

**COVID-19 General workplace safety
Risk assessment**

This is a College wide risk assessment; each department has completed a specific risk assessment for their business area.

Assessor: Ruth Arrola
Job title: Health and Safety Advisor
Assessment date: 19/06/20
Review 1 date(s): 17/09/20 (Completed)
Review 2 date: 04/01/21 (Completed)
Review 3 date: 23/02/2021 (Completed)
Review 4 date: 14/05/21 (completed)
Review 5 date: 20/07/21(completed)
Review 6 Date: 04/08/21 9Completed)
Signature of Assessor: 

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards/situation/ comments	Control measures	When
Infection Prevention, Cleaning and Staff Safety			
<p>As the business rebuilds after lockdown and staff return to work the organization must ensure their safety by making premises “COVID” secure</p>	<p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus whilst at work.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <p>Virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</p> <ul style="list-style-type: none"> • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth. 	<p>We have ensured that the College complies with its duty to provide a safe and healthy workplace/working conditions for staff in the workplace during the coronavirus pandemic by:</p> <p>Circulating “COVID secure” coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe. Requiring staff to complete an online training package for Covid-19 during 2020 and issuing them with a staff briefing as well as copies of Risk assessment for their business area.</p> <p>Encouraging staff to practice effective social distancing while in and around the College.</p> <p>Reminding them to: Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it). Put used tissues in the bin straight away.</p> <p>Wash hands regularly with soap and water for at least 20 seconds.</p>	<p>Ongoing and to be reviewed regularly</p>

		<p>Clean and disinfect frequently touched objects and surfaces Do not touch face, eyes, nose or mouth if hands are not clean.</p> <p>In all departments, fully implement Public Health England (PHE) Guidance for Employers and Businesses on Coronavirus, including the following key safety precautions:</p> <p>Keep local/departmental risk assessments under review to ensure that a safe place of work is maintained.</p> <p>Consult with staff and staff representatives – fully involve the workforce at all stages of the pandemic.</p> <p>Make any adjustments to the workspace/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work.</p> <p>Follow government health and travel advice Provide hand sanitizers as required.</p> <p>Provide infection control personal protective equipment (PPE) such as gloves, masks and eye protection if required in individual risk assessments and method statements.</p> <p>Increased environmental cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, disinfectants use of fogging machines and PPE.</p>	
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Homeworking, Hot-desking and Equipment Sharing			
<p>Staff working together in workplace premises inevitably raises the risk of virus transmission Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further</p>	<p>Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus</p>	<p>The following working arrangements will be put into place to support staff:</p> <ul style="list-style-type: none"> •Managers will consider number of people needed on site to operate safely and effectively •Departmental and line managers have facilitated and encouraged homeworking wherever appropriate during lockdowns and flexible blended working when operationally appropriate at other times. •Managers have monitored the wellbeing of people who are working from home, and put in place measures to support their mental and physical health and personal security •Enhanced IT support has been provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems •Hot-desking is not encouraged at this time 	<p>Ongoing and to be reviewed regularly</p>
Workplace Social Distancing			
<p>Effective social distancing is a key element in reducing the transmission of COVID-19</p>	<p>Social distancing refers to people being required to maintain a distance from each other wherever possible. Social distancing effectively puts people at a safe range from anyone</p>	<p>Staff are encouraged to continue applying good social distancing habits while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:</p> <ul style="list-style-type: none"> •Avoiding non- essential contact with others 	<p>Ongoing and to be reviewed regularly</p>

