

Horizon Training Hereford – gradual re-opening for more students

Risk Assessment Form

Assessor: PCH	Date: 28 May 2020	Activity: Operating College for Students, Vulnerable Students and Key Worker students COVID19	Location: Foley Trading Estate, Hereford		
Standard of dress for activity (if relevant)		PPE required: Disposable Gloves, Aprons, Face masks (fluid resistant and fabric), Goggles*	Other equipment used during activity: Cleaning equipment + bleach based cleaning products		
Persons exposed (please tick):	Employees <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Public <input type="checkbox"/>		
			Others <input checked="" type="checkbox"/> Expectant Mothers <input type="checkbox"/>		
Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant . If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.					
Physical Injury Hazards		Physical Agents and Hazardous Substances		Miscellaneous	
Hit by moving vehicles		Hazardous substances	<input checked="" type="checkbox"/>	Display Screen Equipment	
Contact with moving part of a machine		Micro organisms	<input checked="" type="checkbox"/>	Hot work/fire hazards	<input checked="" type="checkbox"/>
Hit by moving materials/substances i.e. water		Ionising radiation		Vibration	
Fall(s) from height		Noise		Restricted access	
Slips, trips and falls from the same level		Pressure systems		Manual handling	
Contact with/ use of live electrical equipment		Ultraviolet light		Lone working	
Contact with cold objects		Lasers		Confined spaces	
Contact with hot objects		Flammable liquid/solids		Waste produced by activity	<input checked="" type="checkbox"/>
Contact with sharp objects		Extremes of Temperature		Stress	<input checked="" type="checkbox"/>
Impact with objects				Posture	
Physical attack				Unauthorised entrance to site	<input checked="" type="checkbox"/>
Finger “nips”					
Danger to others from failure of students/ parents to comply with safety instructions from staff	<input checked="" type="checkbox"/>				

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Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required
Students & staff with prior medical conditions deemed as 'clinically extremely vulnerable' contracting coronavirus	<ol style="list-style-type: none"> Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from COVID19 effects Persons defined as clinically vulnerable are at more risk from COVID19. This group is defined by government guidance. 	Students and staff	<ol style="list-style-type: none"> Students and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised to shield & not attend college settings; a student or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their college or work setting; if a student or staff member lives in a household with someone who is deemed extremely clinically vulnerable, it is advised they only attend a college setting if stringent social distancing can be adhered to and, in the case of students, if they are able to understand and follow those instructions. If stringent social distancing cannot be adhered to, those individuals should not attend college; a student or a member of staff who lives with someone who is clinically vulnerable (<u>but not clinically extremely vulnerable</u>), including those household members who are pregnant, can attend college. a student or a member of staff who is defined as clinically vulnerable may attend college if sufficient precautions are in place. 	5	3	15	H	<ol style="list-style-type: none"> Where genuine confusion exists in determining whether a student or staff member is deemed an extremely clinically vulnerable person, a copy of the DoH notification letter should be provided to the Manager; Clear messages to staff and students about these expectations; Rotas for supervision reflect availability of staff college is not requiring clinically vulnerable staff to work in college

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<p>Persons entering site with COVID19 symptoms</p>	<p>1. Transmission of COVID19 to the college community.</p>	<p>Students/ Staff / others</p>	<p>1. Staff & students must not attend if they have symptoms or are self-isolating due to symptoms in their household; 2. College settings do not need to take student’s temperatures every morning.</p>	4	2	8	M	<p>1. Remind parents & staff that the 7-day self-isolation period for persons displaying symptoms is still current. Household members need to isolate for 14 days. 2. Suspected cases to apply for a test to confirm. Suspected cases not to enter college site until negative test confirmed or until self-isolation period is completed.</p>
<p>COVID19 virus being accidentally brought onto the site.</p>	<p>1. Transmission of COVID19 to the College community; 2. Some BAME students & staff members are statistically at higher risk.</p>	<p>Students / Staff / others</p>	<p>1. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. Handwashing facilities available in all zones; 2. Ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach; 3. Cleaning frequently touched surfaces e.g. keyboards, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as detergents and bleach;</p>	4	2	8	M	<p>1. Students & staff able to keep 2 metres apart in all locations. Brief, transitory contact, such as passing in a corridor or leaving/entering a room, is low risk; 2. Social spaces both outdoors and</p>

