

COVID-19 Risk Assessment – NCB 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 Bradford. 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.


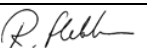

Area of Concern	Risk	Risk Level Before Controls <i>Low = 1-2 Medium = 3-4 High = 6+</i>	Control Measures	Risk Level After Controls <i>Low = 1-2 Medium = 3-4 High = 6+</i>	Additional Actions/Resources Required	Title of Relevant Documents or Links to Government Advice	Responsibility	Control Measures in 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	6	Communication to staff and students highlighting the need for wearing face coverings on public transport.	4			Principal	
Heating and Ventilation	Airborne transmission of virus in poorly ventilated rooms.	4	Manually set ventilation to high using building management system. Ensure classrooms in use are well ventilated and windows opened when in use. Follow procedures laid out in separate risk assessment.	1	Where available windows opened when classrooms are in use.	COVID04 HVAC Air Conditioning and Ventilation	Estate s 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 Manager	
Cleaning	Transfer of virus between	4	Arrange additional cleaning staff to	2	Cleaning products,	Cleaning in non-	Site	

	individuals on commonly touched surfaces (e.g. door handles, door plates, tables, keyboards, mice, toilets, hand rails)		attend site while open. 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. Training and guidance for cleaning staff on methods of cleaning and key areas to regularly clean Staff member assigned task of cleaning all commonly touched surfaces while staff and students are using site. Cleaning staff will use normal disinfectant products stocked to treat surfaces Cleaning staff will wear gloves when carrying out cleaning and dispose of gloves in double bagged plastic on completion Where an area is contaminated with bodily fluids cleaning staff will wear gloves, full face mask and disposable apron On completion of cleaning activity staff should wash hands with warm soapy water Cleaning products available in rooms for use by staff if required.		Disposable clothes, Warm water, Disposable Gloves, Disposable Apron, Full face mask, refuse bags Individual staff and students to clean computer equipment with alcohol spray prior to use. Individual staff and students to follow cleaning procedures when using equipment.	healthcare settings COVID10 Cleaning Procedures	Team Lead	
	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	Trust Estates Manager	
	Transfer of viral particles on shared equipment in practical subjects	6	Where possible avoid equipment use by multiple students. 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	
	Disposal of used cleaning products	4	Bins with double bin liners in all classrooms and common areas. Bins emptied on a daily basis by cleaning staff in line with	1	Cleaning staff provided with training on safe handling of waste from classrooms.	Decontamination in non-healthcare settings		

			government guidance.		Site waste stored for 72 hours before disposal in regular waste, in line with government guidance.			
	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 at any time.		H&S Manager, Site Team Leads	
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.	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.	Decontamination in non-healthcare settings 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	
Student Wellbeing	Mental Health	4	Training for staff on emerging issues around student wellbeing Resources provided to support students experiencing problems related to lockdown	2	Break areas will be supervised by a designated member of staff.		All Staff	
	Toilet Facilities	4		2	Cleaning staff assigned to clean toilets regularly through the course of day			
	Water/Food	6	Provision of cleaning products to disinfect fountains before and after use.	2				
Staff Wellbeing	Mental Health	4	Support provided to staff regarding mental health problems related to lockdown/anxiety related to COVID-19 pandemic.	2		Social Distancing NHS Mental Health Advice COVID13 Clinically Extremely Vulnerable COVID14 Clinically Vulnerable	HR Manager, Estates Manager	
Vulnerable Individuals	Staff and Students may have pre-existing medical conditions or other factors which increase risk of more serious COVID-19 case.	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 COVID14 Clinically Vulnerable Schools coronavirus (COVID-19) operational guidance	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	1			CEO, Principals	

			provided to ensure messages are as clear as possible (email, website, text message)					
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 kept for 21 days, including contact details, kept 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	Estate Manager, Site Team Leads	
Trips and Visits		6		4	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.	Confirmed Case	Health and Safety Manager, First Aid Staff	
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 site.	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 designated for use by these individuals. Deep clean completed on room once individual has left site. Ensure individual arranges for COVID-19 test in line with track and trace model. Identify all staff and students who have worked in close proximity with individual.	Suspected Case	Health and Safety Manager, First Aid Staff	

Document Status			
Document Lead (Title)	Trust Health and Safety Manager	Review Period	As required
Signed (H&S Manager)		Date	25/10/21
Signed (CEO)		Date	13/8/20
Signed (Principal – NCB)		Date	13/5/21