

EXETER COLLEGE

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

GENERAL RISK ASSESSMENT - FORM RA2

FACULTY / DEPARTMENT	Cross-College	REF NO.	CV19-02/22
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TASK/OPERATION BEING ASSESSED	COVID-19 (Coronavirus): College Open
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PURPOSE/METHOD OF WORK
<p>Purpose: To make necessary arrangements to mitigate risks when the College is open to staff, students, visitors, contractors and members of the public when on College sites during the COVID-19 (Coronavirus) pandemic. The risk assessment considers the safety of all persons with the inclusion of planning and actions within the control measures to effectively manage procedures and, so far as is reasonably practicable, assist staff, students and contractors to manage their work as the College continues to support its students of all ages so they can benefit from their education and training in full.</p> <p>Each individual has a responsibility to adhere to the arrangements in place for both their safety and the safety of others in the College. Everyone must act accordingly and report anything that can affect anyone's health or safety to their line manager/Estates Department, tutor/teacher. The Estates Department continues to manage the College estate and facilities. In addition, they are managing the provision of specified COVID-19 PPE for faculties/departments and communications with all contractors.</p> <p>Method: Monitor guidance produced by the government and continue with effective staff communication channels established by SLT and the COG (COVID Operations Group) providing up-to-date advice and guidance on College actions and protocols, both internally and externally. Specific advice for all staff can be found on the Staff Hub: https://adexecollacuk.sharepoint.com/sites/staff/SitePages/Coronavirus.aspx This risk assessment to be reviewed and updated to remain in line with the government Guidance for Further education (FE), the national guidance for Working Safely During Coronavirus (COVID-19) and 'Step/Plan' guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>

SPECIFIC LEGISLATIVE REQUIREMENTS
Health & Safety at Work etc. Act Coronavirus Act Public Health (Control of Disease) Act The Health Protection (Coronavirus, Restrictions) (England) Regulations Management of Health & Safety at Work Regulations Control of Substances Hazardous to Health Regulations Personal Protective Equipment at Work Regulations Provision and Use of Work Equipment Regulations Workplace (Health, Safety & Welfare) Regulations

LEVEL OF SKILL/TRAINING REQUIRED
As identified by Head of Faculty/Department (HoF/D) in liaison with the COVID Operations Group (COG), Safety, Health and Environment Manager (SHEM), Occupational Health Advisor (OHA) and College Nurse (CN) for guidance.

