




# Risk Assessment

Process / Activity Being Assessed & Area		Assessment Number	
Managing the Risk of COVID 19 within Highbury College (all sites).		COV001  Version 10	
Description of Process /Activity			
<p>Managing the Risk of COVID 19 within Highbury College (all sites).</p> <p>The assessment covers all activities within the college and will ensure these activities are suitable and sufficiently controlled.</p>			
<b>Date Assessment was Undertaken:</b>	August 2021	<b>Date To Be Reviewed:</b>	October 2021
Details of Assessment Team			
Name	Job Title	Department	
David Cottrell	Health and Safety Officer	HR	
Jack Beavan	Health and Safety Assistant	HR	
<b>Risk Assessment Author</b>	David Cottrell	<b>Job Title</b>	Health and Safety Officer
<b>Have you observed the Operation/Activity being assessed? (YES/NO)?</b> YES			
<b>How often is Operation/Activity undertaken? (Daily/Weekly/Monthly etc.)</b> Daily			
<b>What sources of information have you referenced? (Process Standard, Legislation, Accident Stats)</b>			
Health and Safety at Work Act, Management of Health and Safety Regulations, UK. Gov advice			

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**Control Measures**

Hazard – with risk off	Who is at Risk	Current Control Measures	F	S	R/R	Additional Risk Controls Required	F	S	R/R	Action List and Completion dates
<p><b>Persons entering the college.</b></p> <p><i>Mixing with others increases risk of virus transmission.</i></p> <p><i>Transmission of virus through:</i></p> <ul style="list-style-type: none"> <li>• <i>Inadequate physical distancing</i></li> <li>• <i>physical contact with contaminated surfaces</i></li> <li>• <i>inhalation of airborne virus</i></li> <li>• <i>Inadequate personal hygiene</i></li> </ul> 	<p>Staff Students Visitors</p>	<p>Persons enter the building via the main entrance. Clear signage dictate.</p> <p>Hand sanitisation stations located at entrance with signage directing students, staff, and visitors to sanitise hands upon entering the building.</p> <p>Reception counter shields in place to protect reception staff.</p> <p>A4 Posters outside all entrances reminding persons not to enter if displaying Covid symptoms.</p> <p>Visitor Covid-19 building safety guide available at reception.</p>	4	2	8					
			4	2	8					

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<p><b>Managing movement around college</b></p> <p><i>Overcrowding and mixing of students</i></p> <p><i>Transmission of virus through:</i></p> <ul style="list-style-type: none"> <li><i>Inadequate physical distancing</i></li> <li><i>physical contact with contaminated surfaces</i></li> <li><i>inhalation of airborne virus</i></li> <li><i>Inadequate personal hygiene</i></li> </ul>	<p>Staff Students Visitors</p>	<p>Staff and students (whilst in attendance at college) undertaking twice weekly Covid testing via the (lateral flow device)</p> <p>Instructional signage fixed to floors and walls regarding keeping 2-metre social distancing separation and the requirement to follow one-way systems or whether to keep left if two-way system.</p> <p>All movement along corridors and stairs is to “kept to the left-hand side” where one-way systems cannot be implemented.</p> <p>One-way circulation systems in place in designated corridors and stairs, clearly indicated by appropriate signage.</p>	<p>4</p> <p>4</p>	<p>2</p> <p>2</p>	<p>8</p> <p>8</p>					

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<p><b>Use of Face Coverings</b>  <i>Transmission of virus through:</i></p> <ul style="list-style-type: none"> <li><i>Inadequate physical distancing</i></li> <li><i>inhalation (aerosols) of airborne virus</i></li> </ul>	<p>Staff                      Students                      Visitors</p>	<p>Persons to ensure 2 metre social distancing whilst in college and this includes navigating the college and when in the refectory and communal areas.</p> <p>Face coverings encouraged to be worn by staff, students, and visitors (medical exceptions apply) within:</p> <ul style="list-style-type: none"> <li>Communal areas</li> <li>Corridors</li> <li>Staircases</li> <li>When moving around offices / work areas / workspaces.</li> </ul> <p>Face coverings to be worn by students and staff within classrooms/teaching spaces:</p> <ul style="list-style-type: none"> <li>where a vulnerable member of staff or a fellow student needs</li> </ul>	4	2	8					
			4	2	8					
			4	2	8					

