

Task: Full return to College	HCUC full return to College
Location: All Campuses	
Risk assessment undertaken by Andy Miller Executive Director Corporate Services.	Date to review: As Government Guidance changes.



Context:

The Covid-19 virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing and can land onto surfaces. The virus can then be transferred to/by the hands. The time the virus can survive on surfaces is dependent on things such as the type of surface, its moisture content and temperature.

In line with Government advice, HCUC is open to all students. All year groups will be expected to be in college with a full curriculum being taught.

Current scientific advice suggests that young people are not particularly likely to develop severe symptoms should they contract Covid-19. However, to minimise the chance of spreading the virus, which is still present in the community, HCUC will establish a system of controls aimed to prevent the transmission of the virus and respond swiftly and effectively to any confirmed cases.

The system of controls will be explained in this document and will comply with the DFE guidance (which was updated on 2nd January 2022) as listed below.

Measures for prevention include:

- Minimising 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 college.
- Cleaning hands thoroughly and regularly.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Cleaning frequently touched surfaces often, using proprietary products.
- Ventilating internal areas.
- Wearing Face coverings in classrooms, workshops, communal areas, corridors and in refectories when not eating or drinking.

Response to infection:

- Engage with the NHS Test and Trace process.
- Managing confirmed cases of coronavirus (Covid-19) in the college community.
- Contain any outbreak by following local health protection team advice

Key issues:

- For the measures to be effective, a collaborative effort by staff and students, contractors and all external contacts of the college will be required, along with support from parents and carers.
- Staff, students, and others (contractors, agency staff and visitors) will only be able to attend the college provided they are not showing coronavirus symptoms.
- It is vital that this risk assessment remains a living document which can and must be kept under review to allow for the changes that may occur as the Covid-19 pandemic and its management within the community and in commercial and public sector settings develops.
- The main hazard identified in this assessment is the contracting and transmission of coronavirus (the Covid-19 virus).

What are the hazards?	Who might be harmed and how	Control Measures already in place	How Likely	Severity	Risk Level	Further action required?
1. General Management control						
<p>Coronavirus (Covid-19 virus)</p> <p>All people could transmit the virus or be susceptible to contracting it. Symptoms of Covid -19 can range from no visible signs, mild illness through serious illness to ultimately death in a small number of people.</p>	<p>Staff (S), Students (ST), Agency workers (A), Public (P), Visitors (V), Contractors (C) Trespassers (T), Public (P).</p>	<p>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (Covid-19) symptoms do not attend college or are sent home if they develop symptoms.</p> <p>Cleaning hands thoroughly and regularly.</p> <p>Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>Cleaning frequently touched surfaces often, using proprietary products.</p> <p>Ventilating internal areas.</p> <p>Hand sanitiser is available throughout the college.</p> <p>Antibacterial wet wipes available throughout the college to sanitise surfaces.</p> <p>Thermal image camera in use in main reception areas to estimate the temperature of people entering each site.</p> <p>Fixing splash screens in common face to area areas such as reception desks.</p> <p>Wearing face coverings in classrooms, workshops, communal areas, corridors and in the refectory when not eating or drinking.</p>	2	5	10	<p>Ensure control measures continue to be in place and effective.</p> <p>Review general management control if Government advice changes.</p>

2. Ventilation.						
Potential lack of fresh air to dilute Covid-19 virus	Staff (S), Students (ST), Agency workers (A), Public (P), Visitors (V), Contractors (C) Trespassers (T), Public (P).	<p>Windows kept open to increase natural ventilation in rooms without air handling units.</p> <p>The air handling units draw air from outside so do not create the problems associated with air circulation systems.</p> <p>Air changes in all rooms and areas of the college have been assessed by the estates department and found to be adequate.</p>	2	5	10	<p>Ensure that teachers open windows when lessons are in progress.</p> <p>Use air monitors to record levels where appropriate</p>
3. Isolating individuals who feel unwell.						
Spread of Covid-19 virus from people who may be experiencing symptoms, including a new continuous cough, a high temperature or change in, their normal sense of taste or smell (anosmia).	Staff (S), Students (ST), Agency workers (A), Visitors (V), Contractors (C) Trespassers (T), Public (P).	<p>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (Covid-19) symptoms do not attend college.</p> <p>Individuals who may have developed coronavirus (Covid 19) symptoms whilst at the college are sent home immediately or isolated in a designated room if parental collection or transport home is to be arranged.</p> <p>Mangers responsible for walking unwell people to the isolation room as this is not a first aid function.</p> <p>Protocol exists as to the actions that the college need to take, the actions that someone feeling unwell is asked to follow and the procedures for cleaning rooms, identifying others who may have been infected etc. Protocols are found on the college Intranet in the Covid-19 folder</p>	2	5	10	<p>Ensure control measures continue to be in place and effective.</p> <p>Review general management control if Government advice changes.</p>

