

**Coronavirus (COVID-19): Cross College Risk Assessment for the student return on 08/09/2021 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: <b>Autumn term 2021 commencing 8<sup>th</sup> September 2021</b>
Date of assessment: 4 <sup>th</sup> September 2020 Date of review: 06/09/2021	Date of next review: <b>W/C 25<sup>th</sup> October 2021</b>	

The sole purpose of this risk assessment is for all students to return to campus for teaching and learning with very limited exceptions) **while reducing the risk of coronavirus transmission.**

**Version Control Table Summary (full version at end of document)**

Version Number	Information	Author	Date
1.0	AA/JM	BG	04/09/2020
10.0	JM/AA amend ref face coverings during exhibitions. Agreed with IMG	BG	16/06/2021
10.2	Review AA/JM/IMG/H&S Committee	BG	06/09/2021
11.0	Issued	BG	09/09/2021

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	5	10	15	20	25			
Near certain	4	8	12	16	20			
4	3	6	9	12	15			
Probable	2	4	6	8	10			
3	1	2	3	4	5			
Possible								
2								
Unlikely								
1								
Remote								

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 - <b>general</b>	16 (4X4) Unacceptable	<ul style="list-style-type: none"> <li>• Department for Education guidance and other external guidance (E.G. PHE and Government guidance) is adhered to in relation to the coronavirus</li> <li>• All students briefed on current HCA Covid Code (i.e. college expectations around safe behaviour)</li> <li>• All staff issued with current HCA Covid Code (staff)</li> <li>• Verbal reminders from staff to students through the working day</li> <li>• 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. cleansing hands on entering and leaving college and frequently through the day).</li> <li>• Students to cleanse hands when leaving their work space, returning to their work space, when changing rooms and before and after eating for no less than 20 seconds.</li> <li>• Staff to remind students: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue or elbow if no tissue available</li> <li>- To dispose of all tissues in a bin (Catch it, Bin it, Kill it)</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Alcohol-based sanitiser (that contains no less than 70 percent alcohol) in wall mounted manual dispensers throughout the college including entrances for use by staff and students</li> <li>• Sufficient amounts of hand cleaner, clean water, paper towels and waste disposal bins are supplied in all toilets, kitchens and all communal areas</li> <li>• Hand sanitiser and wipes /sprays in all teaching areas</li> </ul>	6 (2x3) Moderate	Principal Facilities and H&S Manager Teaching 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
		<ul style="list-style-type: none"> <li>• Students and staff do not share cutlery, cups or food.</li> <li>• Hand sanitiser and wipes available in all kitchen areas to wipe down frequently used equipment such as kettles and fridges.</li> <li>• Additional cleaning taking place including door handles, doors and toilets cleaned regularly</li> <li>• Students and staff to clean down work surfaces in teaching areas after and before use. Reminders given to students and signage in place.</li> <li>• Staff encouraged to increase ventilation in all areas to improve air flow – doors and windows open where possible (not fire doors). Use of air conditioning units assessed and only those which comply with the current guidelines regarding recirculated/fresh air are to be used. Mechanical ventilation (fans) to be used to bring in fresh air from outside (HSE guidance on ventilation).</li> <li>• CO2 monitors be used to identify poorly ventilated spaces as per Government guidelines</li> </ul> <p>As a result, all students and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>		