CHEMICALS/MATERIALS INVOLVED	HSC NO.	ASSESSMENT DATE
TBC		

SPECIFIC WORK EQUIPMENT PROVIDED
TBC

RISK ASSESSMENT

MAIN HAZARDS AND RISKS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK	PERSONS RESPONSIBLE
<p>Person to person spread of infection</p> <p>Also refer to 'New Virus Variants (increased transmissibility)' section</p>	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Visitors</p> <p>Members of Public</p>	<p>-Clear communication of expectations in advance of arrival at College to reduce the risk of an infected individual attending:</p> <ul style="list-style-type: none"> • Although the government has removed the legal requirement to isolate, staff and students should not attend College if they have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people - The most effective way to avoid passing on COVID-19 infection is to stay at home and avoid contact with other people. • Many people will no longer be infectious to others after 5 days. Staff and students may choose to take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another LFD test the next day. If both these test results are negative, and they do not have a high temperature, the risk that they are still infectious is much lower and they can safely return to their normal routine and College. If they do not have two negative tests 24 hours apart within 10 days of developing symptoms or testing positive, they can only return to the College after 10 days, so long as they no longer have a high temperature. <p>-Full details in the government guidance - COVID-19: people with COVID-19 and their contacts</p> <ul style="list-style-type: none"> • If anyone in College develops COVID-19 symptoms, however mild, they must be sent home and advised to follow public health advice. • All faculties and departments to adhere to any changes reflected in the framework of escalation as advised by clear communications from SLT and COG e.g. mask wearing, essential visits or meetings only. • The College encourages visitors to test before coming to the College (this is not mandatory). • Key contractors are aware of the College's control measures and ways of working to reduce transmission risks. <p>The College stipulates that individuals self-isolate in line with the latest guidance advice and students and staff should return to the College as soon as isolation guidance advises it is suitable to do so.</p> <p>If you develop any of the main symptoms of COVID-19, stay at home and self-isolate immediately.</p> <ul style="list-style-type: none"> • If you have a positive LFD test result but do not have any of the main symptoms of COVID-19, stay at home and self-isolate for the advised period as soon as you receive the result. • The College must continue to control the risks and the following workplace controls remain unchanged: <ul style="list-style-type: none"> ➢ adequate ventilation ➢ sufficient cleaning ➢ good hand hygiene ➢ Continue to have interactions through a Perspex (or equivalent) screens • Effective communications ensure all persons on College premises can continue to adhere to infection control measures to continue to reduce the infection risk as appropriate: <ul style="list-style-type: none"> ➢ Handwashing facilities available and regular handwashing promoted to staff and students when they arrive on site, when they return from breaks, when they change rooms and before and after eating, in addition to good respiratory hygiene measures (catch it, bin it, kill it) ➢ Wearing a face mask/covering should persons wish and observing 2 metre distancing by adults between themselves and others. This is managed by each F/D -The transmission risk can continue to be further minimised by continuing to consider: <p>-Identified areas marked on floors as directional and distance guides for moving around College premises.</p> <p>-The use of stairs is encouraged in all those that are able, with lifts reserved for those with a disability, requiring priority access.</p> <p>-When using lifts, to reduce the transmission risks, continue to practice social distancing where you can, wash/sanitise hands after contact with buttons or handrails, avoid overcrowding, refrain from talking, do not lean on walls.</p> <p>-If there is an outbreak in a College setting or if central government offers the local area an enhanced response package, a director of public health might advise the College to temporarily reintroduce some additional control measures such as wearing face masks/coverings in communal areas and the College will react appropriately.</p>	<p>HoF/D</p> <p>Occupational Health Advisor (OHA)</p> <p>College Nurse (CN)</p> <p>Safety, Health & Environment Manager (SHEM)</p> <p>All</p> <p>HoF/D</p> <p>All</p> <p>All</p> <p>All Staff</p> <p>HoF/D</p> <p>All</p> <p>All</p> <p>HoF/D</p> <p>Staff Estates</p> <p>HoF/D</p> <p>Staff</p>

		<p>-For the latest guidance on continuing to reduce risks in the workplace, staff can refer to the HSE guidance on COVID-secure measures to implement.</p> <p>-The College continues to consult the workforce on health and safety matters, talking to workers and their representatives to help reduce risk.</p> <p>From 21st February the Government:</p> <ul style="list-style-type: none"> ● Removed the guidance for staff and students in most education and childcare settings to undertake twice weekly asymptomatic testing. <p>From 24th February the Government:</p> <ul style="list-style-type: none"> ● Removed the legal requirement to self-isolate following a positive test. However, adults and children who test positive continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days. ● No longer asks fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and removed the legal requirement for close contacts who are not fully vaccinated to self-isolate. ● Ended routine contact tracing. Contacts are no longer required to self-isolate or advised to take daily tests. ● Ended the legal obligation for individuals to tell their employers when they are required to self-isolate. 	All COG
CO2 Levels: Measuring and Monitoring Ventilation	Staff Students Contractors Visitors	<p>- Ensure there is an adequate supply of fresh air (ventilation) in enclosed areas of College teaching spaces and workplaces.</p> <p>-All faculties and departments provided CO2 monitors and guidance to measure the CO2 levels in identified rooms and act accordingly if levels are above the recommended 1500 PPM</p> <p>-Control measures implemented for poorly ventilated rooms/areas identified through risk assessment and monitoring</p> <p>-It is important to remember that CO2 monitors are an indicator of ventilation status and not infection risk.</p> <p>-Support on use and active measures to take provided by CLT and SHEA as necessary.</p>	HoF/D Staff SHEM
COVID-19 Testing (Lateral Flow Device)	Staff Students Contractors	<p>-Staff and students no longer need to continue to test twice weekly at home, with lateral flow device (LFD) test kits.</p> <p>-The College encourages parents and other visitors to take an LFD test at home before attending a College setting (this is not mandatory).</p> <p>-Clear instructions provided to staff and students on the testing process.</p> <p>-Staff and students in SEND settings, Alternative Provision and SEND units in mainstream schools and equivalent in FE colleges, are currently advised to continue twice weekly testing. This includes those students completing courses which are specifically for students with disabilities and/or learning disabilities, such as Supported Learning courses and Foundation/SEND courses. For further information, and for further details on testing arrangements in specialist settings, please see the SEND and specialist settings operational guidance.</p>	COG HoF/D All SHEM
Inadequate Cleaning Arrangements and Provision	Staff Students Contractors Visitors	<p>-Rooms and areas (classrooms, workshops, LRCs, food outlets) in use cleaned daily by College cleaning contractor using suitable cleaning products, including frequently used areas and equipment such as door handles.</p> <p>-Surfaces and regularly touched objects disinfected at frequent intervals, in addition to these contracted cleans. Individuals, daytime janitor and Faculties/Depts to take responsibility for this.</p> <p>-When disinfecting electrical equipment or areas where there is a risk of a draught/gust of air, spray the paper towel with the disinfectant and wipe areas accordingly.</p> <p>-Suitable cleaning products, paper towels and hand sanitisers are available from Estates for all Faculties/Departments and can be ordered via Job Tracker by an identified individual from each F/D to store centrally, distribute accordingly to staff and order new stock when needed.</p> <p>-Cleaning products used in line with manufacturers' directions, including first aid measures identified on the packaging/containers. Safety Data Sheets available from the SHEA.</p> <p>-Particular attention with cleaning should be paid to the start and end of each day, and in between uses by different people or groups as best practice.</p> <p>-Additional cleaning equipment has been purchased by the College to further support the cleaning arrangements i.e. fogging machines.</p> <p>-For specific guidance, follow the government guidance for cleaning in non-healthcare settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings-covid-19-decontamination-in-non-healthcare-settings</p>	Estates All Estates HoF/D All All HoF/D Estates All

