

Coronavirus (COVID-19): Student Risk Assessment Action Plan for Autumn Term at HCA

Hereford College of Arts

Assessment conducted by: Ben Gamble Review conducted by: Abigail Appleton, Jo McGreevy	Job title: Head of FE Principal, Facilities and Health and Safety Manager	Covered by this assessment: Autumn term 2020
Date of assessment: 4 th September 2020 Date of review: 1 st December 2020	Date of next review: W/C 4th January 2021	

The sole purpose of this risk assessment is to allow limited access for defined groups of students **while reducing the risk of coronavirus transmission.**

Version Control Table

Version Number	Information	Author	Date
0.1	Draft	BG	03/09/2020
0.2	AA/JM	BG	04/09/2020
1.0	AA/JM	BG	04/09/2020
2.0	Review AA/XH/JM/JG	BG	12/10/2020
2.1	Review AA/JM	BG	12/11/2020

0-5 Low risk 6-10 Moderate risk 11-15 High risk 16-25 Unacceptable	Minor injury, insignificant property or equipment damage	Non-reportable injury, minor loss of process or slight property damage	Reportable injury, moderate loss of process, limited property damage	Major injury, single fatality, critical process loss, critical property damage	Multiple fatalities, catastrophic business loss
5	1	2	3	4	5
Near certain	5	10	15	20	25
4	4	8	12	16	20
Probable	3	6	9	12	15
3	2	4	6	8	10
Possible	1	2	3	4	5
2	1	2	3	4	5
Unlikely	1	2	3	4	5
1	1	2	3	4	5
Remote	1	2	3	4	5

2.2	Review AA/JM	BG	26/11/2020
3.0	AA/JM	BG	01/12/2020

Risk Description/Area of Concern	Level of risk (likelihood x severity) prior to control <>	Risk Controls	Level of risk (likelihood x severity) is now <>	Responsible person
Poor hygiene practice in college - general	16 (4X4) Unacceptable	<ul style="list-style-type: none"> • Department for Education guidance is adhered to in relation to the coronavirus • All students issued with HCA Covid Code (i.e. college expectations around safe behaviour) • All staff issued with HCA Covid Code (staff) • Verbal reminders from staff to students through the working day • Visual reminders through posters and stickers displayed at the entrance to the college and around college and in all toilets reminding staff and students of the hygiene practice required in college (e.g. Cleaning hands on entering and leaving college and frequently through the day). • Students to clean hands before and after break times and lunchtimes for no less than 20 seconds • Staff to remind students: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue or elbow if no tissue available - To dispose of all tissues in a bin (Catch it, Bin it, Kill it) - To avoid touching eyes, nose and mouth with unwashed hands. • Alcohol-based sanitiser (that contains no less than 70 percent alcohol) in wall mounted dispensers throughout the college including entrances for use by staff and students • Sufficient amounts of hand cleaner, clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen and all communal areas 	6 (2x3) Moderate	Principal Facilities and H&S Manager Teaching staff

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		<ul style="list-style-type: none"> • Hand sanitiser and wipes /sprays in all teaching areas • Students and staff do not share cutlery, cups or food. • Additional cleaning taking place including door handles, doors and toilets cleaned regularly • Students and staff to clean down work surfaces in teaching areas after and before use. Reminders given to students and signage in place. <p>As a result, all students and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>		
Poor hygiene practice – specific - college entrance	16 (4X4) Unacceptable	<ul style="list-style-type: none"> • Clear signage in place regarding social distancing • Barriers/screens to be used by reception staff when dealing with staff/students/visitors • Frequently touched areas to be wiped down regularly • Sanitiser available on entry <p>As a result, reception staff are protected.</p>	6 (2x3) Moderate	Facilities and H&S Manager
Poor hygiene practice – specific - spread of potential infection at the start of the college day	16 (4X4) Unacceptable	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Display information to staff, students and visitors to not enter the college if they, or any of their household, display any common symptoms of coronavirus • All staff and students to sanitise hands on arrival in college • Students make their own way to and from college • Sufficient supplies of hand cleansing supplies should be provided to accommodate this procedure at the start of the day. • Masks to be worn by all staff, students and visitors when entering the college premises 	6 (2x3) Moderate	All staff

