

COVID-19 Risk Assessment – NCP Site Overview

All information contained in this risk assessment (and linked documents) is subject to change based on the advice from government and the changing local situation for New College Pontefract. Additional control measures will be introduced where requested by local Public Health Teams, this is in line with the steps identified in the NCLT Outbreak Management Plan.




Area of Concern	Risk	Risk Level Before Controls <i>Low = 1-2</i> <i>Medium = 3-4</i> <i>High = 6+</i>	Control Measures	Residual Risk Level <i>Low = 1-2</i> <i>Medium = 3-4</i> <i>High = 6+</i>	Additional Actions/Resources Required	Title of Relevant Documents or Links to Government Advice	Responsibility	Control Measures in Place
Governance, Policies and Procedures	Outbreak Management <i>Confusion about control measures to be introduced in the case of an outbreak in the college community</i>	9	An outbreak management plan is in place, prepared in advance of re-opening with clear instructions on why, how and when control measures may be re-introduced.	3	Continued communication with local government officials and local public health team to identify potential outbreaks and the most suitable response.		Health and Safety Manager	
Transport	Transmission of COVID-19 on public transport or dedicated transport (college buses)	6	Communication to staff and students highlighting the need for wearing face coverings on public or dedicated transport.	4	Confirm with suppliers of dedicated transportation that students are monitored and control measures implemented.		SLT	
Heating and Ventilation	Airborne transmission of virus in poorly ventilated rooms.	4	Ensure classrooms are well ventilated. Confirmatory checks completed by external contractors on mechanical ventilation systems to ensure they comply with HSE advice on COVID secure workplaces. Follow procedures laid out in separate risk assessment.	1	Where available windows opened when classrooms are in use.	COVID04 HVAC Air Conditioning and Ventilation	Estates Manager	
First Aid	Exposure of first aid staff to infected individuals	4	Provide first aid staff with training on how to provide emergency first aid to individuals on site. Training provided for all staff on procedure for individuals displaying symptoms of COVID-19 (isolation in first aid room, attached disabled toilet made available for use by individual, arrange pick-up by individual from household, thorough cleaning of room and toilet by assigned member of cleaning staff)	2			H&S Officer, Site Team Lead, SLT	
Cleaning	Transfer of virus between individuals on commonly	4	Arrange additional cleaning staff to attend site while open.	2	Cleaning products, Disposable clothes, Warm water, Disposable	Cleaning in non-healthcare settings	Site Team Lead	

	touched surfaces (e.g. door handles, door plates, tables, keyboards, mice, toilets, hand rails)		<p>Additional training provided to all staff and students about risks of commonly touched surfaces and proper hygiene measures to minimise risk of infection as part of start of year training.</p> <p>Training and guidance for cleaning staff on methods of cleaning and key areas to regularly clean (commonly touched surfaces, toilets).</p> <p>Cleaning staff assigned task of cleaning all commonly touched surfaces while staff and students are using site.</p> <p>Cleaning staff will use normal disinfectant products stocked to treat surfaces.</p> <p>Cleaning staff will wear gloves when carrying out cleaning and dispose of gloves in double bagged plastic on completion.</p> <p>Where an area is contaminated with bodily fluids cleaning staff will wear gloves, full face mask and disposable apron.</p> <p>On completion of cleaning activity staff should wash hands with warm soapy water.</p> <p>Cleaning products available in rooms for use by staff if required.</p>		<p>Gloves, Disposable Apron, Full face mask, refuse bags</p> <p>Individual staff and students to clean computer equipment with alcohol spray prior to use.</p> <p>Individual staff and students to follow cleaning procedures when using practical equipment.</p> <p>Cleaning team to attend site during day and focus on cleaning commonly touched areas.</p>	COVID10 Cleaning Procedures		
	Transfer of viral particles on soft furnishings	6	Daily cleaning of all soft furnishing with Bytorol or equivalent cleaning product EN14476 rated to kill COVID like viruses.	2		Bytorol Cleaning Product		
	Transfer of viral particles on shared equipment in practical subjects	6	<p>Where possible avoid equipment use by multiple students.</p> <p>Safe Systems of Work prepared for each subject area based on Shared Equipment Risk Assessment</p>	2	<p>Disinfect equipment between uses with suitable cleaning products.</p> <p>Where equipment is shared in a short period of time ensure students maintain good hygiene practises and clean items before and after use.</p>	COVID16 Shared Equipment	H&S Manager, HoS, Subject Teachers, Technicians	
	Disposal of used cleaning products	4	<p>Bins with double bin liners in all classrooms and common areas.</p> <p>Bins emptied on a daily basis by cleaning staff in line with government guidance.</p>	1	<p>Cleaning staff provided with training on safe handling of waste from classrooms.</p> <p>Site waste stored for 72 hours before disposal in regular waste, in line with government guidance.</p>	Cleaning in non-healthcare settings outside the home		
	Storage of large quantities of flammable cleaning products	6	Products containing high percentage of alcohol to be stored in flammable stores on site.	1	Arrange regular deliveries of hand sanitiser and other flammable products to minimise requirement to hold large volumes in reserve on site		H&S Manager, Site Team Leads	