<p>Inadequate Welfare Facilities & Hygiene Arrangements</p>	<p>Staff Students Contractors Visitors</p>	<p>-Suitable and sufficient provision of welfare facilities are provided and staff only toilets identified.</p> <p>-Hand-sanitiser provided for all classrooms, workshops and laboratories, with dispensers located at entrances and exits to College buildings and identified key areas on each floor.</p> <p>-Hand washing and toilet facilities maintained and cleaned regularly.</p> <p>-Waste to be swiftly disposed of with bins regularly emptied. Lidded bins to be used where possible to reduce likelihood of exposure to infectious air particles.</p> <p>-Frequent disinfection of surfaces conducted by all individuals, with deep cleans organised through Estates department when deemed necessary.</p> <p>-Legionella risk managed throughout lockdowns and breaks/holidays.</p>	<p>Estates</p> <p>Estates HoF/D Estates All Estates</p>
<p>Inadequate management of staff health or support needs</p>	<p>Staff</p>	<p>-Anyone who fears that returning to work puts them or anyone else in their household at an increased risk of contracting the virus than if they stayed at home/worked from home must speak with their HoF/D/Line Manager who will follow guidance from HR. A referral to Occupational Health is likely to be required and supporting evidence may be necessary. Professional advice may be needed to support this request and a specific individual risk assessment will be produced as appropriate before returning to work.</p> <p>-Health needs to be communicated, if not previously declared, to the Line Manager so the College can act and support accordingly.</p> <p>-Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</p> <p>-Where a need for further guidance has been identified, including support for mental health and wellbeing, it will be actioned as required by the HoF/D with support from the College & OH Nurse & SHEA.</p>	<p>HoF/D HR CN & OHA SHEM</p> <p>All HoF/D</p>
<p>Inadequate management of learner health or support needs due to unfamiliar or reduced staffing</p>	<p>Staff Students Contractors Visitors</p>	<p>-Student health needs to be communicated by completing a Health Declaration Form.</p> <p>-Staff to be pro-active in reviewing relevant health information for students they are working with.</p> <p>-Considerations needed for substitute teachers or support staff who may be unfamiliar with a student's health and wellbeing needs.</p> <p>-All clinically extremely vulnerable (CEV) students should attend College unless they are one of the very small number of students under paediatric or other specialist care and have been advised by their clinician or other specialist not to attend.</p>	<p>All</p> <p>Student Exp. CN Staff HoF/D</p>
<p>PPE/C (inc. Face Coverings/ Face masks – also see person to person spread of infection section)</p>	<p>Staff Students Contractors Visitors</p>	<p>-Personal Protective Equipment/Clothing to be used for any tasks involving exposure to bodily fluids and when in close proximity to individuals with suspected coronavirus, in order to control the spread of infection.</p> <p>-Face coverings are a public health protection measure largely intended to help protect others. They are not classified as personal protective equipment (PPE) and are therefore not covered by health and safety legislation.</p> <p>-The government suggests that everyone continues to wear a face covering in crowded and enclosed spaces where they may come into contact with people they would not normally meet.</p> <p>- It is not ordinarily expected for teachers to wear a face covering whilst teaching students if they are at the front of the class, to support education delivery, although the College is sensitive to the needs of individual teaching staff.</p> <p>-Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work. PPE provided where identified in risk assessments.</p> <p>-If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</p> <p>-During the coronavirus (COVID-19) outbreak, additional PPE is only required in a very limited number of scenarios:</p> <ul style="list-style-type: none"> • if an individual child, young person or student becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained • when the use of PPE is specified in the COVID-secure, safe working guidance for the sector, for example, hairdressing courses need to follow the same guidance as salons when conducting practical work • teaching, support staff providing one-to-one support services for students such as LAs for example <p>-Staff to ensure correct use and disposal of PPE.</p> <p>-PPE supplied to include disposable aprons, gloves, safety glasses and type 1 and type 2, type 2R clinical face masks, as necessary for the task (additional</p>	<p>Staff All</p> <p>All Staff</p> <p>Staff HoF/D Estates Staff</p> <p>Staff</p> <p>Estates HoF/D</p>

