

GRANTHAM COLLEGE RISK ASSESSMENT RELATING TO COVID-19

This document outlines how Grantham College has risk assessed its operations in relation to COVID-19.



Our highest priority is the safety of our colleagues. We are working hard to ensure the safety of all our colleagues, who are being kept as safe as possible.







It references the UK Government guidance, the DfE guidance and the current state of knowledge.



The hazard covered by this assessment is the exposure to COVID-19.







The people who might be impacted by this risk includes all staff, students, parents/carers and visitors to the College, and those who are clinically vulnerable. This assessment outlines the action we have taken with respect to all these groups and is supplemented by individual college risk assessments.





This assessment will be reviewed regularly as government and DfE guidance and further reasonably practicable ways of reducing risk are developed.





Potential Hazard (exposure to COVID-19)	Pre-control risk	Control measures	Residual risk
1. Failure to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the College.	 High	<ul style="list-style-type: none"> • Reduce numbers of staff on-site by supporting staff to reduce the amount of time spent on site by rotating in work teams and supporting home working. • The provision of equipment for home working and the issue of homeworker guidance. • Regular contact of those working from home by phone and via “Teams” calls. • Ensure parents/carers and visitors come to site only when necessary and understand and follow covid control measures for the visit or event. • Ensure all students and staff do not come into College if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. • Ensure staff and students developing symptoms during the day are sent home (avoiding public transport) and advised to follow Government guidance. • Any staff or students that become ill and show symptoms and are awaiting collection are moved (if possible) to the isolation room. • Ensure PPE is worn by staff caring for the individual while they await collection if a distance of 2 metres cannot be maintained (such as a person with complex needs). 	 Low





		<ul style="list-style-type: none"> • Ensure all staff and students wash their hands thoroughly for 20 seconds or use hand sanitiser after any contact with someone who is unwell. • Ensure the area around the person with symptoms is cleaned as per the COVID-19: cleaning of non-healthcare setting guidance to reduce the risk of passing the infection on to others. • Implement at home rapid Covid testing twice a week, by both students and staff. • All staff, students and visitors are encouraged to wear face coverings in areas where social distancing is not possible. 	
2. Failure to clean hands thoroughly, more often than usual.	 Medium	<ul style="list-style-type: none"> • Ensure that staff and students clean their hands regularly, including when they arrive at college, when they return from breaks, when they change rooms and before and after eating. • Sanitiser stations have been installed at all entrances and across all college sites. • Ensure supervision and help with hand sanitiser use given the risks around ingestion for students with complex needs. • Promote routines into college culture, supported by behavior expectations and helping ensure students and those with complex needs understand the need to follow them. 	 Low
3. Failure to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	 Medium	<ul style="list-style-type: none"> • Ensure the provision of tissues and bins to support students and staff to follow the 'catch it, bin it, kill it' routine. • Ensure students with complex needs are supported, and all students understand that this is now part of college culture. 	 Low
4. Failure to introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.	 Medium	<ul style="list-style-type: none"> • Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> • more frequent cleaning of rooms / shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • Toilets cleaned regularly and students encouraged to clean their hands thoroughly after using the toilet. • Monitoring Public Health England revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on cleaning when there is a suspected or confirmed case of coronavirus (COVID-19). • We regular clean and disinfect "touch points" particularly in areas of high use, such as door handles, light switches and reception areas. • We have a clear desk policy in all offices. • Normal rigorous cleaning procedures in all food areas. 	 Low

		<ul style="list-style-type: none"> • Rigorous cleaning of the refectory furniture following use. • Provide sanitiser wipes in office areas and encourage cleaning of workstations before and after use. • Procedures for decontaminating areas following a suspected Coronavirus case have been put in place. 	
5. Failure to minimise contact and maintain social distancing	 High	<ul style="list-style-type: none"> • Minimising contact and mixing of students while delivering a full programme of study. • Reducing the number of contacts between students and staff. • Keeping student groups separate and consistent (in 'bubbles') • Maintaining social distancing between individuals. • Alternative entrances into buildings have been provided where reasonably practicable. • Staggering start and finish times, and lunch and break times. • Process in place for staff and students to enable them to wash their hands immediately on arrival and dispose of temporary face coverings in a bin or place reusable face coverings in a plastic bag. • Avoiding creating busy corridors or entrances and exits. • Avoiding big gatherings, such as meetings with more than one group we are otherwise trying to keep apart. • Reducing face to face contact. • Making adaptations to rooms or workshops to support social distancing. • Minimising the use of staff rooms. • Monitoring behaviors and promoting adherence to the new rules. • Monitoring Government guidance in the working safely during coronavirus (COVID-19) guidance. • Monitoring Government guidance on safe working in education, childcare and children's social care • All staff, students and visitors are encouraged to wear face coverings in areas where social distancing is not possible. • Natural ventilation should be maximised whilst still providing a suitable environment for learning and work by opening of windows and doors (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). 	 Low

