

## Risk Assessment – COVID19

Reference No: NHCRA/NHC/001

<b>Curriculum Area/ Department:</b>	<b>All NHC sites All staff</b>	<b>Risk Assessors (Name/Position):</b>	Giles Huby, Senior H&S Manager	<b>Date of Assessment:</b>	22 Mar 2021
<b>Scope of Risk Assessment:</b>	<p><b>This Risk Assessment (RA) is intended to mitigate general risks related to COVID19 for students and staff engaged in work on NHC sites.</b></p> <p><b>It must be complied with fully by all students and staff who have been authorised to access NHC sites during phases of lockdown (lockdown phases are defined in the latest version of Scottish Government's COVID19 route map<sup>1</sup>).</b></p> <p><b>Refer to additional COVID19-related RAs for location-specific or activity-specific risks.</b></p>				
<b>Approved By (Name/Position):</b>		<b>Date Approved/Signature:</b>		<b>Review Date:</b>	
Giles Huby, NHC Senior H&S Manager		<i>Signed electronically</i>		22 Mar 2021	

<b>Date Reviewed</b>	<b>Name/Position</b>	<b>Change summary</b>	<b>Version</b>
05 Jun 2020	Giles Huby, Director of ETEC	Initial Issue	1.0
18 Jun 2020	Giles Huby, Director of ETEC	Amends cleaning waste disposal following suspect COVID case; updates wrt reference <sup>1</sup>	1.1
07 Aug 2020	Giles Huby, Director of ETEC	Students added to scope; reference <sup>1</sup> updated; general updates due to Phase 3 context; duplicated content removed	1.2
25 Aug 2020	Giles Huby, Director of ETEC	Amends details of signing in/out, hand washing, equipment cleaning details in break and workshop areas; and face coverings, following SG schools' guidance update	1.3
02 Sep 2020	Giles Huby, Director of ETEC	Face coverings details updated following updated SG guidance	1.4
28 Sep 2020	Giles Huby, Director of ETEC	Amended vs updated SG guidance on car sharing, individual Risk Assessments, Protect Scotland app; and site access details	1.5
30 Nov 2020	Giles Huby, Director of ETEC	Sect 1 updated to include Test & Trace contact	1.6
22 Mar 2021	Giles Huby, Director of EBE	Sect 4 updated with respect to school senior phase pupils	1.7

<sup>1</sup> <https://www.gov.scot/publications/covid-19-framework-decision-making-scotlands-route-map-through-out-crisis-phase-3-update-30th-july-2020/pages/3/>

6 May 2021	Jim Hutton Health and Safety Officer	Sect 4 updated with respect to senior phase pupils	
21 July 2021	Jim Hutton Health and Safety Officer	Sect 1 updated to include Information on voluntary LFD testing. All references to 2m social distancing changed to 1m Section 3 wording changed from essential to necessary	1.9
16 Aug 2021	Jim Hutton Health and Safety Officer	Sect 1 updated to reflect change in guidance for higher risk employees. Vaccination recommendation from public health Scotland and college promotion of the programme added LFD testing twice weekly recommendation from public health Scotland and college promotion of the programme added Sect 2 updated to reflect the need to purge ventilate college vehicles after use. Sect 6 Ventilation requirement for all staff to watch the HSE video on ventilation and actions required by them. Ventilation requirement for all staff to read HSE guidance information and actions required by them. CO2 monitor usage and the action required by whoever is in control of the room/space. Sect 7 Change to allow break areas to be used provided all covid restrictions are followed Change to allow event refreshments provided all covid restriction measures are followed. Change to allow communal tea/coffee serving provided all covid restriction measures are followed. Change to allow refreshment provision to 3 <sup>rd</sup> party permitted visitors provided all covid restriction measures are followed.	1.10
23 Aug 2021	Jim Hutton Health and Safety Officer	Sect 4 Change to School Groups School bubbles no longer required,, 1metre distancing, face coverings to be worn at all times.seating plans to allow track and trace,	
25Aug 2021	Giles Huby Director of EBE	Sect 3 Removal of restriction on 3 <sup>rd</sup> party visitors Sect 4 Changes to mandatory Face Coverings Information	
1 Sep 2021	Jim Hutton Health and Safety Officer	Sect 4 changes to mandatory face coverings information	
21 <sup>st</sup> Sept	Jim Hutton Health and Safety Officer	Sect 4 changes to mandatory face covering information and SG change to workplace and defined list settings	
22 <sup>nd</sup> Dec 2021	Jim Hutton Health and Safety Officer	Changes to layout to improve flow of the RA. Section one Work from home unless attendance is essential Section One Link to current Public Health so check advice on current household isolation	

