
- 2 – Major injury/illness
- 3 - 7 day absence
- 4 – Significant injury up to 7 days
- 5 - Fatality

Risk Rating: 25 – unacceptable      16-20 High      10-15 Medium      3-9 Low      1-2 Minimal

Hazard Observed	Who may be harmed?	Risk rating before controls?			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Minimising contact with those who are unwell</b> (Step 1)	Staff Students Visitors Contractors	4	4	16	Clear signs at building entrance’s reminding people of the C19 symptoms, asking them to stay at home if they feel unwell or have tested positive for Covid-19 in the past 10 days and outlining the current guidance on what to do if you have symptoms (get a Test).  Tutors are required to regularly ask students if they are feeling well and anyone reporting any Covid symptoms being isolated as per the procedure.	4	2	8		

			<p>Anyone who becomes ill on-site with Covid-19 symptoms to be moved to an isolated room, behind a closed door, preferably with an opening window.</p> <p>If they need to use the bathroom whilst waiting, they will use an accessible toilet as these are single use and more easily decontaminated.</p> <p>All staff dealing with the individual whilst they wait will wear PPE (IIR Mask, Visor, Apron &amp; Gloves), unless a 2M distance can be maintained.</p> <p>Everyone will wash their hands thoroughly for 20 seconds or use hand sanitiser after any contact with someone who is unwell.</p> <p>The person who is displaying Covid symptoms will be asked to contact a member of their household (or the college will do this on their behalf) and ask them to collect them asap, preferably in a private vehicle avoiding public transport.</p> <p>The area around the person with symptoms will be cleaned in line with government guidance after they have left to reduce the risk of passing the infection on to other people.</p> <p>Informtionon current isolation rules and return to work requirements are available and queries handled by Pam Griffiths.</p>			
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				<p>Students to receive information and guidance on what they should do and how learning will be supported during any periods of self-isolation.</p> <p>Ensure deliveries are taken outside wherever possible, if not possible ensure social distancing. If social distancing is not possible PPE must be worn.</p> <p>First Aiders and other key staff to be briefed on the procedure in place if someone suddenly becomes ill on site (quarantine following dynamic risk assessment).</p> <p>First Aider Grab Bags are available containing essential PPE that may be required for use by a First Aider.</p>				
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Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Cleaning Hands (Step 2)</b>	Staff Students Visitors Contractors	4	5	20	<p>Hand gel is available across the site, focusing on area's which are deemed open and in use (e.g. classrooms, practical training rooms, some staff rooms, dining areas etc) in addition to entrance's and exit's and circulation spaces.</p> <p>Hand Gel dispensers are checked on a regular basis to ensure they are serviceable.</p> <p>Yellow, foot operated bins have been placed by all sanitising stations for the disposal of used tissue following sanitisation.</p> <p>Staff supporting students with complex needs will identify early on in the term what support they require with hand washing and arrange for this support to be put in place immediately.</p> <p>The college Estates team will monitor the stock levels of hand gel in the central store to ensure that there is an adequate supply.</p> <p>Toilets which are open for use are to have handwashing posters displayed to encourage the washing of hands for 20 seconds with soap and water.</p>	4	2	8		

Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
Ensuring good respiratory hygiene (Step 3)	Staff Students Contractors Visitors	4	5	20	<p>Support staff and students to follow the 'catch it, bin it, kill it' advice by providing tissues and double bagged, lidded bins in all regularly used spaces.</p> <p>The college cleaning team will re-stock tissues daily and empty and sanitise bins.</p> <p>Staff supporting learners with complex needs will identify early on in the term what support they require with ensuring that they have good respiratory hygiene and ensure this support is put in place immediately.</p> <p>Any persons who do have difficulties in maintaining good respiratory hygiene will have an individual risk assessment undertaken by a competent individual.</p> <p>To aid room ventilation and encourage good respiratory health, staff will be required to keep windows open as much as possible.</p>	4	2	8		

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Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
Introducing enhanced cleaning (Step 4)	Staff Students Contractors Visitors	4	5	20	<p>A summer re-opening clean was performed across the site in accordance with college requirements, prior to spaces being available for staff and student use.</p> <p>Any clutter or difficult to clean items have be removed, in order to make regular cleaning of spaces efficient and to ensure that thorough cleaning can be facilitated.</p> <p>Cleaning frequency and durations have been increased to meet the changing needs of the college operation, whilst maintaining the minimum standards of the enhanced cleaning regime.</p> <p>Staff and Students were briefed at College Induction regarding what cleaning expectations are placed upon them.</p> <p>As a minimum, frequently touched surfaces will be wiped down twice per day, with one of these cleans being at the beginning or end of the day. <i>(Frequently touched surfaces are deemed to include but not be exclusively limited to; welfare facilities (toilets and kitchens including sinks and taps), door handles, hand rails, light switches, touch to exit buttons, work surfaces, lifts,</i></p>	4	3	12		

*electronic devices (including telephones, mice, key boards, photocopiers, remote controls etc).*

Any tables allocated for eating will be cleaned between every user.