		<p>aprons provided in first aid boxes on College sites). FFP2 masks are available for those where it is identified as PPE in a specific, individual risk assessment.</p> <p>-Face coverings/masks must be used correctly and cleaned appropriately to reduce the risk of spread.</p> <p>-College COVID-19 safety is primarily managed through collective protection measures, hygiene and fixed teams or partnering, not through the use of PPE.</p>	All
Teaching and Learning Activities inc. limited attendance virtual events, and student interviews	Staff Students Contractors Visitors	<p>-Teaching and learning activities continue in line with the latest government guidance and staff must refer to the relevant sections in this risk assessment on face masks, social distancing, cleaning, ventilation etc. as appropriate.</p> <p>-Educational Visits to be submitted as appropriate, to include suitable risk assessment of all COVID risks and to meet the latest government guidance and insurance requirements.</p> <p>-Suitable staff : student ratios to be considered in line with guidance for EVs.</p> <p>-Maximum numbers to be considered, taken from the latest guidance for indoor and outdoor activities.</p> <p>-For activities within learning programmes, Faculties and Departments to also refer to specific guidance produced by their governing body for all activities e.g. hairdressing, barbering and beauty salons, sports and fitness facilities or restaurants, external catering, they must comply with guidance in working safely.</p> <p>-On-site kitchens and the external catering contractor must comply with the guidance in working safely.</p> <p>-Suitable and sufficient cleaning products and hand sanitiser provided in all teaching spaces with staff and students advised on their use.</p> <p>-Rooms ventilated where possible by opening windows and doors (not fire doors) or via a building's mechanical ventilation (air handling units) to rooms where there are no opening windows (fresh air brought into a room and air extracted to keep air flow moving). Also see <i>CO2 Levels: Measuring and Monitoring Ventilation section above</i></p> <p>-The air conditioning systems cross-college are extremely low risk in ventilated rooms/areas (HSE guidance). Estates have worked with the heating and ventilation contractors to further confirm this.</p> <p>-Suitable arrangements in place for open events and student interviews, in line with the latest government guidance to include site set up and room layout, cleaning, disinfecting, ventilation, handling and storing equipment, managed by the relevant departments accordingly, in liaison with the Estates Department and SHE Manager, following the control measures identified in this risk assessment.</p> <p>-All personal information to be handled in line with the GDPR and information to be held in line with the College's Data Protection Policy</p> <p>-Safeguarding requirements established and managed accordingly by the event organisers. Exeter College interaction from College premises to be in accordance with Exeter College's Safeguarding Policy.</p>	<p>HoF/D All</p> <p>All</p> <p>Estates SHEM</p> <p>SHEM Estates</p> <p>All Estates SHEM</p> <p>Organisers Estates SHEM</p> <p>Organisers</p> <p>Organisers</p>
College Staff Visiting external businesses and workplaces to support learning	Staff Students Visitors	<p>- Visits to support apprenticeships and traineeships to proceed in line with the latest government guidance.</p> <p>-College staff to familiarise themselves with the visitor information provided by a business prior to visiting.</p> <p>-Visiting staff to follow all specific procedures and protocols for the business and venue(s) they are visiting e.g. mask wearing</p> <p>-Always maintain good hand and respiratory hygiene on all premises/sites.</p>	<p>Staff HoF</p> <p>Organiser</p> <p>All</p>
Commercial use of College Premises	Staff Students Visitors	<p>-College venues proceed to allow bookings, with suitable control measures in place.</p> <p>-College premises being used for conferences, exhibitions, trade shows, private dining events or banquets hosted on College premises to be reviewed and risk assessed accordingly.</p> <p>-Clear instructions provided to the user/company booking College venue for COVID-19 arrangements, visitor information prior to visiting a College site and identified specific arrangements as appropriate.</p>	<p>Estates HoF/D SHEM Staff</p>
Staff / Students / External Visitors: attending and/or transiting between College sites.	Staff Students Contractors Visitors	<p>-Staff and students to make themselves aware of expectations and safety measures for a College site before entering the premises e.g. visitor information poster.</p> <p>-External visitors and contractors to sign in and be made aware of the College's policy for face coverings/masks in indoor areas e.g. COG info posters</p> <p>-Staff member organising visits to College sites for external visitors to ensure they follow the College guidance available on the Staff Hub COVID-19 Latest Information page (organisers still complete visitor/guest speaker information required by the Student Services department).</p> <p>-Ensure suitable comms in place prior to visits to include College contact details, meeting times and locations etc.</p> <p>-Staff, students and all visitors to adhere to the College RA control measures at all times to mitigate the risks from COVID-19 during visit.</p>	<p>All</p> <p>Staff HoF/D Staff All</p>