Poor hygiene practice – <b>specific – college entrance</b>	16 (4X4) Unacceptable	<ul style="list-style-type: none"> <li>• Clear signage in place promoting social distancing where possible</li> <li>• Barriers/screens to be used by reception staff when dealing with staff/students/visitors</li> <li>• Frequently touched areas to be wiped down regularly</li> <li>• Hands sanitised on entry to college</li> <li>• Floor marked to show 2m distancing</li> </ul> <p>As a result, reception staff are protected.</p>	6 (2x3) Moderate	Facilities and H&S Manager
Poor hygiene practice – <b>specific -</b>	16 (4X4) Unacceptable	In line with government advice:	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
spread of potential infection at the start of the college day		<ul style="list-style-type: none"> <li>• 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</li> <li>• All staff and students to sanitise hands on arrival in college</li> <li>• Anyone travelling to college on public transport advised to follow advice on mask wearing in enclosed or crowded spaces, e.g. wearing masks on public transport.</li> <li>• Sufficient supplies of hand cleansing supplies should be provided to accommodate this procedure at the start of the day.</li> <li>• Staff to limit student congregation outside the college buildings or outside college grounds</li> <li>• All staff and visitors advised to wear masks on entry to college premises unless exempt <a href="#">Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk)</a></li> <li>• Keep 2m distance from others where possible when in college or travelling to college</li> </ul> <p>As a result, the risk of infection is reduced as students and staff arrive at college.</p>		
Poor hygiene practice – <b>specific - end of the college day.</b>	16 (4X4) Unacceptable	<ul style="list-style-type: none"> <li>• Students to use multiple exits at end of college</li> <li>• Social distancing to be maintained where possible</li> <li>• Sanitise hands when leaving college</li> </ul> <p>As a result, the risk of infection is reduced as students and staff leave college.</p>	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
<b>Risk of infection spread through poor use of face coverings</b>	6 (2X3) Moderate	<ul style="list-style-type: none"> <li>• Students and staff to be responsible for their own masks and keep in a clear, resealable bag when not worn</li> <li>• Students and staff reminded to wash (clean) masks that are not disposable</li> <li>• Covid code instructs that no-one should share a mask</li> <li>• Disposable masks available for all staff and students if required from course tutors or reception</li> <li>• Masks advised to be worn by staff and students when moving around the campus and when moving near other people in enclosed or crowded areas</li> <li>• Masks advised to be worn in studios and in communal areas, e.g. IT suites, student study centre, and toilets (with more than one occupancy) where social distancing cannot be maintained.</li> <li>• Students are advised to continue to wear masks in IT suites where they cannot be easily ventilated with outside air</li> <li>• Staff and students encouraged to bring two face coverings into college in case one covering gets damp</li> <li>• Visors can be worn in addition to masks but not encouraged instead of a mask</li> <li>• It is recognised that some staff and students may be exempt</li> <li>• Visors are to be named and cleaned on a regular basis</li> </ul>	3 (1x3) Low	All staff
Ill health in college leads to infection of others.	16 (4x4) Unacceptable	<ul style="list-style-type: none"> <li>• Staff and students are informed of the symptoms of possible coronavirus infection, e.g. a persistent cough, high temperature and loss or change in smell/taste.</li> <li>• Appropriate medical grade PPE is sourced and guidance on its location, use and disposal issued to staff in line with government</li> </ul>	6 (2x3) Moderate	Principal Head of FE/HE Facilities and H&S Manager