	<p>coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person.</p>	<ul style="list-style-type: none"> •Keeping a safe distance from others whenever possible, and especially when mixing with others. •Avoiding physical contact (eg hugs, handshakes, where possible) <p>Adaptations to the premises to support social distancing have included</p> <ul style="list-style-type: none"> •A review of all work premises to identify suitable adaptations which will support social distancing, eg installation of screens and marks on the floor was completed. •Offices and work spaces were set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc •Reducing the need for staff to move around within the workplace. <p>Adaptations to work processes to support social distancing included:</p> <ul style="list-style-type: none"> •Cancelling non- essential meetings •Holding essential meetings by using phone/video conferencing, etc •Replacing face-to- face meetings wherever possible with video conferencing, phone conferencing, etc •Cancelling non- essential training and all face-to-face training/recruitment practices •Carrying out any essential training/ recruitment by using email/online e- learning wherever possible rather than bringing people together face to face <p>We have displayed notices reminding staff of the key infection prevention requirements, including the need to maintain safe distancing.</p>	
Higher Risk Areas of the Workplace			
<p>Some areas of the workplace may present a higher risk than others – this may</p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk</p>	<p>We have ensured higher-risk high-traffic areas of the workplace are COVID- secure by applying appropriate safety precautions, including:</p>	<p>Ongoing and to be reviewed regularly</p>

<p>include areas such as staff toilets, staff rooms and restrooms</p>	<p>Essential for staff to wash hands regularly but also that toilets, kitchens and other areas are kept clean and free of coronavirus contamination</p>	<ul style="list-style-type: none"> •Stressing the need for staff to follow good hygiene practice at all times whilst at work (ie regular handwashing, using tissues and disposing of them appropriately, etc) •Managers have ensured that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels • Printing handwashing instructions/posters and displaying throughout workplace, especially in toilets •Limiting lift occupancy to those who are not able to walk •Placing hand gels at convenient places around the workplace •Increasing environmental cleaning, especially in and around toilets, kitchens and staff rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc •Increasing toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc •Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities <p>Using the fogging machine throughout the college</p>	
<p>Vulnerable Staff</p>			
<p>Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection</p>	<p>Those who are classified by PHE as being at greater risk from COVID-19</p>	<p>All staff were asked to complete a survey so that we could identify those at a higher risk and those who consider themselves to be BAME. Although extremely vulnerable people no longer have to shield, we will still consider their individual needs and concerns in a case by case basis.</p> <ul style="list-style-type: none"> •Managers, human resources and occupational health departments will identify and be aware of staff who fall into vulnerable and 	<p>Ongoing and to be reviewed regularly</p>

		<p>extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with whatever the current government health recommendations are at the time.</p> <ul style="list-style-type: none"> •All reviews of staff roles and safety will be non- discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg disabled staff •Reasonable adjustments will be made to avoid disabled workers being put at any disadvantage. Those who are pregnant will undergo a risk assessment and work from home were possible from the 28th week. 	
Staff Health and Staffing Levels			
Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at home or remain at home because they are “shielded”	Staff may get sick with coronavirus infection	<p>The following safety arrangements apply to staff health or staffing levels:</p> <ul style="list-style-type: none"> •Staff who are sick or self-isolating will keep in touch with their line manager •All advised through college communications that no member of staff should come to work if they are self- isolating or if they have COVID-19 symptoms or if they feel unwell 	Ongoing and to be reviewed regularly
Premises Access and Travel			
Staff who are required to attend for work must be given safe access to the workplace	<p>Travel to and from work may lead to greater risk of virus transmission</p> <p>Public transport may be restricted in order to achieve social distancing on trains, buses, etc</p> <p>Access to buildings may create a virus transmission risk if staff all seek entrance</p>	<p>The following safety arrangements apply to workplace access and travel arrangements:</p> <ul style="list-style-type: none"> •Sufficient access points to the workplace are provided so that staff do not congregate at entrances and exits – ensure that all access points have supplies of sanitizer available •There is safe entrance or exit for disabled staff •Floor markings and signage at entrances and exits and introduce one-way flow systems at 	Ongoing and to be reviewed regularly