Hazard		Initial Risk			Controls	Residual Risk		
Hazard Description	People at risk	Severity	Likelihood	Risk Rating	Describe fully all controls applicable. If a control can only be verified by documentation, then it must be available. All controls must be valid in that they reduce severity, likelihood or both.	Severity	Likelihood	Risk Rating
<b>1. Before visiting any NHC site</b>								
<b>COVID19 transmission</b>	Students, Staff, Contractors	<b>5</b>	<b>3</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• <b>Students &amp; Staff must work/study from home <u>except</u> where attendance is essential for practical course work or for essential study or for essential college related work that must be carried out on site, and only stay on the NHC site for the duration of the activity.</b></li> <li>• If unsure whether this applies to you: <ul style="list-style-type: none"> <li>○ Students can clarify this with their PAT.</li> <li>○ Staff can clarify this with their Line Manager.</li> <li>○ Contractors can clarify with their NHC contact.</li> </ul> </li> </ul> <p style="text-align: center;"><b>SELF ISOLATE WHEN REQUIRED</b></p> <ul style="list-style-type: none"> <li>• <b>Do not visit any NHC site if:</b> <ul style="list-style-type: none"> <li>○ You or anyone in your household displays any COVID19 symptoms (as per latest NHS Scotland guidance).</li> <li>○ You or anyone in your household is waiting for COVID19 test results or has a confirmed diagnosis and the latest guidance at <a href="#">NHS INFORM</a> states that you should self-isolate.</li> <li>○ You have been contacted by NHS Scotland's Test &amp; Protect organisation as a close contact of someone who has the virus<sup>2</sup>.</li> </ul> </li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>

<sup>2</sup> [Coronavirus \(COVID-19\): Test and Protect information leaflet - gov.scot \(www.gov.scot\)](https://www.gov.scot/resources/publications/2020/202010/Coronavirus_COVID-19_Test_and_Protect_information_leaflet.pdf)

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					<ul style="list-style-type: none"> <li>• If it is still appropriate for you to visit an NHC site <b>carry out the following beforehand:</b> <ul style="list-style-type: none"> <li>○ Read this RA in full. If you are unsure of any part of it please discuss with your PAT, line manager or NHC contact as applicable.</li> <li>○ Download the <u>Protect Scotland</u> app on your smartphone if you have one.</li> <li>○ Staff can still complete the SG Individual Risk Assessment<sup>3</sup> if they remain concerned about their health condition or are anxious about returning to work and, if their resulting Risk Rating was <i>High</i> or <i>Very High</i>, they need to confirm with their line manager whether additional risk mitigations need to be implemented <u>before</u> they visit the site. This discussion shall also evaluate whether it is in fact still appropriate for them to visit an NHC site at all.</li> </ul> </li> <li>• Due to the ongoing developments in national safety guidance details of when and how sites can be accessed - for activities other than practical teaching – will be published separately and amended when necessary. <ul style="list-style-type: none"> <li>○ Note that where staff believe they require access on multiple, consecutive days – other than for essential on-site practical activity – must have agreed the need for their visit with their line manager and Estates (via Unidesk) beforehand.</li> </ul> </li> </ul>			