Risk Description/Area of Concern	Level of risk (likelihood x severity) prior to control <>	Risk Controls	Level of risk (likelihood x severity) is now <>	Responsible person
		As a result, the risk of infection is reduced as students and staff arrive at college.		
Poor hygiene practice – specific - end of the college day.	16 (4x4) Unacceptable	<ul style="list-style-type: none"> Make it clear that there can be no congregation at the front of the college at the end of the college day and anyone waiting to collect students must remain in their cars and park safely. Students to use multiple exits at end of college <p>As a result, the risk of infection is reduced as students and staff leave college.</p>	6 (2x3) Moderate	All staff
Risk of infection spread through poor use of face coverings	6 (2x3) Moderate	<ul style="list-style-type: none"> Students and staff to be responsible for their own masks and keep in a clear, resealable bag when not worn Students and staff reminded to wash (clean) masks that are not disposable Covid code instructs that no-one should share a mask Disposable masks available for all staff and students if required from the reception shop Visors are to be named and cleaned on a regular basis 	3 (1x3) Low	All staff
Ill health in college leads to infection of others.	16 (4x4) Unacceptable	<ul style="list-style-type: none"> Staff and students are informed of the symptoms of possible coronavirus infection, e.g. a persistent cough, high temperature and loss of smell/taste. Appropriate medical grade PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a student or staff member becomes unwell 	6 (2x3) Moderate	Principal Head of FE/HE Facilities and H&S Manager

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		<ul style="list-style-type: none"> • All staff are informed of the procedure around a student or staff member becoming symptomatic in college (COVID-19 reporting procedure) • Any student who becomes symptomatic must immediately report it to the nearest staff member and leave the campus safely or go to the quarantine room until it is possible for them to leave safely • Any staff member who displays signs immediately reports it following our Covid reporting procedure and makes arrangements to leave safely or goes to the quarantine room until it is possible for them to leave safely • Head of FE/HE and the Facilities and Health and Safety Manager (or a member of SLT) informed immediately when it is known that there is a symptomatic person on site • Any staff assisting someone who has become symptomatic who is unable to maintain 2 metre distance must use PPE (PPE packs provided by the college) which can be obtained from reception and all staff made aware of the donning and doffing procedure by email. • The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen • Unwell students who are waiting to go home are supervised in the designated quarantine room where they can be at least two metres away from others • Areas used by unwell students who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>As a result, any member of the college community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>		

Risk Description/Area of Concern	Level of risk (likelihood x severity) prior to control <>	Risk Controls	Level of risk (likelihood x severity) is now <>	Responsible person
Poor management of student numbers reduces the ability of students and staff to practise social distancing.	16 (4x4) Unacceptable	<ul style="list-style-type: none"> • Students have been timetabled to enable more social distancing and they are not all on site at the same time • Lunch times and breaks staggered where appropriate • Designated eating and break areas for students • Bubble groups indicated by colour on badges • Mask wearing compulsory in all corridors, social spaces, open access and high traffic areas • Where students/staff/visitors are exempt from wearing a mask then they must wear a green, exempt lanyard which is available from reception • Additional areas of use (e.g. workshops) must be requested and noted on the sign sheet • Room capacities are calculated and allocated for provision and arranged so that students can remain physically distanced where possible • Where possible, student movement to be limited to make physical distancing easier • Keep to the right enforced though out each campus <p>As a result, staff and students are clear about where they should be, the times that they should be there and what they are delivering.</p>	6 (2x3) Moderate	Head of FE/HE Teaching and Technical staff
A student/staff member is tested and has a confirmed case of coronavirus.	16 (4x4) Unacceptable	<p>In line with government advice:</p> <ul style="list-style-type: none"> • The college will work with PHE to identify staff and students who may have had close contact with the student/staff concerned • Staff follow COVID reporting procedure guidance (All staff have access to procedure) 	12 (3x4) High	Principal Head of FE/HE