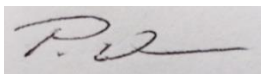
<p>6. Failure where necessary, to wear appropriate personal protective equipment (PPE)</p>	 <p>High</p>	<ul style="list-style-type: none"> • Where an individual becomes ill with coronavirus (COVID-19) symptoms while on site, and only then if a distance of 2 metres cannot be maintained. • Where a student has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used. • If the use of PPE is specified in the COVID-secure guidance for the sector, for example, hairdressing courses need to follow the same guidance as salons do when doing practical work. • Monitoring Government guidance on safe working in education, childcare and children's social care for preventing and controlling infection, including when and how PPE should be used, what type of PPE to use, and how to source it. • Where PPE is worn, hand hygiene before and after taking on and off is in place. • PPE is regularly cleaned and sanitised prior to use. • Handwashing posters have been displayed and its importance has been including in briefings. • Cash handling has been minimised and contactless payment is encouraged. • Methods of reducing paperwork are being explored. 	 <p>Low</p>
<p>7. Failure to engage with the NHS Test and Trace process</p>	 <p>High</p>	<ul style="list-style-type: none"> • Staff members, students and parents/carers are aware that they will need to be ready and willing to: • Test twice a week using the lateral flow test provided, until further notice. • If a lateral flow test comes back positive, book a PCR test immediately to confirm result. • Book a test if they are displaying symptoms - staff and students must not attend college if they have symptoms, and will be sent home to self-isolate if they develop them on college premises. • Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19). • Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Line managers and HR maintain regular contact with colleagues who are self-isolating. • We have implemented an internal procedure to support the roll out of the NHS Test and Trace guidance, including the investigation of any cases and isolation of close contacts where necessary. 	 <p>Low</p>
<p>8. Failure to manage confirmed cases of</p>	 <p>High</p>	<ul style="list-style-type: none"> • Contact the local health protection team. • Sending home those people who have been in close contact with the person who has tested positive. 	 <p>Low</p>

coronavirus (COVID-19)		<p>Close contact means</p> <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person <ul style="list-style-type: none"> ● Keeping a record of learners and staff in each group, and any close contact that takes places between learners and staff in different groups. ● Not sharing the names or details of people with coronavirus (COVID-19) unless essential to protect others. ● Revised first aid risk assessment to include COVID-19 controls for first aiders. 	
9. Failure to contain any outbreak by following local health protection team advice	 High	<ul style="list-style-type: none"> ● Continued to work with local health protection team ● Implemented additional action as required. ● Addressed the risks identified and therefore reduced transmission risks. 	 Low
10. Failure to minimise contact and maintain social distancing whilst using college transport and wider public transport.	 High	<ul style="list-style-type: none"> ● Encouraging walking, cycling and other forms of active exercise where appropriate. ● Reminding students and staff that it is the law that they must wear a face covering when travelling on a public bus, coach, train, tram, or other forms of public transport, as per the safer travel guidance for passengers. ● Work related travel is kept to a minimum. ● Touch points in cars and minibuses are sanitised before and after use. ● Drivers are instructed to clean vehicles before and after use. ● 2 metre social distancing is maintained where possible. ● Face coverings are provided. ● Hand sanitiser/sanitiser wipes are provided in the vehicle for drivers to use. ● A driver COVID-19 controls handbook has been developed and copies are held in each vehicle. 	 Low

<p>11. Failure to manage visitors and contractors</p>	 <p>High</p>	<ul style="list-style-type: none"> • Meetings and training to be covid secure or conducted online. • Meeting rooms have clear, visual instructions on the maximum occupancy levels to maintain social distancing. • Adherence is regularly monitored and enforced. • Meeting room rules are in place, including sanitising areas once vacated. • A procedure to maintain the social distancing has been put in place when dealing with visitors, contractors and drivers. • Social distancing is maintained, and hygiene procedures are in place e.g. for the handling of driver's keys and paperwork. • All visitors, including drivers, complete a COVID-19 visitor's questionnaire. • Contractors complete an indication which includes Coronavirus controls, including the social distancing measures and action to take if this cannot be achieved. • Contractors are required to outline the COVID-19 controls in risk assessments and method statements. • Visiting drivers have access to toilets and associated welfare facilities. 	 <p>Low</p>
<p>12. Failure to provide adequate training and communication with staff, students and parents/carers.</p>	 <p>High</p>	<ul style="list-style-type: none"> • There has been regular communication of College changes due to COVID-19, during the pandemic. • Separate communication channels have been established for furloughed, homeworking, isolating staff. • Consultative committees have been consulted on changes and risk assessment are being shared internally via these committees and the intranet. • Government, DfE and internal guidance have been used for briefings and display. • COVID-19 champions have been appointed and have been trained – they attend regular calls on new procedures and requirements. • A special Safety, Health & Environment Committee has been established. • A COVID-19 and Wellbeing area has been set up on the intranet to ensure the latest government guidance and internal procedures are available to all staff. • We keep up to date with Government and DfE guidance and update our procedures to reflect the changes. • We have a communications platform (the Intranet) that is accessible to all staff with regular updates, and learning materials to keep all staff informed and engaged. • COVID-19 training is being developed and is being cascaded to all staff. • We have produced staff and student information booklets. 	 <p>Low</p>

13. Failure to support Mental Health and wellbeing	 Medium	<ul style="list-style-type: none"> • Management promote mental health and wellbeing awareness to all staff and students and offer appropriate support. • We promote the many resources available to staff and students to support their mental health. All sources provide a range of services where staff and students can access support during this time. • We have kept in regular contact with staff who are off due to isolation, shielding or furloughing. • Managers are regularly talking to their direct reports to identify any issues. 	 Low
14. Failure to Monitor and Review effectiveness of actions taken in minimising exposure to the virus	 High	<ul style="list-style-type: none"> • Desktop and COVID-19 site reviews have been undertaken by the Safety, Health & Environment Committee to benchmark standards and provide support. • Best practice and ideas have been shared inside and outside the College. • Health & Safety team regularly monitor and audit the application of COVID-19 controls on all college sites. • Continue to work and consult local health protection team on actions taken and their effectiveness. 	 Low

Signed: Paul Deane





Principal & Chief Executive, Grantham College

Date: 21 June 2021

Review Date: 19 July 2021

Key:

High Risk	
Moderate Risk	
Low Risk	