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
		<p>guidance on what to do if a student or staff member becomes unwell</p> <ul style="list-style-type: none"> <li>• All staff are informed of the procedure around a student or staff member becoming symptomatic in college (COVID-19 reporting procedure)</li> <li>• Any student who becomes symptomatic must immediately report it to the nearest staff member and leave the campus immediately and safely. If this is not possible then they should wait outside, socially distanced from others or go to the designated quarantine room (or other appropriate room) until it is possible for them to leave safely</li> <li>• Any staff member who displays signs immediately reports it following our Covid reporting procedure and makes arrangements to leave immediately and safely. If this is not possible then they should wait outside socially distanced from others or go to the designated quarantine room (or other appropriate room as agreed by the Head of FE/HE and the Facilities and Health and Safety Manager) until it is possible for them to leave safely</li> <li>• Head of FE/HE <b>and</b> 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</li> <li>• Any staff assisting someone who has become symptomatic and 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.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the symptomatic person's symptoms worsen</li> </ul>		

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
		<ul style="list-style-type: none"> <li>Unwell students who are waiting to go home are supervised either outside or in the designated quarantine room where they can be at least two metres away from others</li> <li>Areas used by unwell students who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> </ul> <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>		
<p>Poor management of student numbers reduces the ability of students and staff to practise social distancing.</p>	<p>16 (4x4) Unacceptable</p>	<ul style="list-style-type: none"> <li>Timetabling in place to enable access to college where possible and to allow face to face teaching to return as standard with very few limited exceptions</li> <li>Mask wearing is advised in all IT spaces, libraries, workshops and ALS/AMT unless exempt or if 2 metre distancing cannot be maintained</li> <li>Where staff/visitors are exempt from wearing a mask then they are politely asked to wear a green, exempt lanyard which is available from reception and to maintain social distancing from others</li> <li>Keep to the right principle in all corridors, stairwells and high traffic areas enforced though out each campus. Wheelchair users and those with a disability have right of way and only need to 'keep to the right' if possible.</li> <li>Large staff meetings to continue online to mitigate the risk of larger groups in enclosed and crowded areas</li> </ul> <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>	<p>6 (2x3) Moderate</p>	<p>Head of FE/HE Teaching and Technical staff</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
A student/staff member is tested and has a confirmed case of coronavirus.	16 (4x4) Unacceptable	In line with government advice: <ul style="list-style-type: none"> <li>The college will work with Council Outbreak Control Group to identify staff and students who may have had close contact with the student/staff concerned</li> <li>Staff follow COVID reporting procedure guidance (All staff have access to procedure through Staffnet)</li> </ul>	12 (3x4) High	Principal Head of FE/HE
Student and staff movement at break-time and lunchtime increases the risk of infection.	16 (4x4) Unacceptable	<ul style="list-style-type: none"> <li>Designated eating and break areas for students</li> <li>Students to be reminded about cleansing hands before and after eating and/or drinking</li> <li>Students encouraged to eat outside or inside socially distanced</li> <li>Café tables have clear screens on tables to reduce the possibility of virus transfer when eating and/or drinking. Screens retained for optional use and can be used as additional precautions</li> <li>Café tables have sanitiser and wipes to enable wiping down of surfaces and sanitising hands</li> <li>Additional seating outside the Hub at FL and in courtyards at CRC</li> <li>Cleaning materials available for students/staff to self-clean table areas before eating</li> <li>All communal area windows and doors (not fire doors) open to aid ventilation (in some conditions, e.g. very cold weather, guidance around reduced window opening may be followed): <a href="http://www.gov.uk">New film shows importance of ventilation to reduce spread of COVID-19 - GOV.UK (www.gov.uk)</a></li> </ul>	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"> <li>Students and staff to clean surfaces and other areas within teaching spaces before and after use</li> </ul>	6 (2x3) Moderate	Head of FE/HE IT Manager

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
		<ul style="list-style-type: none"> <li>• Tissues and hand sanitiser to be located in each studio/learning space</li> <li>• Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open</li> <li>• Students/staff to clean IT equipment (especially keyboards) with anti-viral wipes before and after each use</li> <li>• Shared telephone handsets to be cleaned with anti-viral wipes before and after each use</li> <li>• 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</li> <li>• Hand sanitiser/wipes in place at photocopiers/shared keyboards/telephones etc.</li> <li>• Social distancing floor signs in place by photocopiers</li> <li>• Additional cleaning taking place including door handles, doors and toilets cleaned regularly</li> <li>• Increased ventilation – doors and windows open where possible (not fire doors)</li> </ul>		Facilities and H&S Manager
Poor student behaviour increases the risk of the spread of the infection	16 (4x4) Unacceptable	<ul style="list-style-type: none"> <li>• Updated covid code shared with staff and students and any changes highlighted</li> <li>• Student behaviour and code of conduct given to students</li> <li>• Myconcern/Pro-monitor utilised for reporting of behaviour</li> <li>• Staff to control student behaviour and inform Head of FE/HE if necessary</li> </ul>	9 (3x3) Moderate	Professional services

