** Risk Assessment**

**COVID 19**

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| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | Action by who? | Action by when? |
| Spread of Covid-19 Coronavirus | * **Staff** * **Visitors** * **Cleaners** * **Contractors** * **Drivers** * **Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions** * **Anyone else who physically comes in contact in relation to the college** | **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * See hand washing guidance. * <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> * Drying of hands with disposable paper towels. * <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/> * Gel sanitisers in any area where washing facilities not readily available   **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.  **Social Distancing**  Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.  Redesigning processes to ensure social distancing in place.  Conference calls to be used instead of face to face meetings.  Ensuring sufficient rest breaks for staff.  Social distancing also to be adhered to in dining area and smoking area.  **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.  Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as CFS/Lindridge), the SLT will identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.including a mandatory COVID 19 test. <https://www.publichealth.hscni.net/>    .  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress) | Rota implemented to minimise contact with learners whilst attendance is low.  Learners working across available learning spaces.  Breaks to be taken separately where possible  Lunchbreaks and cigarette breaks to be staggered where possible for staff and learners  Receptionist to undertake regular stock checks and advise when replenishment stocks are needed.  HR & Welfare Manager in regular contact with absent staff. Principal and Curriculum & Behaviour Manager maintain wellbeing contact with staff on site.  Social Zoom call meetings held regularly with staff | All Staff  All Staff  All Staff  All Staff  All staff and cleaning contractor  All Staff  Principal  Principal  Teachers to schedule  Teachers to schedule  Receptionist  All staff  Principal, C&B Mgr, H&W Mgr | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |

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| Date of review | 28/08/2020 |
| Reviewed by | C Davies |