

## Berkshire College of Agriculture Risk Assessment

<b>Risk assessment number:</b> RA.HAS.121 Version 11	<b>Date:</b> August 2021
<b>Author:</b> SLT	<b>Review date:</b> Weekly

<b>Title of activity or task:</b> Covid-19 pandemic, ongoing management of campus. Reopening in September						
<b>Who may this harm:</b> <i>Tick all that apply</i>	All Staff: x	Department Staff: x	Learners: x	Contractors: x	Visitors: x	Members of the public: x

Likelihood	Certain	5	10	15	20	25
	Very likely	4	8	12	16	20
	Likely	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Very unlikely	1	2	3	4	5
		Minor	First aid	Injury	Long term	Fatality
	Severity					

<b>Calculation of risk levels:</b>	1-4= Low Risk. Continue to monitor	5-12= Medium Risk. Some additional controls may be required	15-25= High Risk. Additional controls are required if this task is to go ahead
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Description of hazard with possible outcomes as we open to staff and students	Existing controls	L	S	L x S = Risk level	Additional control measures	Ongoing action plan
<p><b>Staff</b> Contraction of Covid-19 virus leads to <b>Staff</b> ill health or fatality <b>Staff</b> working together in close proximity in the workplace inevitably raises the risk of virus transmission</p>	<p>Staff will be regularly updated and offered the opportunity to feedback their concerns via their team meetings and the fortnightly Health and Safety meetings</p> <p>We shall follow the prevention guidance:</p> <ul style="list-style-type: none"> <li>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.</li> <li>Clean hands thoroughly more often than usual.</li> <li>Ensure good respiratory hygiene by promoting the 'catch</li> </ul>	2	5	10	<p>Lateral Flow Device Tests are available for all staff to test twice per week. This will be reviewed at the end of September 2021</p> <p>Details of how to obtain a test is available on a flow chart with each HOD, and is displayed in every department office.</p> <p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow government advice to self-isolate .</p> <p>The following actions should be taken within the workplace: All surfaces that person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets</p> <p>Public areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly</p>	<p><b>Government guidance will be monitored daily to ensure this document is updated and staff, students and parents are kept up to date.</b></p>

	<p>it, bin it, kill it' approach.</p> <ul style="list-style-type: none"><li>● Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</li><li>● Where necessary, wear appropriate personal protective equipment (PPE).</li></ul>			<p>contaminated with body fluids, can be cleaned thoroughly as normal.</p> <p>Cleaning staff should use disposable cloths or paper rolls and a combined detergent disinfectant solution. Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be "double-bagged" and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste</p> <p>From 16th of August anyone double vaccinated will no longer be required to self isolate if they are identified as a close contact.</p> <p>A designated person from each department will notify HR of any staff who are isolating for other reasons. All staff self isolation will be monitored and followed up.</p> <p>Contraction of Covid19 from the workplace will be RIDDOR reportable</p>	
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	<p>1.2 Staff completed a return to work self declaration. Invited visitors and contractors should complete the Visitor to BCA Self Declaration or Parent/Guardian Self Declaration.</p> <p>Responses are monitored by the Director of Safety and Support Services</p>				<p>All staff to remain extra vigilant for site users who are not invited.</p>	
	<p>In the event of a fire evacuation, disperse, do not congregate at assembly points.</p> <p>To minimise deliveries and couriers: do not have your private post and parcels delivered to BCA (unless you are a resident). Provide face protection prior to their reopening.</p> <p>Ventilate work areas by opening doors and windows. In the event of fire do not congregate.</p> <p>Consider walking meetings for internal appointments with staff.</p>	1	5	5		

	<p>Minibus drivers and users will be wearing face coverings and maintain a stock of hand sanitizer on board each bus for use by the passengers and driver.</p> <p>A Perspex screen has been added between minibus drivers and the students</p>	1	5	5		
	<p>Face masks are available for staff, two per person, as required. HOD justification sign off on order form.</p> <p>Walking meetings and outdoor meetings side-by-side are encouraged.</p>	1	5	5	<p>Doors and windows will be opened daily to ventilate offices with fresh air, where appropriate and possible. When this is not possible such as rooms becoming too cold.</p> <p>We strongly encourage that face coverings are to be worn in all communal areas and other areas where ventilation is not possible.</p>	

