

## COVID-19 Risk Assessment – NCD 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 Doncaster. **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.**



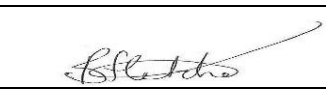
Area of Concern	Risk	Risk Level Before Controls <i>Low = 1-2 Medium = 3-4 High = 6+</i>	Control Measures	Risk Level After Controls <i>Low = 1-2 Medium = 3-4 High = 6+</i>	Additional Actions/Resources Required	Title of Relevant Documents or Links to Government Advice	Responsibility	Control Measures in Place?
Governance, Policies and Procedures	<b>Outbreak Management</b> <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	<b>Transmission of COVID-19 on public transport or dedicated transport (college buses)</b>	6	Communication to staff and students highlighting the need for wearing face coverings on public or dedicated transport.	4	Confirm with suppliers of dedicated transportation that students are monitored and control measures implemented.		SLT	
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 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	

	<p>individuals on commonly touched surfaces (e.g. door handles, door plates, tables, keyboards, mice, toilets, hand rails)</p>		<p>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 (commonly touched surfaces, toilets). Cleaning staff 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. <b>Cleaning products available in rooms for use by staff if required.</b></p>		<p>Disposable clothes, Warm water, Disposable Gloves, Disposable Apron, Full face mask, refuse bags</p> <p>Individual staff and students to clean computer equipment with alcohol spray prior to use.</p> <p>Individual staff and students to follow cleaning procedures when using equipment.</p>	<p><a href="#">healthcare settings</a> COVID10 Cleaning Procedures</p>	<p>Team Lead</p>	
	<p>Transfer of viral particles on soft furnishings</p>	<p>6</p>	<p>Daily cleaning of all soft furnishings with Bytorol or equivalent cleaning product EN14476 rated to kill COVID like viruses.</p>	<p>2</p>		<p><a href="#">Bytorol Cleaning Product</a></p>	<p>Trust Estates Manager</p>	
	<p>Transfer of viral particles on shared equipment in practical subjects</p>	<p>6</p>	<p>Where possible avoid equipment use by multiple students.  Safe Systems of Work prepared for each subject area based on Shared Equipment Risk Assessment</p>	<p>2</p>	<p>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.</p>	<p>COVID16 Shared Equipment</p>	<p>H&amp;S Manager, HoS, Subject Teachers, Technicians</p>	
	<p>Disposal of used cleaning products</p>	<p>4</p>	<p>Bins with double bin liners in all classrooms and common areas.  Bins emptied on a daily basis by cleaning staff in line with government guidance.</p>	<p>1</p>	<p>Cleaning staff provided with training on safe handling of waste from classrooms.  Site waste stored for 72 hours before disposal in</p>	<p><a href="#">Decontamination in non-healthcare settings</a></p>		

					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	<p>Students offered two onsite tests on return to setting.</p> <p>Staff and students offered two home tests per week as part of asymptomatic testing program.</p> <p>Staff and students encouraged to continue to complete and report home testing via the NHS website.</p> <p>On-site asymptomatic testing available for staff and students unable to complete testing at home.</p>	<a href="#">Schools coronavirus (COVID-19) operational guidance</a>	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	<p>All site users reminded of importance of hand hygiene, catch it, bin it kill it, and social distancing.</p> <p>Cleaning staff assigned to carry out constant cleaning of commonly touched surfaces and toilets, in line with guidance on cleaning, while site is in use.</p> <p>Signage placed at all photocopiers and printers with guidelines on cleaning before and after use</p>	3	<p>Cleaning of door handles, touch pads, bannisters, tables and toilets throughout day.</p> <p>Staff and students to clean computer equipment, particularly keyboards and mice, with alcohol spray provided prior to use.</p> <p>Alcohol spray placed next to all photocopiers and printers.</p> <p>Hand sanitiser distributed throughout site, including in classrooms and on corridors.</p>	<p><a href="#">Cleaning in non-healthcare settings</a></p> <p>COVID10 Cleaning Procedures</p>	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	<p>Disinfect equipment between uses with suitable cleaning products.</p> <p>Where equipment is shared in a short period of time ensure students maintain good hygiene</p>	COVID16 Shared Equipment	H&S Manager, HoS, Subject Teachers,	