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	<p>Staff Students Visitors</p>	<p>protection from possible transmission.</p> <ul style="list-style-type: none"> <li>Commercial training environments, including hairdressing, barbering and beauty salons</li> <li>For other circumstances or situations where the staff member requires the class to wear face coverings.</li> </ul> <p>Exceptions to the wearing of face covering apply where medical reasons dictate.</p> <p>Face coverings issued out at reception areas.</p> <p>Face coverings to cover both nose and mouth.</p> <p>Hand sanitiser to be applied after touching face covering.</p>	4	2	8					
			4	2	8					

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Hazard – with risk off	Who is at Risk	Current Control Measures	F	S	R/R	Additional Risk Controls Required	F	S	R/R	Action List and Completion dates
<b>Lateral Flow Testing (asymptomatic cases)</b>  <i>Transmission of virus through:</i> <ul style="list-style-type: none"> <li>Inadequate physical distancing</li> <li>physical contact with potentially contaminated surfaces</li> <li>inhalation of airborne virus</li> <li>inadequate personal hygiene</li> </ul>	Staff Students Others	Staff and students to test at home twice weekly every week and upload their results to the NHS. (This does not apply during summer term break where the staff member or student does not attend college).	4	1	4					
		A confirmatory 'PCR' test will be required upon a positive lateral flow test.  Each college site has a designated collection point for collection of further home testing kits.	4	1	4					
<b>Use of lifts</b>  <i>Transmission of virus through:</i> <ul style="list-style-type: none"> <li>Inadequate physical distancing</li> </ul>	Staff Students Visitors	Only one person to use the lift.  Signage in place to inform persons of the 1-person lift use requirement.	4	2	8					

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<ul style="list-style-type: none"> <li>• <i>physical contact with potentially contaminated surfaces</i></li> <li>• <i>inhalation of airborne virus</i></li> <li>• <i>inadequate personal hygiene</i></li> </ul>		<p>Lift to be used only where necessary.</p> <p>Where assistance is required in the lift, both persons to wear a face mask.</p>	4	2	8					
<p><b>Supervision of students</b></p> <p><i>Transmission of virus through:</i></p> <ul style="list-style-type: none"> <li>• <i>Inadequate physical distancing</i></li> <li>• <i>physical contact with potentially contaminated surfaces</i></li> <li>• <i>inhalation of airborne virus</i></li> <li>• <i>inadequate personal hygiene</i></li> </ul>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Staff members monitor students to ensure adherence to covid control measures.</p> <p>Students to immediately leave the building upon completion of their learning.</p>	4	1	4					

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<p><b>Water fountains</b></p> <p>Transmission of virus through:</p> <ul style="list-style-type: none"> <li>physical contact with potentially contaminated surfaces</li> <li>inadequate personal hygiene</li> </ul>	<p>Staff Students Visitors</p>	<p>Highbury Campus, Northarbour and Arundel 1 &amp; 2 have water fountains with signage indicating that the water bottle be kept clear of the fountain nozzle and to hand sanitise after hands after filling.</p>	4	1	4					
<p><b>College staff meetings</b></p> <p><i>Mixing with others increases risk of transmission between asymptomatic carriers.</i></p>	<p>Staff Students Visitors</p>	<p>Priority given to Microsoft Teams video conferencing and phone conferencing.</p> <p>Where face to face meetings are undertaken, social distancing, face covering, hand hygiene and room ventilation to be in place.</p>	4	1	4					
<p><b>Moving around the building</b></p>										



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<p><i>Transmission of virus through:</i></p> <ul style="list-style-type: none"> <li><i>Inadequate physical distancing</i></li> <li><i>physical contact with potentially contaminated surfaces</i></li> <li><i>inhalation of airborne virus</i></li> </ul> <p><b>Senior Management Cobra Meetings</b></p> <p><i>Monitoring, reviewing and further reducing the risk of Covid at college sites.</i></p>	Staff	Rather than walking to various areas of the college in person, where possible, use the telephone or email.	4	1	4					
	Staff	<p>Senior management Cobra Teams meeting undertaken each week (more frequently if required). The meeting is to monitor, review and where necessary, instigation of further measures to reduce the risk of Covid within the college.</p> <p>The Cobra meeting will generate actions, which will be reviewed to ensure compliancy.</p> <p>The Cobra meeting is chaired by the principal.</p>	4	1	4					