<sup>3</sup> <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/>

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					<p align="center"><b>Controls Prior to Attending College</b></p> <p><b>VACCINATION</b></p> <p><b>Get Vaccinated</b> ( voluntary)</p> <p>Vaccination is promoted by college through website and communications to students and staff. Current Public Health information recommends that all staff and students take up the opportunity to receive the recommended doses of the Coronavirus vaccination and booster .</p> <p><b>TESTING</b> ( voluntary)</p> <p>It is recommended that voluntary LFD (Lateral Flow Device) Testing is carried out immediately prior to anyone attending North Highland College site. <b>Do not attend if test indicates a positive result. Arrange for a PCR test.</b></p> <ul style="list-style-type: none"> <li>Regular voluntary LFD testing is promoted by college via website and student and staff comms Test kits are available from the college and can also be <a href="#">ordered online</a> or picked up at <a href="#">local pharmacies.</a></li> </ul>			
<b>2. Travel to/from NHC sites</b>								
<b>COVID19 transmission</b>	Students, Staff, Contractors	<b>5</b>	<b>3</b>	<b>15</b>		<b>5</b>	<b>2</b>	<b>10</b>

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					<p><b>Controls Prior to Attending College TRAVEL</b></p> <ul style="list-style-type: none"> <li>• Avoid using public transport when travelling to and from work if possible – wear face coverings on public transport<sup>4</sup>.</li> <li>• You should only car share with members of your own, or extended, household. Where there is no alternative, and it is wholly unavoidable for you to share a vehicle with people from another household then you should: <ul style="list-style-type: none"> <li>○ keep to small groups of people at any one time;</li> <li>○ wear a face-covering, unless you are exempt;</li> <li>○ clean your hands before and after your journey;</li> <li>○ keep your distance and take care entering and exiting the vehicle;</li> <li>○ sit as far apart as possible in the vehicle, avoiding face-to-face;</li> <li>○ maintain good ventilation by keeping the car windows open;</li> <li>○ if the vehicle is your responsibility, clean the door handles and other areas that people touch;</li> <li>○ If you regularly share transport whether it is a car or minibus or other private vehicle, try and share with the same people each time.</li> <li>○ After using college vehicles purge ventilate the vehicle.</li> </ul> </li> <li>• School students travelling to NHC sites on dedicated school transport must wear face coverings.</li> <li>• See separate RA for use of NHC vehicles</li> </ul>			

<sup>4</sup> <https://www.gov.scot/publications/coronavirus-covid-19-phase-2-staying-safe-and-protecting-others/pages/face-coverings/>

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<b>3. Entering and Leaving an NHC Site</b>								
<b>COVID19 transmission</b>  <b>Chemicals</b> (alcohol-based hand sanitiser)	Students, Staff, Contractors	5	3	15	<ul style="list-style-type: none"> <li>• Before attending, check section 1 of this RA and ask yourself if your attendance is <i>essential</i> rather than <i>desirable</i>. If it is not essential, do not visit!</li> <li>• No entry shall be permitted to anyone displaying COVID19 symptoms.</li> <li>• Entry and exits to building/site are limited to the minimum number of points required.</li> </ul> <p><b>The following hygiene measures must be observed by all:</b></p> <ul style="list-style-type: none"> <li>○ Use gel/sanitiser on entry to the building and at regular intervals.</li> <li>○ Avoiding touching eyes, nose and mouth</li> <li>○ Wash hands frequently, with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</li> <li>○ Cover your cough or sneeze with a tissue and throw it away in a bin and wash your hands.</li> </ul> <ul style="list-style-type: none"> <li>• Hand sanitiser pump action containers available in multiple work areas of NHC buildings and especially on main travel routes through the building/site including access and egress areas. However, hand washing with soap and water is the preferred method whenever possible. Hand sanitiser should not be used as a quick alternative to correct hand washing with soap and water if the latter is readily to hand. Refer to COSHH assessments for alcohol-based hand sanitiser.</li> </ul>	5	2	10