					practises and clean items before and after use.		Technicians	
Student Wellbeing	<b>Mental Health</b>	4	Training for staff on emerging issues around student wellbeing	2			HR Manager, Estates Manager	
	<b>Toilet Facilities</b>	4			Cleaning staff assigned to clean toilets regularly through the course of day			
	<b>Water/Food</b>	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 anxiety related to COVID-19 situation.	2		<a href="#">Social Distancing</a> <a href="#">NHS Mental Health Advice</a> 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. <b>CEV individuals should attend site and closely follow systems of controls to minimise risk of infection.</b> <b>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.</b>	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 <a href="#">Schools coronavirus (COVID-19) operational guidance</a>	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 provided to ensure messages are as clear as possible (email, website, text message)	1		COVID13 Clinically Extremely Vulnerable COVID14 Clinically Vulnerable	CEO, Principals	
Contractors/Visitors on Site		4	Visitors and contractors will follow the current safeguarding checks prior to attending site. <b>Visitors will be asked to not attend site if they are displaying symptoms consistent with COVID-19.</b>	1	Records, including contact details, kept for 21 days of all visitors to site for purposes of Track and Trace. Ongoing review of procedures to ensure they	COVID09 Site Visitors	Estates Manager, Site Team Leads	

					reflect latest advice from DfE.			
Trips and Visits		6		4	When planning trips consideration must be given to control measures and wider advice which applies to the venue.	<a href="#">Health and Safety on Educational Visits</a>	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 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.	<a href="#">COVID-19 Confirmed Case</a>	H&S 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.	<a href="#">COVID-19 Suspected Case</a>	H&S Manager, First Aid Staff	

Document Status					
Document Lead (Title)	Trust Health and Safety Manager		Review Period	As required	
Signed (H&S Manager)			Date	2/8/21	
Signed (CEO)			Date	13/8/20	
Signed (Principal – NCD)			Date	13/5/21	
AMENDMENTS					
Version	Review Date	Area of Document	Amendment	Audience	How Communicated
		Site Safety - Timetable	Statement added to reflect ongoing review taking place by Principals and senior staff to improve arrangements.	All site users	N/A
		Staff Arrival	Wording changed to reflect ongoing communications with staff.	Staff	Via Principals
		Student Arrival	Statement added to reflect ongoing review taking place by Principals and senior staff to improve arrangements.	Students	N/A
Mar21 Re-opening	25/2/21	Site Safety – Numbers at entrances	Return to arrangements in place when site fully open (Autumn Term).	Staff and Students	Via Principals, signage on sites
		Fire Safety	Return to arrangements in place when site fully open (Autumn Term).	All site users	Training provided earlier in year. Reminders to relevant staff members.
		First Aid	Removed statement requiring site team leads to provide details of unique first aid arrangements to onsite staff. Return to standard first aid procedures. Added in reference to suitable grade of facemasks for use by staff in situations with higher risk of infection.	All site users	Site Team Leads informed via email.
		Cleaning	Returned to previous statement about having additional cleaning staff on site when open. Include statement about cleaning staff assigned to LFD testing area.	Cleaning staff	Cleaning team leads informed via Estates.
		Infection control - asymptomatic individuals attending site	Testing statement amended to reflect latest testing regime outlined by DfE and DHSC.	All staff and students.	Communication from Principals in letters to parents/students and regular briefings to staff.
		Social Distancing - Classrooms	Statement reflecting latest DfE advice on face coverings in classrooms.	Student facing staff and Students	Briefings for staff and Principal's letters to students/parents
		Staff Wellbeing	Statement about staff at significantly increased risk removed as covered in	Staff	