	<p>at once or are channelled through single points of entry</p> <p>Risks may be increased for disabled staff who may have reduced options for access</p>	<p>entry and exit points are present where appropriate</p> <ul style="list-style-type: none"> • Provided hand sanitiser at entrances and throughout the buildings <p>Complete temperature checks on arrival.</p> <ul style="list-style-type: none"> • Supported staff to walk or cycle to work wherever possible, eg providing safe bike storage, lockers. 	
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Cases of Possible Infection On-site

<p>People becoming unwell while on-site or a symptomatic person using a site</p>	<p>High risk of transmission</p>	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they will be sent home and advised to follow government advice to self isolate and get a PCR test.</p> <ul style="list-style-type: none"> • All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected using the fogging machine, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets. • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal • Cleaning staff use disposable cloths or paper roll and a combined detergent disinfectant solution • Cleaning staff wear appropriate PPE • Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste <p>Fogging machine will be used to disinfect all surfaces.</p>	<p>Ongoing and to be reviewed regularly</p>
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Business Continuity			
Crisis management and business continuity hazards caused by the pandemic emergency	The crisis threatens business continuity and ability to deliver essential services to our customers	Managers will refer to business continuity policies and procedures The following safety arrangements will be applied to establish business recovery: •Departments to review and refresh business continuity plans as necessary •Devise appropriate business recovery plans and keep under constant review	Ongoing and to be reviewed regularly
Information			
Hazards caused by lack of information or inaccurate information being circulated	The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and also by misinformation, rumour and “fake news” or “myths”. If these are allowed to gain traction within the organisation they can obscure and confuse vital health and safety measures.	The following safety arrangements will be applied to mitigate risks caused by misinformation and “fake” news: •To ensure the safety and wellbeing of staff business strategies must be based on accurate information and staff must be given consistent, simple and clear messages •Leadership teams/local managers are briefed and kept up to date •Managers to beware fake news and discourage the circulation of misinformation •We will keep staff informed – key messages include the need for unwell staff or homeworking staff to stay at home, for frequent handwashing and for social distancing	Ongoing and to be reviewed regularly
Communication			
Threat to effective communications	The pandemic crisis threatens communications with clients/customers/ suppliers	The following safety arrangements will be applied to mitigate risks to communication systems: •Senior management to review all outward facing communications (eg on customer website, etc) to ensure messages are consistent, clear and reflect the customer focused and socially aware values of the organisation •Marketing in conjunction with CLG to decide how and how often to communicate with clients/customers/ suppliers	Ongoing and to be reviewed regularly

Cyber Security			
Cyber-security risks	<p>Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related “ransomware”</p> <p>With the organisation and individual staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever</p>	<p>The following safety arrangements are applied to mitigate cyber risks:</p> <ul style="list-style-type: none"> •Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place •Circulate warnings to staff and managers of any credible cyber threats, especially scam emails and text messages •Ensure that staff working from home and using remote- working systems are covered by cyber-risk protections •Ensure any homeworking arrangements maintain standards of data protection and IT security •Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus •Assess cyber risks to new supply chain connections developed during the crisis. 	Ongoing and to be reviewed regularly
Face coverings	<p>Guidance regarding face coverings at FE colleges has been updated by the Government</p>	<p>Changes to the requirements to wear face coverings can be made at any point if a variant of concern is found in the local area, and the LHA advises the College to make face coverings and or other measures compulsory.</p> <p>Also:</p> <ul style="list-style-type: none"> • Hand sanitiser provided at all entrances. • Pupils, staff, and visitors who remove face coverings at the college are advised to wash hands immediately. • Bins provided on entrances and busy offices to dispose of temporary face coverings with displayed notices next to them advising how to remove/put on a mask safely. 	Ongoing and to be reviewed regularly