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					<p><b>You must observe all safety notices on site regarding all COVID19 precautions, including one-way systems in buildings, maximum room occupancy, distancing, and hand &amp; respiratory hygiene.</b></p> <ul style="list-style-type: none"> <li>• <u>Signing in/out – ALL:</u> <ul style="list-style-type: none"> <li>○ Anyone visiting NHC sites must sign in and out to facilitate contact tracing if required.</li> <li>○ When signing in/out with a hard copy register, use your own pen and sanitise hands before and after handling the register.</li> <li>○ At the Thurso main site sign in/out at the location most relevant: CfEE building, ETEC, Hair &amp; Beauty (Morven wing) or main reception.</li> <li>○ For ERI at Castle St sign in at the ERI main entrance.</li> <li>○ Staff &amp; students for all other sites will be notified of signing in arrangements separately if they differ from normal arrangements.</li> </ul> </li> <li>• <u>Signing in/out – Students:</u> <ul style="list-style-type: none"> <li>○ For those notified to attend inductions in person, lecturers will sign in students and obtain contact details for contact tracing purposes.</li> <li>○ For those required to attend teaching activities on site, lecturers will manage this using normal registration procedures.</li> <li>○ For those who have been notified to attend a face-to-face non-teaching activity, students must sign in/out at reception – and this must be arranged with and overseen by the section being visited.</li> </ul> </li> </ul>			



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					<ul style="list-style-type: none"> <li>• <b><u>Signing in/out – Contractors:</u></b> <ul style="list-style-type: none"> <li>○ This must be done at the Estates team office – the location will be notified to you beforehand.</li> </ul> </li> <li>• COVID-19 site controls must be notified to all returning students and staff (complying strictly with social distancing measures).</li> <li>• Hand sanitiser pump action containers available in multiple work areas of NHC buildings and especially on main travel routes through the building/site including access and egress areas. Refer to COSHH assessments for alcohol-based hand sanitiser.</li> <li>• Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.</li> <li>• Signs displayed reviewed and replaced as necessary.</li> <li>• Anybody visiting site will be informed that they are not to enter if they're experiencing COVID 19 symptoms and will be advised to self-isolate in line with government recommendations</li> <li>• Permitted visitors confined to strictly defined areas and no unnecessary movements around the building allowed.</li> <li>• Tea/Coffee refreshments may be served to 3<sup>rd</sup> party visitors if social distancing and hygiene standards are observed, all drinks are poured by a designated person and disposable cups are used.</li> <li>• Refreshments may be served at meetings/events If social distancing and hygiene standards are observed, all drinks are poured by a designated person and disposable cups are used.</li> </ul>			

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<b>4. Proximity to people on site</b>								
<b>COVID19 transmission</b>  <b>Chemicals</b> (alcohol-based hand sanitiser)	Students, Staff, Contractors	5	3	15	<ul style="list-style-type: none"> <li>Numbers of students and staff on site shall be kept at an <u>absolute minimum</u> by observing the principle of working/studying from home except those who must use specific facilities on an NHC site, and only staying on NHC site for the duration of the activity.</li> <li>All activity not requiring use of specific NHC facilities shall be conducted by working/studying from home.</li> <li>You must observe all safety notices on site regarding all COVID19 precautions, including one-way systems in buildings, maximum room occupancy, distancing and hand &amp; respiratory hygiene.</li> <li><b>At least 1m social distancing must be maintained in all locations</b> <ul style="list-style-type: none"> <li>Including between All staff and HE/FE students;</li> <li>Including between Staff and school pupils.</li> <li>Use of all available spaces to promote social distancing.</li> <li>Seating plans in all classes to be provided to allow for track and trace</li> <li>Pupils/students to sit side by side where possible as opposed to face to face.</li> </ul> </li> </ul>	5	2	10