Travel – Use of College Vehicles and Commuting	Staff	<p>-Staff and students travelling to the College to follow the latest guidance for safer travel.</p> <p>-Pool vehicles, faculty/department vehicles, work vans and minibuses provided with suitable cleaning products and hand sanitiser by the respective faculty/department.</p> <p>-Staff can reduce the risk of transmission when sharing a vehicle by:</p> <ul style="list-style-type: none"> • opening windows for ventilation • cleaning the vehicle between journeys using standard cleaning products, making sure to clean door handles and other areas that people may touch <p>-All staff have the responsibility to notify the Estates office when replacement cleaning products are required for Pool vehicles.</p> <p>-Ensure all belongings are taken with you after using a College vehicle</p> <p>-External visits to be conducted in line with the College's and employer/venue's procedures. (See above section for external visits)</p>	HoF/D Estates All All All
Waste Disposal	Staff Students Contractors Visitors	<p>-Adequate facilities provided for the disposal of waste, including PPE.</p> <p>-Waste contractor collects all contaminated waste streams.</p> <p>-Suitable PPE provided as necessary for use when handling waste products.</p> <p>-Estates team advice to be sought regarding safe storage/removal.</p>	Estates Estates
Fire/Emergency		-If an emergency situation or evacuation occurs, persons involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	All

MANUAL HANDLING RISK	
Has a manual handling risk been identified?	No
Is the risk considered to be	High / Med /Low
Is a further detailed assessment required?	No
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.	

PERSONAL PROTECTIVE EQUIPMENT REQUIRED	
PPE as identified in risk assessment	
Is training and/or instruction required	Yes
Is there need for special accommodation	Potentially
Is there need for test/examination	Yes
Is all P. P. E. compatible	Yes

FREQUENCY OF MONITORING				
Ongoing	3 Months	6 Months	1 Year	> 1 Year
✓				

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years
✓				

Signed



Post/Title: SHE Manager

Date: 24/02//2022

Any questions to be forwarded to HoF/Ds, line managers or tutors.