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<b>Notification of a case of Covid</b>  <i>Acting fast and efficiently will help prevent further infections.</i>	Staff Students Visitors	Where a positive Covid case is identified, and the positive case has been within the college during their contagious period, track and trace will now have the responsibility of identifying all close contacts.	4	2	8					
		The Health and Safety Officer will be on call 24/7 to receive a call of a confirmed case.  Estates will ensure deep cleaning with viricidal disinfectant in areas where a Covid case has occurred.	4	2	8					
<b>Hygiene standards</b>  <i>Exposure to virus is increased unless appropriate standards</i>	Staff	'Catch it, Bin it, kill it' signage in place throughout the college to	4	2	8					

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<i>of personal hygiene is in place.</i>	Students Visitors	reinforce the message on good Hygiene.								
		Hand washing instruction on the correct hand washing methodology in place within all toilet facilities.	4	2	8					
		Approximately 90 hand sanitiser stations located throughout all communal areas and walkways of college sites.								
		All classrooms, work areas and workshops in Highbury Campus, Northarbour and Arundel Street have hand sanitisers.	4	2	8					
		Estates undertake frequent viricidal sanitisation and cleaning of communal areas and frequently touched surfaces e.g., door handles, handrails, buttons, keyboards etc.								
		College staff have access to sanitisation supplies for	4	2	8					

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Hazard – with risk off	Who is at Risk	Current Control Measures	F	S	R/R	Additional Risk Controls Required	F	S	R/R	Action List and Completion dates
<p><b>Mobility impaired building occupants</b></p> <p><i>Risk to evacuation chair operatives of exposure to virus if not sufficiently protected.</i></p>	<p>Staff Students Visitors</p>	<p>cleaning their desks and commonly touched surfaces within both offices, classrooms, and workshops.</p>	4	2	8					
		<p>Persons entering college buildings required to sanitise hands, this is completed at all sites.</p>								
		<p>Stock supplies of sanitiser, soap and personal protective equipment maintained to sufficient levels.</p>								
		<p>Estates informed of used classrooms, enabling sanitisation by the cleaning operatives prior to the room being reoccupied again.</p>	4	2	8					
		<p>If persons within college are mobility impaired and cannot use the staircase, then Health and Safety will be contacted to complete a 'Personal</p>	4	2	8					

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<p><b>Use of classrooms, workshops, workrooms, and offices.</b></p> <p><i>Mixing with others increases risk of transmission between asymptomatic carriers.</i></p> <p><i>Failure to clean and disinfect surfaces &amp; equipment / ventilate rooms.</i></p>	<p>Staff Students Visitors</p>	<p>Emergency Evacuation Plan'. This will involve arrangements for the use of the evacuation chair if a fire alarm activates.</p> <p>Evacuation chair operatives will be required to wear a face mask, face shield and disposable gloves during the use of the evacuation chair.</p> <p>New students inducted on the college wide coronavirus controls and the more specific controls within their specific setting or working environment e.g., workshop or classroom.</p> <p>Students and staff to use their own stationery equipment and materials and not share.</p> <p>Shared equipment is kept to absolute minimum and cleaned</p>	<p>4</p> <p>4</p>	<p>2</p> <p>2</p>	<p>8</p> <p>8</p>					

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	Staff Students Visitors	<p>/ sanitised before and after each use by a different person.</p> <p>Classroom door to be opened for ventilation purposes. Classroom door closed upon activation of a fire alarm or where room has been finished with.</p> <p>Where classroom have opening windows, then windows to be kept open during classes, this will enable a flow of ventilation. Classroom door to still be opened for ventilation purposes. Classroom door closed upon activation of a fire alarm or where room has been finished with.</p> <p>Where possible, one-way circulation in place in workshop, this will limit crossing points.</p> <p>Any student who becomes unwell:</p>	4	2	8					

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Hazard – with risk off	Who is at Risk	Current Control Measures	F	S	R/R	Additional Risk Controls Required	F	S	R/R	Action List and Completion dates
<p><b>Refectory (Currently closed, but open for seating)</b></p> <p><i>Transmission of virus through:</i></p> <ul style="list-style-type: none"> <li>• <i>Inadequate physical distancing</i></li> <li>• <i>physical contact with potentially contaminated surfaces</i></li> <li>• <i>inhalation of airborne virus</i></li> <li>• <i>inadequate personal hygiene</i></li> </ul> <p><b>Student attendance</b></p> <p><i>Mixing with others increases risk of virus transmission.</i></p>	<p>Staff Students Visitors</p>	<p>Dons a facemask, leave the classroom / workshop immediately and heads to the designated Isolation room / area while staff member alerts a first aider.</p>	4	2	8					
		<p>Hand sanitiser stations located within and outside the refectory.</p> <p>2-metre markers in place at the servery counter queue and in front of the vending machines.</p>	4	2	8					
	<p>Staff Students Visitors</p>	<p>Health, Safety, and COVID-19 induction completed for all new students. This induction covers</p>	4	2	8					