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					<ul style="list-style-type: none"> <li>○ Congestion to be minimised where pupils/students require to move around in classes.</li> <li>• Maximisation of ventilation within teaching spaces.</li> <li>• To aid the maintaining of social distancing limit social interactions by staggering start/finish times and break/lunchtimes.</li> <li>• All must avoid social gathering on site, hand shaking and general close personal greetings.</li> <li>• Meetings to be held by VC /Teams. Where face-to-face discussions are essential, they should be held in the largest open space available, socially distanced, and for no more than 15 mins in a well-ventilated space..</li> </ul> <p style="text-align: center;"><b>FACE COVERINGS</b></p> <p><b>Face coverings to be always worn by staff within classes and communal areas. (defined exemptions can be applied)</b></p> <p><b>Face coverings to be always worn by students/pupils in libraries, lecture theatres, laboratories, classrooms, and communal areas.</b></p> <ul style="list-style-type: none"> <li>• <b>Face Coverings must be worn by all staff, students, visitors, and contractors:</b> <ul style="list-style-type: none"> <li>○ In all corridors and communal spaces (including toilets) as well as other areas of campus where 1m physical distancing cannot be guaranteed.</li> <li>○ In all places wherever a minimum of 1m distance cannot be guaranteed. This includes where people are interacting face-to-face at less than</li> </ul> </li> </ul>			

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					<p>1m for a sustained period (about 15 minutes or more) or for any amount of time where there is close contact within 1m. Face coverings should also be worn in the following circumstances (except where someone is exempt from wearing a covering):</p> <ul style="list-style-type: none"> <li>○ If practical activities involve occasional instances where 1m cannot be maintained between people, then face coverings <b>must</b> be worn throughout the activity.</li> <li>○ By senior phase pupils in all teaching areas, libraries, and communal areas.</li> <li>○ By all students in libraries, lecture theatres, laboratories and classrooms and all communal areas.</li> <li>○ When travelling on public transport, where adults and young people aged 5 and over are travelling on public and dedicated college and university transport.</li> </ul> <p><b>Face coverings can be removed indoors in the following circumstances <u>provided</u> the area is well ventilated and individuals are separated from each other by a partition or by maintaining a distance of at least 1 metre..</b></p> <ul style="list-style-type: none"> <li>○ By lecturers presenting a lecture in a lecture theatre and staff providing instruction, supervision and/or lessons in a laboratory or classroom setting whilst they are involved in these activities.</li> <li>○ By staff in office spaces, meeting rooms and training rooms.</li> <li>○ By staff working in a library.</li> </ul>			

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					<ul style="list-style-type: none"> <li>○ When eating and drinking</li> <li>○ When seated in a hospitality setting (which includes workplace canteens)</li> <li>○ When an individual is exempt from wearing a face covering due to physical or mental health condition which means they are unable wear a face covering.</li> <li>● Active monitoring to be carried out at regular intervals by Supervisors/Management.</li> <li>● <b>Face Coverings hygiene:</b> <ul style="list-style-type: none"> <li>○ face coverings should not be shared with others</li> <li>○ before putting on or removing the face covering, hands should be cleaned by washing with soap and water or hand sanitiser</li> <li>○ make sure the face covering is the right size to cover the nose, mouth and chin</li> <li>○ when temporarily storing a face covering (e.g., during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination</li> <li>○ re-usable face coverings should be washed after each day of use at 60 degrees centigrade or in boiling water</li> <li>○ disposable face coverings must be disposed of safely and hygienically. Staff and students should place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.</li> </ul> </li> </ul>			

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<b>Stress</b>	Students & Staff	<b>3</b>	<b>4</b>	<b>12</b>	<ul style="list-style-type: none"> <li>Regular communication is in place (individual and group) to ensure staff are fully informed of how and when to return to work safely.</li> <li>Workplace/controls put in place to reduce risk of transmission of COVID19 are documented in procedures and policies and disseminated to employees through line managers and HR.</li> <li>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</li> <li>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</li> <li>Concerns on workload issues or support needs are escalated to line manager.</li> <li>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</li> <li>Where stress risk assessments are already in place these must be reviewed and updated subject to the significance of new working arrangements.</li> <li>All to be made aware of supportive mechanisms available to them (e.g., counselling, occupational health, HR, etc) through line managers.</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>
<b>5. Incident Responses</b>								
		<b>5</b>	<b>3</b>	<b>15</b>	<b>Response to suspected COVID19 infection</b>	<b>5</b>	<b>2</b>	<b>10</b>