			more detail in vulnerable individuals section of risk assessment. Statements added to record that staff workload is considered when changes made to working arrangements.		
		Vulnerable individuals	Changes made to reflect the latest guidance on protecting vulnerable individuals by offering home working.	Students and Staff	Via HR updates.
		Contractors/Visitors on site	Statement added to reflect ongoing review of procedures for visitors.	All contractors and visitors	Information provided prior to visiting site and on arrival.
		Water systems and fire safety	Reference to chlorination of water systems removed as building has not been closed for an extended period during this lockdown.	Site Team	Via line managers
Step 3 Roadmap out of Lockdown	11/5/21	Table Heading	Altered to reflect altered formatting of linked COVID risk assessments		
		Governance, Policies and Procedures	Added details on frequency of invacuation and evacuation drills as it is now clear how frequently it is possible to carry these out.	All site users	Emails from H&S Manager and Principal
		Numbers at Entrances	Removed "Signage placed to remind staff and students of proper social distancing etiquette." due to repetition in same section of document.		
		Fire Safety	Removed "Staff unfamiliar with evacuation procedures due to extended break" as no longer accurate given time since site re-opened.		
		Cleaning	Removed "Additional cleaning staff are specifically assigned to cover the on site asymptomatic testing sites." as mass on-site testing has finished.	Cleaning Staff	Via line manager
		Infection Control	Statement changed to reflect move to asymptomatic home testing from on-site testing.	All staff	Regular communication throughout testing process
		Infection Control	Disinfectant wipes changed to alcohol spray to reflect products available.		
		Social Distancing	Face covering advice updated to reflect latest guidance.	All site users	Email communication, staff briefings, visitors informed on site entry
			Removed "Posters, with RAG system placed in all areas to show where face coverings are required (Red), advised (Amber) or optional (Green)." As no longer relevant under latest guidance.		
		Vulnerable Individuals	Actions regarding CEV, CV and Pregnant individuals updated to reflect updated	All site users	Communicated through HR department and PTs

			guidance.		
		Trips and Visits	Section added to reflect updated guidance.	Trip Leaders, SLT and HoS	Email
Step 4 Roadmap out of Lockdown	2/8/21	Opening Statement	Amended to reflect introduction of outbreak management plans.	All site users	Email
		Governance Policies and Procedures			
		Site Safety	Removed – adaptations to usual modes of access/egress from site no longer required by guidance.	All site users	Email
		Water Systems and Fire Safety	Removed – adaptations to existing policies no longer required.	All site users	Email
		Fire Safety	Removed – adaptations to existing policies no longer required	All site users	Email
		First Aid	Remove statement about use of PPE when treating casualties not displaying COVID symptoms.		
		Invacuation and Lockdown	Removed – adaptations to existing policies no longer required	All site users	Email
		Social Distancing	Guidance no longer recommends social distancing measures in classrooms or communal areas.	All site users	Email
		Cleaning	Removed statement about staff needing to clean classrooms between lessons and added statement that cleaning products will be available for use where required.	All site users	Email
		Infection Control – Asymptomatic transmission	Added that students to be offered two on site tests on return to setting	Students	Letter, email communication
		Infection Control - Possible deposition of viral particles on commonly touched surfaces increases risk of contracting COVID-19 while using shared areas of college site	Added reference to hand sanitiser being distributed throughout site	All Staff and Students	
		Infection Control – Transfer of viral particles on shared equipment in practical subjects	Removed statement restricting use of equipment by multiple students.	All site users	
		Student Wellbeing	Removed requirement for supervision of communal areas by staff throughout day.	Students and student facing staff	
		Staff Wellbeing – Workload	Removed workload adjustments as staff will not have significant additional duties due to COVID-19 control measures.	All staff	



		Staff Wellbeing – Toilet Facilities	Removed as no longer required under guidance.	All Staff	
		Staff Wellbeing - Food	Removed as social distancing no longer required under guidance.	All Staff	
		Vulnerable Individuals	Removed reference to additional control measures for clinically vulnerable individuals. Amended CEV control measures to reference strict adherence while attending site.	All site users	
		Transport	Updated to reflect current control measures recommended by government.	All staff and students	Letter, email communication and start of term training/induction
		Contractors/Visitors on Site	Removed restrictions to visitors mixing with staff and students. Amended control measures to ensure visitors are requested not to attend site if they have symptoms that could be consistent with COVID-19	Estates staff and Reception staff	