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			<ol style="list-style-type: none"> 4. Minimising contact and mixing by creating four separate zones and small classes of no more than six students; 5. In the college reception area, barrier screens in place whilst dealing with staff/visitors; 6. Classes arranged to accommodate six students and one staff, with access to online learning, handwashing and separate toilets and social areas; 7. From 15 June, no more than 25% of cohort to attend alongside the vulnerable students and students of key workers from other groups; 8. Staff rota ensures teachers and learning support staff remain with same group; 9. Students sat at same location throughout time in college, cleaned at end of day. Students in different zones do not mix together; 10. Wearing a face covering or face mask in colleges or other education settings is not recommended by Government; 11. If a student becomes unwell with symptoms of coronavirus while in their college setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, 				<ol style="list-style-type: none"> indoors for four separate zones; 3. New college day timings to reduce movement around college, students stay in classrooms apart from clearly defined social time where distancing will still be enforced; 4. Students kept in groups of six; <ol style="list-style-type: none"> a. Remain in these groups at all times, some limited, socially distanced contact with one other group permitted if necessary. b. Work stations, surfaces and laptops cleaned daily; 5. All clutter removed from rooms;
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			<p>by the Manager in relation to ensuring student wellbeing and safety. Rota for reception and first aid. See www.ons.gov.uk</p> <p>18. Parents/ Carers notified that if a young person needs to be accompanied to the College setting, only one parent/ carer should attend;</p> <p>19. Parents/ Carers and students are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</p> <p>20. Stagger the use of staff rooms and offices to limit occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's e.g. one person in at a time;</p> <p>21. Using packaged meals or similar to avoid opening canteens. If required, deliver the packaged meals to the Class area;</p> <p>22. Minimise the amount of shared resources taken to home off the college site & limit exchange of take-home resources between Students and staff;</p> <p>23. Floor tape or paint to mark areas to help staff keep to a 2-metre distance in offices, staff rooms. PPA work in a common area should be avoided unless workstations & shared equipment can & must be cleaned in between users;</p> <p>24. If staff meetings are necessary, keeping all attendees 2 metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible. OR USE TEAMS</p>				<p>11. Staff rota minimises number of staff required in college;</p> <p>12. Air management through college adjusted to increase flow, fresh air only, no recirculation. Temp raised slightly to make this feel more comfortable. Windows to be opened where possible.</p> <p>13. Packed lunches provided and eaten in classes.</p> <p>14. Equipment provided by the college, no use of exercise books, students encouraged not to bring bags to college</p> <p>15. Two break zones, separated from each other</p> <p>16. Food delivered to classrooms</p>
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Transport & journeys to/ from college increase risk of virus spread	1. Transmission of COVID19 to the college;	Students / Staff / Others	1. encourage students to walk or cycle to the college where possible; 2. Clear message to parents about their responsibility; 3. Taxi college transport checked	4	2	8	M	1. College minibus may be used in a priority situation. 2. Arrival and waiting routes at college will be clearly marked 3. Limit on number of students in college
Student or adult displays COVID19 symptoms whilst at college.	1. Transmission of COVID19 to the College community.	Students / Staff / Others	1. If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance; 2. If a student is awaiting collection, they should be moved to the exam room where they can be isolated behind a closed door, with appropriate adult supervision if required. If weather allows, they can wait in the courtyard. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people; 3. If they need to go to the bathroom while waiting to be collected, they should use the ‘disabled’ bathroom. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else; 4. PPE should be worn by staff caring for the student while they await collection if the student requires physical contact;	4	2	8	M	1. Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment; 2. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal. 3. PPE kits available in each classroom