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<b>COVID19 transmission</b>	Students, Staff, Contractors				<ul style="list-style-type: none"> <li>Refer out to separate NHC procedure<sup>5</sup>, which is applicable in all instances where someone:               <ul style="list-style-type: none"> <li>Becomes unwell with COVID19 symptoms, irrespective of location.</li> <li>Needs to self-isolate because they have been traced as a close contact.</li> </ul> </li> </ul>			
		<b>5</b>	<b>3</b>	<b>15</b>	<b>Response to Fire Alarms</b> <ul style="list-style-type: none"> <li>If the Fire Alarm sounds (and it is not a scheduled Fire Alarm test) then the building should be evacuated in accordance with the Emergency Fire Action Plan – even if this contravenes COVID19 one-way systems in buildings. In these circumstances everyone should endeavour to maintain 1m distancing as much as practicable whilst evacuating buildings.</li> <li>When at the Fire Assembly Point everyone must maintain 1m social distancing and this shall be supervised by the Fire Warden.</li> </ul>	<b>5</b>	<b>1</b>	<b>5</b>
		<b>5</b>	<b>3</b>	<b>15</b>	<b>First Aid Provision</b> <ul style="list-style-type: none"> <li>FA bag contents to be augmented to include additional sanitiser wipes and PPE for the First Aider.</li> <li>For minor injuries, First Aider can verbally instruct the injured party to apply treatment (under their supervision) while still maintaining strict 1m social distancing measures.</li> <li>Whenever practicable a first aider shall apply 1m distancing rule in situations where they need to support a casualty to provide appropriate emergency first aid.</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>

<sup>5</sup> [NHC-procedure\\_COVID19-infection\\_v1-1\\_20200825.docx](#)

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					<ul style="list-style-type: none"> <li>See separate Risk Assessment for those FA circumstances when 1m distancing cannot be maintained.</li> </ul>			
<b>6. Offices &amp; Classrooms</b>								
<b>COVID19 transmission</b>	Students, Staff, Contractors	<b>5</b>	<b>3</b>	<b>15</b>	<p><b>Ensure all spaces are well ventilated,</b></p> <p>All Staff should view the <a href="#">HSE video on ventilation</a> to ensure they understand ventilation requirements and the actions they need to carry out.</p> <p>All staff should read the ventilation information <a href="#">HSE have issued</a>.</p> <p>Doors and windows to be opened at daily start times and wedged where practical in order to increase ventilation. [If windows' state of repair means they cannot be opened, immediately report on Unidesk]. <b>Note that:</b></p> <ul style="list-style-type: none"> <li>Fire Doors must <b>NOT</b> be wedged open.</li> <li>The Emergency Fire Action Plan asks people to close internal doors on the exit route whilst leaving the building if it is safe to do so.</li> </ul> <ul style="list-style-type: none"> <li>Avoid multiple people using office space for any prolonged periods, even if distanced – find large spaces to work in, frequently ventilate rooms and do all admin work from home.</li> <li>CO2 monitors are in some spaces. These give a visual indication of CO2 levels in the room. <b>All Staff</b> should familiarise themselves with the monitors and act to further increase ventilation in the space, by further opening window and doors if the indicator shows YELLOW. If indicator shows RED and the alarm sounds, then purge ventilation should take place to replace the air</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>



