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| Title of Risk Assessment | General College and Workplace Risk Assessment for Covid -19 for the Academic Year, 2021-2022. |
| Activity | This risk assessment will cover the general risks from Covid -19 for Further Education providers taking the DfE operational guidance issued 21 st February 2022 and in year updates as required. It will not necessarily cover specific areas where additional guidance has been issued. i.e. hospitality, sports performing arts etc. These areas should also consult that specific guidance and conduct additional risk assessments as required. |
| Location of Activity | Boston College, Rochford Campus Skirbeck Road, Boston, Lincs also Includes Peter Paine Performance Centre, Sam Newson Music Centre, Ingelow and Spalding Campus. PE21 6JF and other sites as above |

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| Date Compiled | 11/03/2022 | Date of reviews and updates | October 2021, December 2021, January 2022, February 2022 and March 2022 |
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| Compiled by | Pete Davy: Head of Health and Safety | Supported by | Debbie Holland: Vice Principal. Shawn Thomas: Head of Estates. Jen Durrant: Director for People. Sharon Posey: Interim Head of Learner Services |
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| <u>Frequency</u> | | <u>Severity</u> | | <u>Risk</u> |
|-------------------|----------|-------------------------------------|----------|------------------|
| 1 - Very Unlikely | | 1 - No Injury, Loss or Damage | | 1-5 Low Risk |
| 2 - Unlikely | X | 2 - Minor Injury, Loss or Damage | = | 6-10 Medium Risk |
| 3 - Possible | | 3 - Moderate Injury, Loss or Damage | | 12-15 High Risk |
| 4 - Likely | | 4 - Major Injury, Loss or Damage | | 16-25 Very High |
| 5 - Very Likely | | 5 - Fatality | | |
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| | Hazard/Risks Identified | Whom Staff, students, contractors or members of the public? | The risk associated with the activity <i>before</i> control measures are implemented | | | Control Measures | The risk associated with the activity <i>after</i> control measures are implemented | | |
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| 1. | Transmission of Coronavirus and the new variants within the Community and College setting | Staff, students, members of the public, contractors | 5 | 4 | 20 | <p>You MUST always:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting, in accordance with the latest guidance COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk) 2. Ensure that everyone is advised to clean their hands thoroughly and more often than usual. 3. Ensure good respiratory hygiene for everyone by encouraging the 'Catch it, bin it, kill it' approach. 4. Maintain enhanced cleaning, including frequently touched surfaces often, using standard cleaning products such as detergents e.g, Legion + 5. Consider how to minimise contact across the site. 6. Keep occupied spaces well ventilated, even during colder weather. | 2 | 4 | 8 |
| 2. | Fire safety and evacuation | As Above | 3 | 4 | 12 | All buildings are alarmed, weekly alarm checks are carried out each week, defects noted and reported. Monthly Fire alarm system check and emergency lighting checks have been completed. Fire drills will take place at the start of term. Ensure that learners stay in groups where possible at Fire Assembly points. | 2 | 3 | 6 |
| 3. | Unknown spread of Coronavirus due to asymptomatic persons and transmission | As above | 5 | 4 | 20 | Isolation rooms have been identified at all sites for those who test positive or develop symptoms onsite and are awaiting transport home. These are as follows: Rochford campus- Bradford flat 1 rooms 1 & 2, PPPC- away team changing rooms, SNMC- electrical distribution cupboard, | 3 | 4 | 12 |