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<b>Fire alarm activation</b>  <i>Potential exposure to Covid 19 virus through close contact.</i>	Staff Students Visitors	the overall COVID-19 safety controls when at Highbury Campus, Northarbour Campus, and Arundel Campus.	4	2	8					
		Separate COVID-19 workshop safety induction undertaken by lecturers and includes: -social distancing within workshops -workshop store (1 person only) -changing rooms (1 person only) -adherence to the one-way systems -classroom segregation -stairwell no crossing requirements	4	2	8					
		Fire evacuation instruction is provided within the health and safety induction.  All student names logged on an individual classroom register.	4	2	8					



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	<p>Staff Students Visitors</p>	<p>The 'Fire Action' notice within the classroom / area will identify the designated fire assembly point.</p> <p>Green coloured fire directional signage to be followed and NOT the yellow coloured COVID-19 directional signage during the activation of the fire alarm.</p> <p>Directional fire exit signage, located throughout the building, will direct building occupants to the final fire exit door.</p> <p>Staff will accompany students to the assembly point whilst maintaining a safe distance and take the register once assembled.</p> <p>Whilst at the assembly point, maintain a distance from others.</p>	<p>4</p> <p>4</p> <p>4</p> <p>4</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>8</p> <p>8</p> <p>8</p> <p>8</p>					

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<p><b>Students complaining of feeling unwell with COVID-19 symptoms</b></p> <p><i>Potential exposure to Covid 19 virus through close contact.</i></p> <p><b>symptoms flowchart link</b>  <a href="https://highburygroup.sharepoint.com/:f/s/HealthandSafety/EtEdSsO-I0ZTsjH99fedkTABf1CRw3qgbvcAl9dM3IQHOA?e=IBEGF2">https://highburygroup.sharepoint.com/:f/s/HealthandSafety/EtEdSsO-I0ZTsjH99fedkTABf1CRw3qgbvcAl9dM3IQHOA?e=IBEGF2</a></p>	<p>Staff Students Visitors</p>	<p>If any students are missing, then this will need to be brought to the immediate attention of the fire team. A member of the fire team will be located at the entrance to reception.</p>	4	2	8					
		<p>If a person is displaying symptoms of a temperature, has a new and continuous cough and / or has a loss of taste and smell, then the <b>'symptoms flow chart'</b> to be followed. This will involve the person being taken to a separate location and arrangements made for them to leave the building and get a COVID-19 tested.</p>	4	2	8					
		<p>Full cleaning and sanitising applied to isolation area, including toilet, if used.</p>	4	2	8					
		<p>Staff member(s) dealing with the incident to wear a face</p>								

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Hazard – with risk off	Who is at Risk	Current Control Measures	F	S	R/R	Additional Risk Controls Required	F	S	R/R	Action List and Completion dates
<p><b>First aid requirements</b></p> <p><i>Potential exposure to Covid 19 virus through close contact.</i></p>	<p>Staff Students Visitors</p>	<p>mask and face shield and keep 2-metres distance.</p>								
		<p>First aiders located within the building and contactable by internal phone on '000' or by going to reception.</p>	4	2	8					
		<p>First aiders will, where possible, maintain two metres distance from the casualty and encourage self-administration of treatment with first aider supervision.</p>								
		<p>First aiders Covid-19 guidance sheet and protocol in place.</p>	4	2	8					
		<p>First aiders have sufficient supply of disposable face masks, face shields, disposable gloves, and disposable aprons.</p>								