Hazard		Initial Risk			Controls	Residual Risk		
Hazard Description	People at risk	Severity	Likelihood	Risk Rating	Describe fully all controls applicable. If a control can only be verified by documentation, then it must be available. All controls must be valid in that they reduce severity, likelihood or both.	Severity	Likelihood	Risk Rating
					in the room. It should be noted that CO2 monitors cannot monitor levels of virus, but by monitoring levels of CO2, these can be used as a proxy measure.			
<b>7. Canteen &amp; Break Areas</b>								
<b>COVID19 transmission</b>  <b>Chemicals</b> (alcohol-based hand sanitiser)	Students, Staff, Contractors	5	3	15	<ul style="list-style-type: none"> <li>Kitchen equipment/utensils/cups to be removed from service – Break areas can be used with 1 metre distancing and hygiene standards in place. All staff to take pre-packed food and drinks for their consumption only and using own plates and mugs etc.</li> <li>Wash/sanitise hands immediately before and after touching kettles and microwaves and clean these items down after use with wipes.</li> <li>Communal coffee/tea can be used with 1 metre distancing and hygiene standards in place. Wash/sanitise hands immediately before and after touching kettles and equipment and clean these items down after use with wipes. Wipe all surfaces after use.</li> <li>All staff to take pre-packed food and drinks for their consumption only and using own plates and mugs etc.</li> <li>Restricted number of personnel in kitchen area – signage.</li> <li>Staggered tea breaks to minimise people in area – do not remain in canteen areas for prolonged periods, even when distanced.</li> <li>All to wash and dry their hands more routinely (20 second rule).</li> <li>Tables to be spaced/removed to allow social distancing.</li> <li>Maintain clear surfaces after use.</li> </ul>	5	2	10

Hazard		Initial Risk			Controls	Residual Risk		
Hazard Description	People at risk	Severity	Likelihood	Risk Rating	Describe fully all controls applicable. If a control can only be verified by documentation, then it must be available. All controls must be valid in that they reduce severity, likelihood or both.	Severity	Likelihood	Risk Rating
					<ul style="list-style-type: none"> <li>Newspapers are not to be taken into work.</li> <li><b>Immediately after using tables, chairs, equipment etc everyone shall clean the touched surfaces afterwards with wipes.</b></li> <li>Active monitoring to be carried out at regular intervals by <b>all staff.</b></li> </ul>			
<b>8. Toilets</b>								
<b>COVID19 transmission</b>  <b>Chemicals</b> (alcohol-based hand sanitiser)	Students, Staff, Contractors	5	3	15	<ul style="list-style-type: none"> <li>Restricted number of people in toilet areas – signage on display – varies with size of toilet facilities.</li> <li>Observe the 20 second rule for hand washing after using the toilet.</li> <li>Close toilet lids before flushing, to prevent droplet transmission.</li> </ul>	5	2	10
<b>10. Use of Work Equipment</b>								
<b>COVID19 transmission</b>  <b>Chemicals</b> (alcohol-based hand sanitiser)	Students, Staff, Contractors	5	3	15	<ul style="list-style-type: none"> <li>In every possible circumstance allocate equipment/tools to specific individuals to minimise sharing.</li> <li>Wash/sanitise hands immediately after using any multi-user equipment or provide and use disposable gloves where this is more suitable.</li> <li><b>Teaching staff shall ensure that all tools/equipment used during a lesson and/or for the day are cleaned at the end by all students involved with disposable wipes before someone else might use them.</b></li> <li>Alcohol based hand sanitiser available for use. Refer to COSHH assessments for alcohol-based hand sanitiser.</li> </ul>	5	2	10

Hazard		Initial Risk			Controls	Residual Risk		
Hazard Description	People at risk	Severity	Likelihood	Risk Rating	Describe fully all controls applicable. If a control can only be verified by documentation, then it must be available. All controls must be valid in that they reduce severity, likelihood or both.	Severity	Likelihood	Risk Rating
<b>Electricity/mains voltage when using portable electrical equipment</b>	Students, Staff, Contractors	5	2	10	<ul style="list-style-type: none"> <li>Before using a portable appliance for the first time: <ul style="list-style-type: none"> <li>Carry out a pre-use check. This is a visual inspection of the entire device and its power lead, checking for damage, burning or loss external/internal parts.</li> <li>If in any doubt about the item do not use it, segregate it so others cannot use it, and contact the Estates team straight away.</li> </ul> </li> </ul>	5	1	5
<b>11. Cleaning</b>								
<b>COVID19 transmission</b> <b>Chemicals</b> (cleaning materials)		5	4	20	<p><b>Cleaning of potentially contaminated areas following a suspected case of COVID19 in someone working onsite</b></p> <ul style="list-style-type: none"> <li>Consult the latest national guidance at <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Ensure sufficient PPE (disposable gloves and aprons) are used</li> <li>Ensure area is isolated from general use</li> <li>Provide sufficient and effective detergent, disinfectant, disposable cloths and mops for use in cleaning and disinfecting affected areas</li> <li>Dispose of contaminated cleaning materials, PPE and infected items securely within disposable bags. When full, the plastic bag should then be placed in a second bin bag and tied. These bags should be stored for 72 hours before being put out for collection.</li> </ul>	5	2	10