4. Providing personal care						
Spread of Covid-19 virus due to close contact when providing Learning Assistance or Personal Care.	Staff (S), Students (ST), Agency workers (A),	<p>Staff are required to work closely with PMLD & LLDD students.</p> <p>The Heads of School responsible for Foundation Learning & Learning Support will update each student's personal risk assessment and Health Care Plan and PEEP, with reference to Covid 19 virus.</p> <p>If essential personal care is provided the member of staff should wear a face mask, gloves, and apron.</p>	2	5	10	<p>Ensure control measures continue to be in place and effective.</p> <p>Review general management control if Government advice changes.</p>
5. Personal Vulnerability						
Personal vulnerability to Covid-19 virus.	Staff (S), Students (ST), Agency workers (A),	<p>The HR Director is responsible to survey and assess all employees from time to time to determine each individual's vulnerability to Covid-19 virus.</p> <p>An Individual Risk Assessment will be prepared for any person who feels for any reason that they are at high risk of health complications should they become infected with Covid-19.</p> <p>The Individual Risk Assessment will take into consideration:</p> <ul style="list-style-type: none"> • Age and fitness of the employee. • Does the employee have a pre-existing medical condition that is identified to make a person more susceptible to a critical outcome to a Covid 19 infection? • Is the employee a carer or share a home with a high-risk family member? • Does the employee suffer from high anxiety? • Is the employee an expectant mother? • Is the employee from a Black, Asian or minority ethnic background. <p>Individual vulnerability may need to be assessed by an occupational health doctor.</p>	2	5	10	<p>Ensure control measures continue to be in place and effective.</p> <p>Review general management control if Government advice changes.</p>

6. Mental health considerations						
Feeling of isolation and stress due to working during a pandemic.	Staff (S), Students (ST), Agency workers (A),	<ul style="list-style-type: none"> Support, advice, and guidance available via Line Managers and HR. Support available 24/7 from Health Assured – Confidential Employee Support Line. 	2	4	8	<p>Ensure control measures continue to be in place and effective.</p> <p>Review general management control if Government advice changes.</p>
7. Spread of Covid-19 Coronavirus in the college.						
Spread of Covid-19 Coronavirus in the college.	Staff (S), Students (ST), Agency workers (A), Visitors (V), Contractors (C) Trespassers (T), Public (P).	<ul style="list-style-type: none"> The college has appointed a Director to act as the Covid Lead. All possible or confirmed Covid incidents or Covid enquiries will be directed to the Covid Lead. The Covid Lead will coordinate with the DfE, PHE local Health Protection Team, the CEO and college Directors to manage college responses to reduce the risk of campus wide Covid-19 outbreaks. 	2	5	10	<p>Ensure control measures continue to be in place and effective.</p> <p>Review general management control if Government advice changes.</p>

Likelihood	Severity	Outcome
1. Very unlikely	1. Insignificant – no injury	1 – 2. No action but ensure that control measures are maintained.
2. Unlikely	2. Minor- minor injury needing first aid	3– 6. Monitor- improve at next review and reassess if there is a significant chain.
3. Fairly likely	3. Moderate – up to 7 days absence	8– 12. Action - improve within a set time scale.
4. Likely	4. Major – more than 7 days absence	15- 16. Urgent. Urgent action, may need to stop activity.
5. Very likely	5. Catastrophic – death	20 – 25. Stop activity and make immediate improvements.

Document History		
Version Number	Author	Date
V1	L.Scott	28/07/20
V2	L.Scott	10/08/20
V3	L.Scott	30/08/20
V4	L.Scott	21/09/20
V5	L.Scott	05/10/20
V6	L.Scott	02/11/20
V7	L.Scott	04/12/20
V8	L.Scott	24/02/21
V9	L.Scott	01/05/21
V10	A. Waheed	13/05/21
V11	A. Miller	26/10/21
V12	A.Miller	29/11/21
V13	A.Miller	04/01/22

Details of the changes that have been made to “HCUC Risk Assessment – Working during the COVID 19 Pandemic” now in “HCUC – Covid 19 overarching risk assessment details of version changes”.

Document owner.	Mr Andy Miller – Exec. Director of Corporate Services
Date of Assessment.	04/01/2022
Date of next assessment.	Under constant review as Government Guidance continues to change.