					at any time.			
Infection Control	Asymptomatic individuals attending site while infected with COVID-19	6	Staff, students and visitors advised that they should not attend site if they are displaying symptoms consistent with COVID-19 (high temperature, a new continuous cough or loss/change to sense of taste or smell)	2	Students offered two onsite tests on return to setting. Staff and students offered two home tests per week as part of asymptomatic testing program. Staff and students encouraged to continue to complete and report home testing via the NHS website. On-site asymptomatic testing available for staff and students unable to complete testing at home.	Schools coronavirus (COVID-19) operational guidance	COVID Co-ordinator, Principal	
	Possible deposition of viral particles on commonly touched surfaces increases risk of contracting COVID-19 while using shared areas of college site	6	All site users reminded of importance of hand hygiene, catch it, bin it kill it, and social distancing. Cleaning staff assigned to carry out regular cleaning of commonly touched surfaces and toilets, in line with guidance on cleaning, while site is in use. Signage placed at all photocopiers and printers with guidelines on cleaning before and after use.	3	Cleaning of door handles, touch pads, bannisters, tables and toilets throughout day. Staff and students to clean computer equipment, particularly keyboards and mice, with alcohol spray provided prior to use. Alcohol spray placed next to all photocopiers and printers. Hand sanitiser distributed throughout site, including in classrooms and on corridors.	Cleaning in non-healthcare settings outside the home COVID10 Cleaning Procedures	H&S Manager, Site Team Lead	
	Transfer of viral particles on shared equipment in practical subjects	6	Safe Systems of Work prepared for each subject area based on Shared Equipment Risk Assessment	2	Disinfect equipment between uses with suitable cleaning products. Where equipment is shared in a short period of time ensure students maintain good hygiene practises and clean items before and after use.	COVID16 Shared Equipment	H&S Manager, HoS, Subject Teachers, Technicians	
Contacts between individuals	Droplet transmission in communal areas (corridors and break area) by staff, students or visitors	6	Face Coverings worn in all communal areas unless eating or drinking.	2				
	Droplet transmission between staff who do not need to attend site	6	Where possible staff should work from home, majority of roles in education require site attendance as guidance requires on-site teaching.	2	Management to identify job roles which could be carried out from home and reduce number of staff working on site		Department Managers, COO	
Student Wellbeing	Mental Health	4	Training for staff on emerging issues around student wellbeing.	2			H&S Manager, Safeguarding Lead	
	Toilet Facilities		Clear instructions on all toilet doors about COVID safe procedures.		Cleaning staff members assigned to clean toilets regularly through the course of day			

	Water/Food	4	Provision of cleaning products to disinfect water fountains before and after use.	2				
Staff Wellbeing	Mental Health	4	Support provided to staff regarding mental health problems related to anxiety related to COVID-19 situation.	2		NHS Mental Health Advice	HR Manager, Estates Manager	
Vulnerable Individuals	<i>Staff and Students may have pre-existing medical conditions or other factors which increase risk of more serious COVID-19 case.</i>	6	Identify staff and students who fall into the Clinically Extremely Vulnerable Category. As part of maternity risk assessments control measures put in place to allow social distancing to be maintained in the third trimester. Where this is not possible adaptations to working practices will be made.	1	Provide support to students working from home to allow distance learning. Provide support to staff members working from home, including access to IT support to enable remote access to college systems.	COVID13 Clinically Extremely Vulnerable Schools coronavirus (COVID-19) operational guidance Guidance on protecting those who are clinically extremely vulnerable from COVID-19	Human Resources	
Communication	<i>Procedures may not be clearly communicated to staff and students causing break down of other control measures</i>	4	All communications to be checked by Principal prior to distribution to staff and students. Multiple sources of information provided to ensure messages are as clear as possible (email, website, text message, video training at start of term)	1			CEO, Principals	
Contractors/Visitors on Site		4	Visitors and contractors will follow the current safeguarding checks prior to attending site. Visitors will be asked to not attend site if they are displaying symptoms consistent with COVID-19.	1	Records, including contact details, kept for 21 days of all visitors to site for purposes of Track and Trace. Ongoing review of procedures to ensure they reflect latest advice from DfE.	COVID09 Site Visitors	Estates Manager, Site Team Leads	
Trips and Visits		6		2	When planning trips consideration must be given to control measures and wider advice which applies to the venue.	Health and Safety on Educational Visits	Trip Leaders	
Response to Confirmed COVID-19 Case		6	Trust Health and Safety Manager identified as point of contact with outside agencies. Keep records of all visitors, staff and students attending site each day and the areas of site that they access.	4	Work with NHS Track and Trace and provide details on request. MIS to provide DfE with updates on number of positive cases on request.	Confirmed Case	COVID Co-ordinator	
Response to suspected COVID-19 case		6	Provide training to all staff to ensure they are familiar with procedures to be followed in case of individual with suspected case of COVID-19 on	4	Isolate individual in first aid room and contact others in household to arrange pick up from site. Toilet facilities attached to first aid room	Suspected Case	COVID Co-ordinator	

			site.		designated for use by these individuals. Deep clean completed on room once individual has left site by designated, trained cleaning staff. Ensure individual arranges for COVID-19 PCR test in line with track and trace model.			
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Document Status			
Document Lead (Title)	Trust Health and Safety Manager	Review Period	As required
Signed (H&S Manager)		Date	9/12/21
Signed (CEO)		Date	13/8/20
Signed (Principal – NCP)		Date	2/8/21