

TWFCG Covid-19 Risk Assessment

Who is at risk: Staff, students, contractors and visitors

Location: All areas where activity on behalf of TWFCG is undertaken

Assessor(s) Name and position in the organisation: Mark Thomson, Health & Safety Manager

Date completed: 07th March 2021 **Planned review date:** May 2021

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	Controls in place	Further specific actions required/Comments	Action by whom	Completion date
1 Prevention of transmission of infection due to person (staff, student, or other)	Anyone who has symptoms of C-19 does not attend College. If symptoms occur whilst at College they are to inform their manager or teacher, leave and self isolate at home in line with the governments guidelines.	Details included in Staff Handbook. Further information to be circulated to staff	Head of H&S Head of H&S	07/03/2021 To be completed

becoming unwell on site	<p>All are encouraged to have a test and confirm results to the College.</p> <p>Isolation rooms have been identified for a person to wait until transported home, if they are unable to leave site immediately. Once the person has left the building, the area is cleaned.</p> <p>Contact is made with PHE where cases are confirmed and PHE guidance followed.</p> <p>All staff to be aware of process for any person with suspected symptoms.</p> <p>Bubbles/zones have been identified in some areas, to help minimise transmission.</p>			by 14/09/2020
2 Vulnerable people	Measures are in place for staff and students who are clinically extremely vulnerable, pregnant, or are in a category identified as at increased risk.	Case by case reviews of these individuals takes place, to ensure there are robust arrangements to minimise infection risks.	HR Dept. Managers, Tutors	Ongoing
3 Increased transmission risk due to large numbers of people together	<p>Keep left or one way systems in place in corridors and on stairs.</p> <p>Hand sanitation points in place.</p> <p>Reduced attendance in place in some areas. Some staff continue to work from home for part of the week.</p> <p>Some teaching will remain on-line.</p> <p>Additional seating in outdoor spaces.</p>	In place		
4 Use of face coverings in communal spaces	Face coverings are to be worn by students, staff, visitors and contractors in communal spaces during term time.	In place		
5 Spread of infection due to lack of or poor social distancing	<p>Room layout altered where necessary.</p> <p>Floor areas marked with tape to help people keep distances.</p> <p>Students remain in one room where feasible.</p>	In place		

<p>in teaching spaces.</p>	<p>Groups of students and teacher to be kept together as much as possible (bubble or zone) which minimises social interaction. Where possible, all classrooms will have windows open to allow fresh air to flow. Doors are kept open until all of the group have arrived. Students are directed to leave at end of lessons in small groups to help social distancing. Students briefed before joining courses re</p> <ul style="list-style-type: none"> - Personal hygiene standards - Physical distancing - Virus transmission routes and personal responsibilities <p>Staff to reinforce the requirements with students. Staff are advised on action to take if social distancing rules are not followed. Staff may wear visors if they wish. Face masks will be worn at all times in classrooms in line with government guidelines.</p>			
<p>6 Covid-19 issue Spread of infection due to lack of or poor social distancing in offices</p>	<p>Group sizes in work areas are to be minimised where possible. If a 2m social distance cannot be maintained face coverings must be worn. Room layouts are altered where necessary and staff are not facing each other. Floor areas can be marked with tape to help people keep a distance. Meetings are held via Microsoft Teams. Fresh air supply to be maintained via open windows or air conditioning set on fresh air only</p>	<p>In place</p>		
<p>7 Spread of infection due to sharing tools and equipment</p>	<p>Tools and equipment in common are to be wiped clean between users. Wipes are disposed of in a dedicated bin. Where practical, students use their own equipment.</p>	<p>Ensure cleaning equipment and gloves remain available.</p>	<p>Area Technicians</p>	
<p>8 Spread of infection due to poor hand washing</p>	<p>A poster campaign is in place to remind staff and students of the importance of hand cleaning .</p>	<p>In place</p>		

	<p>Hand sanitiser is provided by Estates, at entry points and in rooms where there is no running water. Hand sanitiser is kept topped up.</p> <p>Soap and paper towels are restocked regularly by Estates.</p> <p>Catch it, Kill it, Bin it message re-enforced with posters.</p>			
9 Cleaning arrangements	<p>Contractual cleaning arrangements have been reviewed and enhanced.</p> <p>Estates identify touch points in common use.</p> <p>Cleaning of common touch points is included in enhanced cleaning arrangements.</p> <p>Staff to keep desks clear for ease of cleaning by cleaners.</p> <p>Staff to keep own areas clean during the day.</p> <p>If cleaning materials are needed they are requested from Estates.</p> <p>Keyboards and tables to be cleaned by teachers between lessons where different groups are using the room.</p> <p>Half termly deep cleans to take place in classrooms.</p>	In place		
10 Reducing risk of transmission in toilets.	<p>All toilet areas have been reviewed for safe use.</p> <p>In some areas urinals and sinks have been taken out of use.</p> <p>Staff and students are to wear face coverings in communal spaces including toilets.</p> <p>Paper towels dispensers have been installed and hand driers disabled.</p> <p>Signs regarding toilet seat covers are in place, to reduce aerosol creation.</p> <p>Increased cleaning is taking place during the day.</p>	In place		
11 Reducing risk of transmission in shared kitchenettes	<p>Kitchen facilities and/or kitchenettes are used by one person at a time.</p> <p>Users required to wipe surfaces clean before and after use.</p>	In place		
12 First aid	<p>First aid procedures amended, and first aid staff receive briefing on new Covid-19 arrangements in place.</p> <p>PPE and first aid stock is replenished by Estates.</p>	In place		

13 Room ventilation	Windows are opened where possible. The REHVA Covid-19 Guidance for Ventilation is followed. This includes setting controls so that air is not recycled between rooms.	In place		
14 Transport	Start times are delayed to reduce the use of public transport during peak periods. Staff and students are encouraged to drive, walk or cycle to College. In line with government guidance, face coverings are worn when using public transport.	In place		
15 Mental Health	Wellbeing initiatives have taken place. A Mental Health First Aid support system is in place. Regular communications in place. Virtual Staff Chatrooms have been set up and will continue throughout the year. An email address has been created for staff to raise concerns. An Employers Assistance Programme is in place for staff to contact an independent counselling service. Students are made aware of the college support systems in place.	In place.		
16 Staff working from home	Staff survey completed to determine equipment requirements. Equipment supplied to ensure comfortable working.	Staff to complete an on line DSE assessment Follow up actions to be completed.	Head of H&S and Managers	To be completed in the first half of term.
17 Communications	Existing and new staff to receive instructions and information on all Covid-19 measures in place. Staff handbook issued. Weekly updates to keep staff up to date. An email address has been created for staff to raise concerns. Posters and signage in place to remind on social distancing and frequent hand washing. Students are given information at enrolment and induction on measures in place.	In place		

18 Monitoring	All control measures monitored for effectiveness. Weekly meetings to review controls and make any changes necessary. Government guidance to be followed as changes are made.	In place		
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