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<p><b>Cleaning and Sanitisation</b></p> <p><i>Exposure to virus is increased unless appropriate standards of cleaning &amp; disinfection are in operation.</i></p> <p><i>Risk to building users of exposure to virus via: physical contact with contaminated surfaces inhalation of airborne virus; inadequate personal hygiene. inadequate distancing</i></p>	<p>Staff Students Visitors</p>	<p>First aider to ensure they always wear a face mask and disposable gloves and ask the casualty to wear a face mask.</p> <p>Where a 2-metre distance cannot be adhered to, then the first aider to wear a face shield, along with mask and disposable apron.</p> <p>Estate’s cleaning operatives undertake frequent cleaning and sanitisation of commonly touched surfaces.</p> <p>Bins emptied at frequent intervals, minimum daily.</p> <p>Estates informed of used rooms, enabling the cleaning operatives to undertake the requisite clean prior to reoccupation.</p>	<p>4</p> <p>4</p>	<p>2</p> <p>2</p>	<p>8</p> <p>8</p>					

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<p><b>Sports department activities</b></p> <p><i>Overcrowding and mixing of students/ staff</i> <i>Exposure by touching contaminated surfaces.</i></p> <p><i>Transmission of virus through physical contact with potentially contaminated equipment</i> <i>inhalation of airborne virus</i></p> <p><b>Risk assessment staff awareness</b></p>	<p>Staff Students Visitors</p>	<p>Staff have also access to cleaning materials, along with COSHH assessments, enabling the sanitisation to be undertaken of their own work areas.</p>	4	2	8					
		<p>See separate Sports Centre Covid risk assessment – SPT001</p>	4	2	8					

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<p><i>Failure of staff to understand the controls will increase the risk of COVID transmission to building occupants.</i></p> <p><b>College Covid RA</b>  <a href="https://highburygroup.sharepoint.com/:f:/s/HealthandSafety/EsfUybKx66NLR97y2XM6RJEBMaopVNZ5mW55N5gZ0vUHtw?e=9LygxW">https://highburygroup.sharepoint.com/:f:/s/HealthandSafety/EsfUybKx66NLR97y2XM6RJEBMaopVNZ5mW55N5gZ0vUHtw?e=9LygxW</a></p>	<p>Staff Students Visitor</p>	<p>Covid risk assessment available at <b>SharePoint\Health and Safety\Coronavirus</b></p> <p>College Covid risk assessment located on college website</p>	4	2	8					
<p><b>Staff awareness to the COVID college controls</b></p> <p><i>Failure of staff to understand the controls will increase the risk of COVID transmission to building occupants.</i></p> <p><b>Covid-19 staff PowerPoint presentation</b>  <a href="https://highburygroup.sharepoint.com/:p:/s/HealthandSafety/EU6EvHJn55FNnMwc72DnJmsBFdAMvc7O-">https://highburygroup.sharepoint.com/:p:/s/HealthandSafety/EU6EvHJn55FNnMwc72DnJmsBFdAMvc7O-</a></p>	<p>Staff</p>	<p>Staff Covid induction centrally available providing staff with the college coronavirus control measures.</p> <p>Staff Covid induction link sent out to all new staff via email distribution.</p> <p>Frequent Principal updates provided to all staff referencing COVID-19 safety advice.</p>	4	2	8					

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<a href="https://www.youtube.com/watch?v=vOq-p795VS5Sw?e=f8H167">vOq-p795VS5Sw?e=f8H167</a>  <b>Use of Staircases</b>  <i>Transmission of virus through:</i> <ul style="list-style-type: none"> <li>• <i>Inadequate physical distancing</i></li> <li>• <i>inhalation of airborne virus</i></li> </ul>	Staff Students Visitors	Stairwells are primarily one-way systems.  Signage indicates the direction of travel.  Where stairwells are two-way, persons must keep to the left-hand side of the stairwell, as indicated by the yellow signage.	4	2	8					
		All toilet facilities are cleaned and sanitised throughout the day.  Hand soap and hot water available and kept replenished.	4	2	8					
<b>Toilet facilities</b>  <i>Exposure to virus is increased unless appropriate standards of cleaning &amp; disinfection and social distancing are in operation.</i>	Staff Students Visitors									