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| | | | | | | Spalding-disabled facility room. The use of public transport should be avoided to send learners home, their parents or family member or guardians, should be available for those who encouraged to collect them. | | | |
| 4. | Covid 19 –Risk of spreading infection- a person attending the college with symptoms or becoming symptomatic whilst at College | As above | 3 | 5 | 15 | Learner and staff guidance issued regarding COVID symptoms and latest isolation requirements to prevent any person attending on site, experiencing symptoms. This has also been promoted through social media and parents. Staff and learners may have received specialist advice from their specialist or clinician that they should continue to follow. However if a person develops symptoms whilst on site, they must leave site immediately and must follow the latest government advice for self-isolation and testing in line with UKHSA guidance. Management office to be contacted to co-ordinate a response for cleaning. | 2 | 5 | 10 |
| 5. | First aid | As above | 3 | 5 | 15 | Where possible First Aiders will support with first aid assistance for staff and learners in their own area. Where this is not possible the first aider on the duty rota will be called. In the event of a student or staff displaying symptoms of COVID 19 a first aider will not respond unless life threatening. The Learner should be taken to the identified isolation room on individual sites as per the published procedure. Staff displaying symptoms should leave site immediately where travel arrangements permit (use of public transport to be avoided). First Aiders have been issued appropriate Covid precautions information to follow when dealing with casualties. | 2 | 3 | 6 |
| 6. | Mental health and Wellbeing affected through isolation or anxiety about coronavirus | Staff and Learners | 4 | 3 | 12 | Have regular keep in touch meetings/ calls with colleagues working from home to discuss any work issues. Talk openly with staff and learners about the possibility that they may be affected and let them know how to raise concerns or who they can go to for support or talk things through. Involve staff in completing their department and personal return to work risk assessments so that they can identify potential problems and identify solutions. Keep staff updated on what is happening so they feel involved and reassured. Discuss the issue of fatigue and burnout with staff and ensure that they take regular breaks, | 3 | 2 | 6 |

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| | | | | | | are encouraged to take leave, set working hours to ensure that they are not working excessive hours. | | | |
| 7. | Covid 19 – cleaning and hygiene | Staff | 4 | 5 | 20 | Caretaking / Cleaning staff have access to PPE and Cleaning chemicals COSHH data sheets. Enhanced cleaning practices continue to take place throughout the college and focus on frequently touched items such as door handles. Any tools and equipment that is shared should be wiped down with sanitiser wipes/legion spray when finished with, by the person who last used it. Fogging machines are available on each college estate and hard to clean/communal rooms/areas of heavy use and mixed groups accessing will have deep cleaning, sanitising arrangements. Equipment in practical areas will be fogged by technician staff. | 2 | 5 | 10 |
| 8. | Covid 19 – need to for increased handwashing | Staff, students, contractors, members of the public | 4 | 5 | 20 | All staff must wash their hands: when arriving on site, when leaving site, before any eating or drinking, when moving between buildings, at regular intervals, more frequently than normal Always wash hands for a minimum of 20 seconds Dry hands using disposable paper towels (do not use shared or reusable towels) Follow NHS hand washing guide available here https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Handwashing facilities are available across the campus and soap and hot water is checked by estates team throughout the day. Hand sanitisers and wipes/legion are placed around the College entrances and other required areas. All reusable/ communal towels to be removed by department. | 2 | 5 | 10 |
| 9. | Catering on site | Staff, Learners and internal customers | 3 | 4 | 12 | Contactless payments to be made (where possible) and use of the food ordering App with collections away from food counter. | 2 | 3 | 6 |
| 10. | Public facing college facilities | Members of the public | 4 | 5 | 20 | Specific guidance for these is available from Gov.UK and the latest guidance should be consulted prior to specific risk assessments being done. | 1 | 5 | 5 |

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| 11. | Information security risks | Staff and students | 4 | 4 | 16 | Warnings circulated to staff regarding phishing emails and the College purchased additional protection to enhance security. Cyber awareness training for staff is available. All College laptops have been encrypted and have anti-virus software. Cyber essentials plus has been carried out. The Remote Working policy has been republished and staff briefed on key points. The College achieved ISO27001 and has robust policies and procedures in place for Information Security. | 3 | 3 | 9 |
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This risk assessment has been completed in accordance with **The Management of Health & Safety at Work Regulations 1992** and the **Health & Safety at Work Etc. Act 1974** to the best knowledge and understanding of the assessors.

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| Compiled by | Pete Davy |
| Signature | <i>Peter J Davy</i> |
| Approved by | Jen Durrant |
| Date | 17 March 2022 |