		<ul style="list-style-type: none"> • Staff briefing regarding removal and putting on masks issued with link to WHO video. • All staff have been issued with a washable face covering, refillable hand gel bottle and a box in which to keep the face covering when not in use. • Exemption cards have been made available for those who are not able to wear a face covering. • All visitors receive a visitor briefing 	
Emergency procedures			
First Aid provision/Fire wardens and Duty Managers	Provision of emergency personnel within the college has been reviewed taking into account the possibility of covid related absences.	<p>The College has carried out a comprehensive review of emergency arrangements.</p> <p>First aid</p> <ul style="list-style-type: none"> • 12 New first aiders have been added to the existing numbers. • First aiders are now rostered to ensure coverage and cover for covid related absences • All have received additional information regarding covid-infection protection measures whilst administering first aid • All have received additional PPE to protect them when treating suspecting cases of covid • Additional guidance and PPE has been made available in the First Aid room. • New First Aid boxes have been supplied through the college to ensure they are fully stocked 	Ongoing and to be reviewed regularly

		<ul style="list-style-type: none"> • First Aiders have in addition been given a personal first aid pouch bag. <p>Fire wardens/Fire Marshals</p> <ul style="list-style-type: none"> • Additional fire wardens/marshals have been trained to ensure there is enough cover at all times. This included classroom based and practical training in the use of fire extinguishers. <p>Duty Managers</p> <ul style="list-style-type: none"> • Duty managers have been given a refresher session on covid precautions, fire/first aid arrangements and emergency evacuations. • Duty managers have been trained on the use of the emergency grab bag, its contents and what to do in case of a stabbing, marauding terrorist attacks, acid attacks. <p>Safe Zone</p> <p>The College has purchased the licence to the app Safe zone to assist in contact tracing, summoning first aiders, fire and evacuations.</p>	
Food Provision			
Refreshments	The College previously provided hot food both for students and staff. This provision has been reviewed.	<p>Following a covid related risk assessment food will only be served pre-packed and seating arrangements in the canteen will continue to encourage social distancing where possible.</p> <ul style="list-style-type: none"> • All staff have been briefed on the importance of cleaning the fridge 	Ongoing and to be reviewed regularly

		microwave and their hands after each use.	
Visitors			
Visitors	Visitors to the College are discouraged. When a visit is absolutely necessary we have implemented additional controls.	<ul style="list-style-type: none"> • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. It is also posted on our website. • A record kept of all visitors to assist NHS Test and Trace, including: the name; a contact phone number; date of visit; arrival and departure time; the name of the assigned staff member • All visitors receive a visitor brief. • During enrolment, all were required to wear face coverings at all times and provided the required information for test and trace purposes. 	Ongoing and to be reviewed regularly
Use of lifts			
Use of lifts	Limited space within a lift makes social distancing difficult	Use of lifts has been restricted to 2 people each time and only for those who are disabled. Lift cards are available to any disabled person who might need to use the lift.	Ongoing and to be reviewed regularly
PPE			
PPE	Some staff will require additional PPE which has been assessed as part of the risk assessment for each department	<p>Additional PPE</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms whilst at the college • where a child or young person already has routine intimate care needs that 	Ongoing and to be reviewed regularly

		involves the use of PPE, in which case the same PPE should continue to be used.	
Hall hire			
Hall hire	Hall hire is only authorised once all covid related precautions for that type of activity have been completed or agreed to.	<p>Before any hire agreements are approved the organiser must have approval from the H&S manager after submitting:</p> <ul style="list-style-type: none"> • Risk assessment • Hire agreement specifying covid related precautions • Safety briefing all participants/attendees/church members will receive • Face coverings information applicable to each • Social distance assurance • Supervision arrangements to ensure all measures are adhered to at all times. • Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines. • The college will ask any hiring organisation to provide evidence of their risk assessment. • Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the college will do and what the hirers are responsible for. Hire events will only take place if the relevant sector covid guidance allows it. 	Ongoing and to be reviewed regularly