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**Control Measures**

Hazard – with risk off	Who is at Risk	Current Control Measures	F	S	R/R	Additional Risk Controls Required	F	S	R/R	Action List and Completion dates
<p><b>Access to PPE / cleaning materials</b></p> <p><i>Exposure to virus is increased unless appropriate standards of personal protective equipment are utilised.</i></p> <p><b>Cloth Face Covering Use Guide</b>  <a href="https://highburygroup.sharepoint.com/:f:/s/HealthandSafety/EvpQan2FbelbgQZnJ2NuuK0BuAe1xAsz1NNsHrcIEZEw5w?e=YWrwox">https://highburygroup.sharepoint.com/:f:/s/HealthandSafety/EvpQan2FbelbgQZnJ2NuuK0BuAe1xAsz1NNsHrcIEZEw5w?e=YWrwox</a></p> <p><b>Disposable Face Covering User Guide</b>  <a href="https://highburygroup.sharepoint.com/:f:/s/HealthandSafety/EnU6ZdD_k4dbknTArCBoArEBmemXhmsS4ZqlETXtJ5tnzg?e=gtHoUk">https://highburygroup.sharepoint.com/:f:/s/HealthandSafety/EnU6ZdD_k4dbknTArCBoArEBmemXhmsS4ZqlETXtJ5tnzg?e=gtHoUk</a></p>	<p>Staff Students Visitors</p>	<p>Face masks, disposable gloves and disposable aprons form the range of personal protective equipment for coronavirus controls.</p> <p>Personal protective equipment and cleaning materials are provided by Estates or Health and Safety upon request.</p> <p>The full range of Personal Protective Equipment / cleaning materials are available for staff to access and collect.</p> <p>Face covering user guide available at: <b>SharePoint\Health and Safety\Coronavirus</b></p>	<p>4</p> <p>4</p>	<p>2</p> <p>2</p>	<p>8</p> <p>8</p>					

Operation / Activity: Managing the Risk of COVID 19 within Highbury College (all sites)

Assessment No: COV001 V10

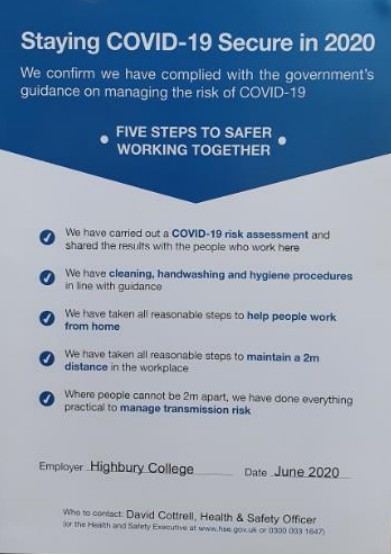
**Control Measures**

Hazard – with risk off	Who is at Risk	Current Control Measures	F	S	R/R	Additional Risk Controls Required	F	S	R/R	Action List and Completion dates
<p><b>Staff travelling between campuses.</b></p> <p><i>Exposure to virus is increased unless appropriate standards and controls are in place.</i></p>	Staff	<p>Try to avoid travelling between campuses.</p> <p>Staff that travel between campuses to wear face mask.</p> <p>Ensure 2-metre social distancing.</p>	4	2	8					
	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Staying Covid-19 Secure sign in place which demonstrates that the college has:</p> <p><i>Carried out a COVID-19 risk assessment.</i></p> <p><i>Have cleaning, handwashing, and hygiene procedures.</i></p> <p><i>Taken all reasonable steps to help people work from home.</i></p> <p><i>Taken all reasonable steps to maintain a 2m distance.</i></p>	4	1	4					
<p><b>Demonstrating our commitment to safety</b></p> <p><i>Exposure to virus is increased unless appropriate standards and controls are in place.</i></p>										

Operation / Activity: Managing the Risk of COVID 19 within Highbury College (all sites)

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**Control Measures**

Hazard – with risk off	Who is at Risk	Current Control Measures	F	S	R/R	Additional Risk Controls Required	F	S	R/R	Action List and Completion dates
 <p><b>Staying COVID-19 Secure in 2020</b> We confirm we have complied with the government's guidance on managing the risk of COVID-19</p> <p><b>FIVE STEPS TO SAFER WORKING TOGETHER</b></p> <ul style="list-style-type: none"> <li>✓ We have carried out a <b>COVID-19 risk assessment</b> and shared the results with the people who work here</li> <li>✓ We have <b>cleaning, handwashing and hygiene procedures</b> in line with guidance</li> <li>✓ We have taken all reasonable steps to <b>help people work from home</b></li> <li>✓ We have taken all reasonable steps to <b>maintain a 2m distance</b> in the workplace</li> <li>✓ Where people cannot be 2m apart, we have done everything practical to <b>manage transmission risk</b></li> </ul> <p>Employer: <u>Highbury College</u> Date: <u>June 2020</u></p> <p><small>Who to contact: David Cottrell, Health &amp; Safety Officer for the Health and Safety Executive at www.hse.gov.uk or 0300 033 1647</small></p> <p><b>COVID-19 College information to staff</b></p> <p><i>Ensuring that the correct and up to date Covid control measures are readily available.</i></p> <p><b>Coronavirus SharePoint</b></p>	<p>Staff</p>	<p><i>Where 2m cannot be achieved, taken everything practicable to manage transmission risk.</i></p> <p>All COVID-19 risk assessments, user guides and various other related documents located at: <b>SharePoint\Health and Safety\Coronavirus</b></p>	<p>4</p>	<p>1</p>	<p>4</p>					