Hazard		Initial Risk			Controls	Residual Risk		
Hazard Description	People at risk	Severity	Likelihood	Risk Rating	Describe fully all controls applicable. If a control can only be verified by documentation, then it must be available. All controls must be valid in that they reduce severity, likelihood or both.	Severity	Likelihood	Risk Rating
<b>COVID19 transmission</b>  <b>Chemicals</b> (cleaning materials)	Students, Staff, Contractors	5	3	15	<b>Routine cleaning</b> <ul style="list-style-type: none"> <li>• <b>All staff</b> are requested to conduct regular and appropriate cleaning measures in their own working areas: all hand contact points cleaned (including door handles, light switches, furniture, handrails, IT equipment, desks, phones, taps, dispensers, food preparation areas). Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day.</li> <li>• <b>All staff</b> are requested to turn the room used sign on the door from green to red when a room has been used to alert the cleaning team that the room requires cleaning.</li> <li>• Cleaners to carry out cleaning regime (specific focus on common area touchpoints, door handles, stair handrails, washing facilities, restrooms etc.)</li> <li>• Everyone shall, wash and dry their hands more routinely (20 second rule):               <ul style="list-style-type: none"> <li>○ Before any eating or drinking</li> <li>○ After using the toilet</li> <li>○ After using a disposable tissue</li> <li>○ When you start and when you finish your shift</li> <li>○ Keep your hands away from your face to prevent risk of transmission (i.e., your eyes and mouth).</li> </ul> </li> <li>• Alcohol based hand sanitising/moisturising available for use. Refer to COSHH assessments for alcohol-based hand sanitiser.</li> <li>• Persons undertaking the cleaning instructed with clear safe usage instructions:               <ul style="list-style-type: none"> <li>○ The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use</li> </ul> </li> </ul>	5	2	10

Hazard		Initial Risk			Controls	Residual Risk		
Hazard Description	People at risk	Severity	Likelihood	Risk Rating	Describe fully all controls applicable. If a control can only be verified by documentation, then it must be available. All controls must be valid in that they reduce severity, likelihood or both.	Severity	Likelihood	Risk Rating
					<ul style="list-style-type: none"> <li>○ Correct PPE is provided for the use of cleaning materials</li> <li>○ Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.</li> <li>○ Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</li> </ul>			

Assign values for the hazard severity (a) and likelihood of occurrence (b) (considering the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band.

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (e.g., discomfort, slight bruising, self-help recovery)	1 – Rare (almost never)
2 – Minor (e.g., small cut, abrasion, basic first aid need)	2 – Unlikely (occurs rarely)
3 – Moderate (e.g., strain, sprain, incapacitation > 3 days)	3 – Possible (could occur, but uncommon)
4 – Major (e.g., fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely (recurrent but not frequent)
5 – Fatal (single or multiple)	5 – Very likely (occurs frequently)

CONSEQUENCE	LIKELIHOOD				
	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Very Likely (5)
Fatal (5)	5	10	15	20	25
Major (4)	4	8	12	16	20
Moderate (3)	3	6	9	12	15
Minor (2)	2	4	6	8	10
Trivial (1)	1	2	3	4	5

The risk rating (high, medium or low) indicates the level of response required to be taken.

Rating Bands (a x b)		
Low Risk (1 to 8)	Medium Risk (9 to 12)	High Risk (15 to 25)
<b>Trivial to Tolerable</b>	<b>Moderate to Substantial</b>	<b>Intolerable</b>
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	<b>STOP THE ACTIVITY</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level