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
Emergency evacuation due to fire etc.	12 (2x4) High	<ul style="list-style-type: none"> <li>Staff to communicate emergency evacuation procedures to students. Students should not hesitate to follow fire procedures for fear of breaking social distancing guidelines</li> </ul>	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"> <li>Ensure that all cleaning (including deep clean) and associated health and safety compliance checks have been undertaken where necessary</li> <li>A nominated member of staff (Facilities and H&amp;S Manager) monitors the standards of cleaning in college and identifies any additional cleaning measures</li> <li>Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on touch points e.g. door handles, toilets).</li> <li>All staff are responsible for cleaning their own work space.</li> <li>Students to be encouraged and guided to clean their own spaces and tables after use.</li> </ul>	6 (2x3) Moderate	Facilities and H&S Manager
Visitors increase the risk of infection	16 (4x4) Unacceptable	<ul style="list-style-type: none"> <li>All visitors briefed with the COVID code prior to arrival and briefed at reception before entering into the main part of the building</li> <li>Large groups unable to socially distance will continue online</li> <li>Contractors briefed to follow Covid secure behaviour including hand sanitising and mask wearing</li> <li>Staff advised to keep external visitors to a minimum (exhibition audiences addressed in separate RA)</li> <li>Students and staff must not bring anyone person into the building.</li> </ul>	6 (2x3) Moderate	Facilities staff Reception 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
Risk of unforeseen behaviours/issues	9 (3x3) Moderate	<ul style="list-style-type: none"> <li>Regular IMG updating on teams to problem solve and report back to staff on COVID related practices.</li> </ul>	6 (2x3) Moderate	Incident Management Group
Risk of infection from educational visits offsite	9 (3x3) Moderate	<ul style="list-style-type: none"> <li>No overnight stays currently being authorised</li> <li>A limited number of day trips to be approved after the risk assessment has been approved by the Head of FE/HE</li> </ul>	6 (2x3) Moderate	Teaching staff
Risk of infection from onsite exhibitions	9 (3x3) Moderate	<ul style="list-style-type: none"> <li>No exhibition to be undertaken until a risk assessment has been completed and approved.</li> <li>There are various types of onsite exhibitions. Each will have their own mitigating factors and a separate risk assessment raised for each one.</li> </ul>	6 (2x3) Moderate	All staff
Infection from close contact educational activity (music and performing arts and open access workshops)	9 (3x3) Moderate	<ul style="list-style-type: none"> <li>PA and music staff follow subject specific guidance with additional risk assessments</li> <li>Screens used to separate music performers and other staff/students</li> <li>PA performers socially distanced from audience</li> <li>Wearing additional masks/visors</li> <li>All performances with a public audience (internal or invited) to be approved through the risk assessment process by HFE/HHE.</li> </ul>	6 (2x3) Moderate	Teaching staff
Increased risk of infection to vulnerable students	9 (3x3) Moderate	<ul style="list-style-type: none"> <li>Consideration given to vulnerable students and individual risk assessments carried out and adjustments made as appropriate.</li> <li>Clinically extremely vulnerable young people can attend college following their individual risk assessment.</li> </ul>	6 (2x3) Moderate	Mel Williams
Increased risk of infection to clinically extremely vulnerable staff and	16 (4x4) Unacceptable	<ul style="list-style-type: none"> <li>Individual risk assessments on all clinically extremely vulnerable and clinically vulnerable staff carried out</li> <li>Staff who are clinically extremely vulnerable are supported and additional precautions taken where required</li> </ul>	9 (3x3) Moderate	Personnel Line managers

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
clinically vulnerable staff		<ul style="list-style-type: none"> <li>Pregnant staff or students – individual risk assessment undertaken and updated regularly, including reference to Government and NHS covid guidance, to mitigate risk.</li> </ul>		
Complacency regarding the covid guidelines increasing the risk of transmission	9 (3x3) Moderate	<ul style="list-style-type: none"> <li>Guidelines reviewed</li> <li>Communications sent to parents to re-enforce protective measures</li> <li>Awareness raised of new variant covid through communication</li> </ul>	6 (2x3) Moderate	All staff and students
Asymptomatic transmission of covid-19	9 (3x3) Moderate	<ul style="list-style-type: none"> <li>Lateral flow test kits available to all students and staff for twice weekly testing at home. Results to be reported to the college</li> <li>Adhering to the guidelines on 'Hands, Face, Space'</li> <li>Continuing with 'Catch it, bin it, kill it' approach</li> <li>Onsite lateral testing offered to FE students in induction week</li> </ul>	6 (2x3) Moderate	

**Full Version Control Table**

<b>Version Number</b>	<b>Information</b>	<b>Author</b>	<b>Date</b>
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
2.2	Review AA/JM	BG	26/11/2020
3.0	AA/JM	BG	01/12/2020
3.1	Review AA/JM. Feedback from IMG	BG	07/01/2021
4.0	AA/JM	BG	26/01/2021
4.1	AA/JM	BG	03/03/2021
4.2	Review H&S committee/IMG	BG	04/03/2021
5.0	AA/JM	BG	09/03/2021
5.1	Review AA/JM/XH	BG	15/03/2021
6.0	AA/JM/XH	BG	15/03/2021
6.1	AA/JM	BG	14/04/2021
6.2	Consultation with Incident Management Group and H&S Committee	BG	16/04/2021
6.3	AA/JM	BG	26/04/2021
7.0	AA/JM	BG	27/04/2021
7.1	AA/JM/IMG/H&S Committee	BG	25/05/2021
8.0	AA/JM	BG	27/05/2021
9.0	JM minor amend ref exhibitions	BG	11/06/2021
10.0	JM/AA amend ref face coverings during exhibitions. Agreed with IMG	BG	16/06/2021
10.1	Review up to end of term	BG	29/06/2021
10.2	Review AA/JM/IMG/H&S Committee	BG	06/09/2021
11.0	Issued	BG	09/09/2021