Operation / Activity: Managing the Risk of COVID 19 within Highbury College (all sites)

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**Control Measures**

Hazard – with risk off	Who is at Risk	Current Control Measures	F	S	R/R	Additional Risk Controls Required	F	S	R/R	Action List and Completion dates
<p><a href="https://highburygroup.sharepoint.com/:f:/s/HealthandSafety/EvP8gElkdPFSIPwiE5DcaGMBxqZwbiwug_uP3HsuW12bzg?e=RpWhVO">https://highburygroup.sharepoint.com/:f:/s/HealthandSafety/EvP8gElkdPFSIPwiE5DcaGMBxqZwbiwug_uP3HsuW12bzg?e=RpWhVO</a></p> <p><b>Covid Government and HSE compliance</b></p> <p><i>Ensuring that the correct Covid control measures are instigated is essential.</i></p>	<p>Staff Students Visitors</p>	<p>The Health and Safety Officer will monitor closely the latest government and HSE guidance and requirements in the control of Covid.</p> <p>Where further measures are required, then these will be instigated, as necessary.</p>	4	1	4					
<p><b>Visitors / contractors attending site</b></p> <p><i>Mixing with others increases risk of virus transmission.</i></p> <p><i>Transmission of virus through:</i></p>	<p>Visitors</p>	<p>Where visitors or contractors attend the college premises, ensure they are made aware on the college's Covid control</p>	4	2	8					

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**Control Measures**

Hazard – with risk off	Who is at Risk	Current Control Measures	F	S	R/R	Additional Risk Controls Required	F	S	R/R	Action List and Completion dates
<ul style="list-style-type: none"> <li>• <i>Inadequate physical distancing</i></li> <li>• <i>physical contact with contaminated surfaces</i></li> <li>• <i>inhalation of airborne virus</i></li> <li>• <i>Inadequate personal hygiene</i></li> </ul>		<p>measures, including the wearing of a face covering.</p> <p>Where possible, visitors and contractors to undertake a lateral test before arrival on site.</p> <p>A Covid visitor is available at reception.</p>	4	2	8					

**F = Frequency**

**S = Severity**

**R/R = Risk Rating**

## FORM

Risk Ranking Matrix								
	Ill Health	Physical Injury	Risk Rank					
<b>Severity of Consequences</b>	Fatality	Fatality	5	5	10	15	20	25
	Severe chronic or acute ill health	Severe life-threatening injuries requiring immediate hospitalisation	4	4	8	12	16	20
	Non severe chronic or acute ill health	Serious non-life-threatening injuries requiring medical treatment	3	3	6	9	12	15
	Minor health effects	Minor injuries requiring first aid treatment	2	2	4	6	8	10
	No significant health effect	No perceivable harm	1	1	2	3	4	5
<b>Reasonably Foreseeable Consequences</b>				1	2	3	4	5
				Occasionally	Monthly	Weekly	Daily	Constant
				<b>Frequency of Event</b>				

Risk Rating Key		
KEY	Risk (Severity x Frequency)	Risk Level
High	12 to 25 intolerable	The risk is too high. The activity should cease until control measures are
Medium	5 to 10 tolerable if ALARP	The level of protection from the activity is only acceptable when the risks are As Low As Reasonably Practicable (ALARP).
Low	0 to 4 broadly acceptable	The level of protection from the activity is considered acceptable.

Probability Rating Key		
Frequency of Event	Probability Rating	Occurrence During Operational Life
Constant	5	Constant or continuous process
Daily	4	Daily process, but not continuous
Weekly	3	Weekly Process
Monthly	2	Monthly Process
Occasionally	1	6 monthly/Annual +/-Infrequent process