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			<p>5. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>6. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, <u>they do not need to go home unless they develop symptoms themselves</u> (and in which case, a test is available) or the student subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>7. All staff and students who are attending a college setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario;</p> <p>8. Where the student or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation;</p> <p>9. Where the student or staff member tests positive, the rest of their group within college should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff</p>					
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			member they live with in that group subsequently develops symptoms.					
Pressure of changing demands causes illness and stress to staff	<ol style="list-style-type: none"> 1. Roles may be overlapping with greater demands in shorter term; 2. Parents may make increased demands upon staff; 3. Stress Pressures may be exerted upon staff members from other sources e.g. family members classed as Vulnerable or isolated. 	Staff	<ol style="list-style-type: none"> 1. Prioritisation of important tasks for the college community for that day/ week; 2. Regular feedback & updates for remaining staff as a group activity; 3. Staff kept informed of developments before students & parent community; 4. Staff aware of where to get support; 5. Trustees aware of the need to support Manager & Leadership Team. 6. Admin staff take early break to support senior staff during lunchtime. This allows staff a proper break. 	3	3	9	M	<ol style="list-style-type: none"> 1. Workload demands factored into staffing rota – p/t time staff, contact ratios, other key roles all considered. 2. Staff rota commitment allows continued production of remote learning and management of workload.
Other risk assessments compromised by COVID 19 risk assessment	<ol style="list-style-type: none"> 1. Emergency Plan arrangements not possible due to lack of staffing, resource or social distancing 	Staff and students	<ol style="list-style-type: none"> 1. Emergency plan reviewed and contingency measures in place; 2. Review of fire and evacuation measures – staff and students made aware 3. Staffing rota has back up staff available 4. Senior staff on duty at all times 5. Review of health and safety policy against new arrangements 	5	1	5	L	

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	<p>2. Safety risk if supervision levels not maintained</p> <p>3. Other health and safety risk assessments not followed.</p>						
<p>Student or staff injured as a result of change to normal way of working</p>	<p>1. Unfamiliar rooms with unfamiliar hazards – Construction workshop. Use of emergency exits instead of usual walkways;</p> <p>2. Changes to levels of supervision and support for staff;</p> <p>3. Arrangement of college increases risk of unfamiliar hazards – unexpected lay out</p>		<p>1. Staff sent information well in advance;</p> <p>2. Briefing each morning for the team;</p> <p>3. Signage clearly sets out expectations;</p> <p>4. Health and safety audit of new arrangements to include:</p> <ul style="list-style-type: none"> a. Position of tables and computers; b. Cabling; c. Access to handwashing d. Routes around rooms e. Propping of fire doors f. Inspection of stairs g. Air flow h. Removal of any hazardous items i. Provision and type of bins <p>5. Rooms cleared to minimise risk</p>	3	3	9	M

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Students present a raised level of risk due to changed arrangements at college	<ol style="list-style-type: none"> 1. Students act in a way that presents a risk to other students and staff; 2. Changes to the college day mean usual support for staff is not available 		<ol style="list-style-type: none"> 1. Careful screening of students in college by Qualifications Manager; 2. Risk assessments carried out for all students who may be a cause for concern; 3. Seating plans for all students in all rooms; 4. Duty team on call all day; 5. Careful structure of college day to mitigate issues – regular breaks, support from management staff 6. Re-writing of college behaviour policy to reflect current circumstances, students causing issues will go home. 	3	4	12	H	<ol style="list-style-type: none"> 1. Telephones in all classrooms
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S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H

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Assessment authorised by Manager			
Print Name: P. C. Hales		Signature: <i>P.C. Hales</i>	Date: 28/05/2020
RISK RATING SCORE	RESIDUAL RISK LEVEL	ACTION	RISK RESULT
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable	
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.			
Assessment Review			
Reviewed by:		Review date: Daily	Existing risk assessment valid? (Y/N):
Has the activity changed? (Y/N):	How:	New controls:	
Have new equipment or materials been introduced? (Y/N):	What:	New controls:	