Educational visits			
	Educational visits are part of the curriculum	Educational visits are currently permitted subject to compliance with current guidance and a suitable risk assessment is approved by the H&S Advisor.	Ongoing and to be reviewed regularly
Tier 4 restrictions/ lockdowns			
At times, London might be subject to tier 4 restrictions or national lockdown	Unable to conduct lessons at the college.	On each circumstance, the College will abide by guidance issued by the Government including the provision of teaching for vulnerable students. In addition: We will continue to facilitate student's assessments at the site, on a case by case basis where it is not possible to do it online. All exams/assessments will be conducted in appropriate rooms which allow for social distancing and all will be wearing face coverings at all times. Some teachers will also come to the college to deliver lessons online from the classroom rather than their home. They will obey all covid measures whilst at the college and complete as much work as possible at home.	Ongoing and to be reviewed regularly
Rapid Covid testing at home/the College			
Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	All staff are encouraged to test twice a week at home. In addition, the College will facilitate asymptomatic testing on the premises when required by Government guidelines and or requested by the local Health Protection team.	Ongoing and to be reviewed regularly
Contact between sample and test centre staff increasing the	Transmission of the virus leading to ill health or potential death	All test centre staff will receive the necessary training and PPE to minimise the risk. Team Leaders will also be appointed to supervise and monitor compliance.	Ongoing and to be reviewed regularly

transmission of COVID19			
Incorrect result communication	Possible positive case not being correctly identified and isolated	All test centre staff will receive the necessary training to minimise the risk. Team Leaders will also be appointed to supervise and monitor compliance. Also: <ul style="list-style-type: none"> •2 identical barcodes are provided to subject at check in •The subject registers their details to a unique ID barcode before conducting the test •Barcodes are attached by trained staff at the sample collection bay 	Ongoing and to be reviewed regularly
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	Recall of subjects who have not received a result within 1 hrs of registration when they don't stay, most people are expected to remain at testing site until results are received.	Ongoing and to be reviewed regularly
Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> •PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety shields are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. •Environmental: do not let product enter drains •Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures •Do not use if the solution has expired •Training provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. 	Ongoing and to be reviewed regularly

Other considerations			
Variants of concern	Spread of Covid-19 Infection/illness	Lambeth college will work closely with the local health protection teams to ensure a coordinated approach to attendance, mask wearing and or surge testing as required.	Ongoing and to be reviewed regularly
Test and trace arrangements	Risk of covid infection / illness	Test and trace will now be completed by NHS Test and Trace.	Ongoing and to be reviewed regularly
Pregnant staff	Risk of covid infection / illness	Pregnant staff will be subject to an individual risk assessment and alternative work arrangements will be in place from the 28 th week of pregnancy.	Ongoing and to be reviewed regularly
Classroom based teaching	Risk of covid infection / illness	Classroom based teaching will be conducted in line with the current Government guidance. Although grouping students in “bubbles” is no longer required, we will encourage all to maintain good social distancing habits. Teachers will also remain socially distanced from students where possible. All will be encouraged to make use of hand gels, wipes and other to keep desks sanitised. Students will be briefed as part of their induction on what the current covid restrictions are and not to come to the college when ill. Groups of students that share equipment such as in plumbing, will be encouraged to sanitise tools between users.	Ongoing and to be reviewed regularly
Higher risk activities, courses/activities	Risk of covid infection / illness	Areas where higher risk activities take place will have an additional risk assessment. Those areas include, but are not limited to, departments such as: <ul style="list-style-type: none"> • Use of the gym (Sports Courses) • Hair and Beauty Courses • The Nursery • The Library and LRC • The kitchens 	Ongoing and to be reviewed regularly

		<ul style="list-style-type: none"> • Close contact activities such as those who assist disabled students or patient care courses. • Canteen (operated by Chartwells) 	
Air quality monitoring	Low air quality results from poor ventilation which can increase the risk of contracting covid-19	Regular Air Quality tests will be conducted through the College. Records will be made available to the College CLG and risks assessments reviewed where the air quality is poor or unsatisfactory.	Ongoing and to be reviewed regularly