	<p>A physical barrier has been installed in Reception to create a post office counter style of working</p> <p>Private post and courier deliveries should be for residential staff only to ensure the minimum amount of delivery drivers on site</p>	1	5	5		
	<p>The Domestic Services Team has and will continue enhanced cleaning in all areas.</p> <p>Increasing environmental cleaning, especially in and around toilets and restrooms and staff rooms; special attention to be paid to frequently touched surfaces such as door handles, light switches and toilet flush handles</p> <p>Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities</p>	1	5	5	<p>Continue to promote “Catch it, bin it, kill it.” Additional bins will be provided. Where this is not possible bins will be emptied at a double the previous frequency. Promote “ Hands, face and Space “ campaign.</p> <p>This will feature as part of our social distancing media film</p>	

	<p>They are using social distancing for their safety including not entering the break room together</p> <p>Hygiene stations and posters remain in place at entrance and exit to every building. Additional checking of hygiene supplies, tissues and toilet papers.</p>				<p>Additional cleaning of equipment that is shared will be done by the departments who own and use the equipment, as required.</p>	
<p><b>Student</b> Contraction of Covid-19 virus lead to <b>Student</b> ill health or fatality</p>	<p>Communication to parents and students will be ongoing. We shall follow the prevention guidance.</p>	2	5	10	<p>Lateral Flow Device Tests are available for all students to test twice per week until review at end of September 2021</p> <p>From 16th of August anyone under 18 or double vaccinated will no longer be required to self isolate if they are identified as a close contact.</p> <p>Recording of Covid related absence will no longer be required. Track and Trace will be through the NHS app</p>	
<p><b>Staff and students</b> working together in workplace premises inevitably raises the risk of virus transmission</p>	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.</p>	2	5	10	<p><b>Please refer to the college risk register for likely impact on education and training and business disruption.</b></p> <p>Staff guidance for returning students who are displaying symptoms. Students will be sent to the old counselling room via the</p>	

	<p>All areas will be well ventilated when occupied.</p> <p>Clean hands thoroughly more often than usual.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Where necessary, wear appropriate personal protective equipment (PPE).</p>				<p>back path where they will wait to be collected.</p> <p>PPE in place for staff waiting in the room.</p> <p>Any contaminated waste will be double bagged for disposal.</p>	
					<p>We have put hygiene stations in all buildings and remote classrooms. We will be encouraging everyone to wipe down shared equipment before and after use.</p>	

					<p>Tutors will remind and encourage students about regular hand washing with soap and water during the day.</p> <p>All students will be reminded to wash/sanitise their hands at the end of the day before leaving site to cars, taxis or boarding coaches</p> <p>We strongly encourage that face coverings are to be worn in all communal areas and other areas where ventilation is not possible.</p>	
The student drop off/collection area may see an increased numbers if students are reluctant to use the coaches	<p>Increased number of parents attempting to collect requires staff rota to recommence</p> <p>A rota of duties for coach and drop has been distributed for the start of term</p>					
Business interruption or business frustration.	<p>Face coverings to be encouraged on public transport</p> <p>Drivers to issue disposable face masks to students who are without one.</p>				<p>We are still reviewing the options for social distancing during coach travel; the College will ensure that students board the coaches having applied hand sanitizer and a face mask prior to boarding. BCA staff will be present during the boarding of coaches from campus.</p>	
Interruption to daily processes leads to business interruption or business frustration	<p>Food provision will return to normal</p> <p>A perspex screens have been added to all the till areas in</p>	1	5	5		

	the cafes to allow cashiers and customers to be face to face.					
Unsafe conditions if qualifications have expired Interruption to daily processes leads to business interruption or business frustration	Some staff may require refresher training after protracted periods of homeworking.  HOD will consider additional training required	3	2	6		

<b>Health &amp; Safety sign off: Claire Conroy</b>	<b>Date: 27.08.21</b>
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