Laundry will be washed in accordance with manufacturer's instructions unless there is reason to believe the laundry has been in contact with a symptomatic or infected person.

Kitchenware (crocery, utensils, drinking cups etc) will not be shared.

Sanitising stations will be available around the college including in all teaching areas, and will provide building users access to, a viricidal surface spray, disposable cloth, hand gel, tissues and a lidded bin for disposal of used cloth and tissues.

Staff and students will be instructed and expected to sanitise their work area and any equipment before and after use – those who apply cleaning/sanitising products will have been provided with suitable instruction, information and training and posters will be on display as an aide memoir.

Any shared items, including teaching aids, stationery etc will be disinfected by the user before and after use. Items which are unable to be disinfected will not be shared or will be left 72 hours between uses.



				<p>Disposable wiping products are used with sanitiser – these should be applied to the cloth first. Clear instructions will be posted in all work areas and classrooms which are planned to be in use.</p> <p>Any cleaning carried out after an individual with symptoms of Covid-19, or a confirmed COVID-19 case has left the setting or area will require a separate risk assessment and will be carried out in line with government guidance.</p> <p>Any cleaning consumables which need re-stocking or re-filling should be reported to the WLC Estates team via the Helpdesk.</p> <p>All chemicals and products in the cleaning process have been selected to help reduce risk.</p> <p>Staff who dilute any cleaning products will have been adequately trained prior to completing the activity.</p>				
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Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Minimise contact between individuals and Social Distancing (Step 5)</b>	Staff Students Contractors Visitors	4	5	20	<p>The college is maintain the social distancing arrangements it has had in place as far as possible to minimise close contacts.</p> <p>However any changes to room occupancy numbers will be on a risk basis and include availability of fresh air. This is to and help reduce the risk of transmission.</p> <p>Staff are encouraged to maintain a 2M distance from others, including students as much as possible,</p> <p>Individuals should avoid face to face contact and minimise their time spent within 1 metre of anyone.</p> <p>Masks are available for staff, students and visitors.</p> <p>The college is adopting a mask on the move strategy and encouraging everyone to use them            - Posters and other messages are being used to encourage this behaviour.</p> <p>The college is also adopting a keep left strategy and posters encourage this behaviour.</p> <p>Staff rooms have not been reset to allow staff to work in a front to back set up and reduce transmission risk.</p>	4	3	12		

Risk assessment for classrooms have been reviewed.

The college has a plans in place should it be necessary to change social distancing should this guidance be received.

The college stands ready to deal with individual concerns.

Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
Wearing PPE where appropriate (Step 6)	Staff Students Contractors Visitors	4	5	20	The majority of staff in education settings will not require PPE beyond what they would normally need for their work.  Face coverings remain available and masks on the move is the current strategy.	4	3	12		

Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Engaging with the NHS Test &amp; Trace Process</b>	Staff Students Contractors Visitors	4	5	20	<p>Any staff and students who report that they are experiencing Covid-19 symptoms will be strongly advised to get Tested and will be encouraged to keep an open dialogue with the college during this process, including the immediate sharing of their test result in a confidential manner.</p> <p>The college has identified its Local contact within the Public Health England North West team and has nominated <b>Lauren Reynolds/ Pam Griffiths</b> as the West Lancashire College Covid-19 Single Point of Contact (SPOC). Contact details have been exchanged between both parties to ensure rapid communication lines can be opened in the event of a Covid-19 related query relating to WLC.</p>	4	2	8		

Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Managing confirmed cases of Covid-19 within the college community</b>	Staff Students Contractors Visitors	4	5	20	<p>The college will co-operate with the NHS Test and Trace team whenever they are asked for assistance.</p> <p>Daily trackers are maintained to track if we have potential outbreaks.</p> <p>Current isolation rules are followed to help manage the absence of staff and students and onsite support in understanding and applying the guidance is available from Pam Griffiths.</p>	4	3	12		
<b>Risk Assessing individuals with an increased risk</b>	Staff Students	2	3	5	<p>During induction, teachers will identify learners whom are perceived to be at an increased risk from Covid-19 and will arrange for an individual risk assessment for these individuals.</p> <p>Vaccines have been offered to all over 12 years and isolation rules have been changed to reflect this.</p> <p>The college is not permitted to ask the vaccination status of learners or staff so impact of isolation may not be known until this is disclosed.</p>	2	2	4		



Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Rapid asymptomatic testing</b>	Staff Students	4	5	20	<p>In class testing is available of requested.</p> <p>Area is easily cleaned and all surfaces are nonporous to allow cleaning between people undertaking the test.</p> <p>Test results available within 15 minutes.</p> <p>Trained staff undertaking test processing.</p> <p>Online consent for everyone.</p> <p>Procedure in place to deal with positive asymptomatic test result.</p> <p>People who require assistance with testing will be allowed to bring someone with them to assist them with the process.</p> <p>All tests from the same supplier and provided by the Government for the type of testing being undertaken.</p> <p>PPE used is all appropriately CE marked and of the correct type for the task.</p> <p>Where required Face fit testing has been undertaken.</p>	4	3	12		



Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Transport</b>	Staff Students	4	5	20	Transport providers have provided updated requirements and masks are required on college transport.	4	3	12		
<b>Staff involvement</b>	Staff	4	4	16	The college's Covid-19 Risk assessment will be posted on the college intranet and website.  Staff will be encouraged to raise concerns and suggest alternative means of working to ensure as a community we are doing all we can to control the virus.	4	3	12		
<b>Student and Parents</b>	Staff Students Others	4	4	16	Students and parents of those under 18 years will be encouraged to raise concerns and suggest alternative means of working to ensure as a community we are doing all we can to control the virus.  Students will be encouraged to follow the college strategy of masks on the move and keep left.	4	3	12		

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		S	L	R		S	L	R		
<b>Educational Visits</b>	Staff Students Others	4	5	20	All educational visits allowed subject to risk assessment – including C19	4	1	4		
<b>Understanding the requirements</b>	Staff Students Visitors Contractors	4	5	20	<p>WLC will provide a range of signs which clearly identify what is expected of all using their premises with regard to hygiene in college.</p> <p>Signs will be in a range of styles – wall, screen, banner, floor, email, screensaver to ensure we reach everyone with each message.</p> <p>Signage will use pictograms and words wherever possible using reader friendly fonts and colours.</p> <p>Information is available in other languages upon request.</p> <p>Students and Staff will regularly receive email updates providing key information or messages relating to Covid-19.</p>	4	3	12		



Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Fire and fire evacuations</b>	Staff Students Visitors Contractors	4	5	20	<p>All classrooms have a preferred evacuation route which should be followed where possible – this will allow for a more even use of routes and prevent overcrowding. Information about the preferred route will be displayed in classrooms (as and when each room comes into use).</p> <p>Where PEEPS are required the ability to socially distance will be assessed. If social distancing is not possible then appropriate PPE or other measures will be agreed.</p> <p>The Fire alarm is regularly tested and the Fire Alarm will be regularly sounded to ensure Staff and Students are familiar with the sound.</p> <p>All fire safety devices are checked including dry risers, fire extinguishers, fire blankets.</p> <p>Means of escape are clearly marked. Emergency lights in classrooms, offices and single occupancy areas have been upgraded.</p>	4	2	8		

Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Ventilation</b>	Staff Students Visitors Contractors	4	5	20	<p>Ventilation and air conditioning systems have been maintained and cleaned.</p> <p>Air handling systems have been checked to ensure there is no air cross over.</p> <p>Modifications have been made to cooling circuits to ensure no heat exchange can occur.</p> <p>The college is following industry guidance on the operation of all air conditioning and air handling units (HHIC and CIBSE)</p> <p>BMS CO<sub>2</sub> has been set to 400ppm to give maximum fresh air into the building.</p>	4	2	8		
<b>Heating systems</b>	Staff Students Visitors Contractors	4	5	20	<p>Heating systems including Thermal Wheels have been inspected by a competent person to ensure that are safe for use during the pandemic, in line with the latest industry guidance.</p>	4	3	12		

Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Statutory Inspections</b>	Staff Students Visitors Contractors	4	5	20	These are unaffected by C19 and are all in date.  When inspectors attend they will be treated as all other contractors and will be required to observe our infection control requirements and social distancing.	4	2	8		
<b>Contractors</b>	Staff Students Visitors Contractors	4	5	20	Contractors will follow the college hygiene requirements, failure to do so will result in them being asked to leave site.	4	3	12		

Hazard observed	Who may be harmed?	Risk rating before controls			Control Measures	Risk rating after controls			Additional control measures	Date completed and by whom
		S	L	R		S	L	R		
<b>Covid-19 Mobile Testing Unit (MTU)</b>	Staff Students Contractors Visitors	4	4	16	The college is used on Saturdays and Sundays as a Covid-19 Mobile Testing Unit. Given that no staff or students are on-site during the weekend, and none of the activity happens within buildings on campus, there is no risk of transmission to college staff, students or visitors.	4	3	12		

Completed by: Pam Griffiths