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Student movement at break-time and lunchtime increases the risk of infection.	16 (4x4) Unacceptable	<ul style="list-style-type: none"> • Students have been carefully timetabled based on processes • Lunch times and breaks staggered where appropriate • Designated eating and break areas for students • Students and staff to respect social distance guidelines when ordering food – floor signs in place to shows people where to stand when queuing • Catering offer adapted/simplified to reduce the potential for queueing • Students to be reminded about cleaning hands before and after lunch • Contactless payment available for staff and students • In cafe spaces, physical distanced seating laid out and all other seating removed • Café tables have clear screens on all tables to reduce the possibility of virus transfer when eating and/or drinking • QR codes on café tables at Folly Lane to enable internal track and trace system • When not eating or drinking, masks should be worn • Cleaning materials available for students/staff to self -clean table areas before eating • Pupils who bring a packed lunch can eat in designated rooms to reduce movement and maintain physical distancing. • All communal area windows open to aid ventilation 	6 (2x3) Moderate	Head of FE/HE Facilities and H&S Manager
Spread of infection in studios /shared areas.	16 (4x4) Unacceptable	<ul style="list-style-type: none"> • Students and staff to clean surfaces and other areas within teaching spaces before and after use 	6 (2x3) Moderate	Head of FE/HE IT Manager Facilities and H&S Manager

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		<ul style="list-style-type: none"> • Tissues and hand sanitiser to be located in each studio/learning space • Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open • Where possible, windows to be opened to provide ventilation. • Tools cleaned after use. Signs to be hung on machines yet to be cleaned. • Students/staff to clean IT equipment (especially keyboards) with anti-viral wipes before and after each use • Screens available in workshops to enable processes to be shown to students • Shared telephone handsets to be cleaned with anti-viral wipes before and after each use • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Hand sanitiser/wipes to be in place at photocopiers/shared keyboards/telephones etc. • Social distancing floor signs in place by photocopiers and IT/library helpdesks 		
Poor student behaviour increases the risk of the spread of the infection	16 (4x4) Unacceptable	<ul style="list-style-type: none"> • Student handbook includes behaviour code of conduct and Covid Code • Student behaviour and code of conduct given to students • Myconcern/Pro-monitor utilised for reporting of behaviour • Staff to control student behaviour and inform Head of FE/HE if necessary 	9 (3x3) Moderate	Professional services

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Emergency evacuation due to fire etc.	12 (2x4) High	<ul style="list-style-type: none"> Staff to communicate emergency evacuation procedures to students 	9 (3x3) Moderate	Fire Wardens and Marshalls Facilities and H&S Manager Teaching Staff
Cleaning is not sufficiently comprehensive	9 (3x3) Moderate	<ul style="list-style-type: none"> Ensure that all cleaning (including deep clean) and associated health and safety compliance checks have been undertaken where necessary A nominated member (JM) of staff monitors the standards of cleaning in college and identifies any additional cleaning measures Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets). All staff are responsible for cleaning their own work space. Students to be encouraged and guided to clean their own spaces and tables after use. 	6 (2x3) Moderate	Facilities and H&S Manager
Visitors increase the risk of infection	16 (4x4) Unacceptable	<ul style="list-style-type: none"> All visitors issued with the COVID code and briefed at reception before entering into the main part of the building Contractors briefed to follow Covid secure behaviour including hand sanitising and mask wearing Staff to minimise external guests External guests to be approved via senior manager Student must seek staff approval before bring any person to assist them with bringing work into or out of the building. 	6 (2x3) Moderate	Facilities staff Reception staff
Risk of unforeseen behaviours/issues	9 (3x3) Moderate	<ul style="list-style-type: none"> Regular IMG updating on teams to problem solve and report back to staff on COVID related practices. 	6 (2x3) Moderate	Incident Management Group

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Risk of infection from educational visits offsite	9 (3x3) Moderate	<ul style="list-style-type: none"> No overnight stays (as per regulatory guidance) Day visits only when accessible without the use of booked transport 	6 (2x3) Moderate	Teaching staff
Infection from close contact educational activity (music and performing arts and open access workshops)	9 (3x3) Moderate	<ul style="list-style-type: none"> PA and music staff follow subject specific guidance with additional risk assessments Work carried out in bubble groups Screens used to separate performers and other staff/students Wearing additional masks/visors 	6 (2x3) Moderate	Teaching staff
Increased risk of infection to vulnerable students	9 (3x3) Moderate	<ul style="list-style-type: none"> Consideration given to vulnerable students and individual risk assessments and adjustments made as appropriate. Clinically extremely vulnerable young people are advised to continue their education at home during the national restrictions 	6 (2x3) Moderate	Mel Williams
Increased risk of infection to clinically extremely vulnerable staff		<ul style="list-style-type: none"> Individual risk assessments on all vulnerable staff carried out Staff who are clinically extremely vulnerable supported and working from home where possible 		