

# Berkshire College of Agriculture Risk Assessment

<b>Risk assessment number:</b> RA.HAS.121 Version 7	<b>Date:</b> December 2020
<b>Author:</b> SLT	<b>Review date:</b> Weekly

<b>Title of activity or task:</b> Site reopening after Covid-19 pandemic, and ongoing management of campus once open						
<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

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

**Calculation of risk levels:**

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

Description of hazard with possible outcomes as we reopen to staff and students	Existing controls	L	S	L x S = Risk level	Additional control measures	Ongoing action plan
<p>1.Contraction of Covid-19 virus leads to <b>Staff</b> ill health or fatality</p> <p><b>Staff</b> working together in close proximity in the workplace inevitably raises the risk of virus transmission</p>	<p>1.1 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>● Where recommended, use of face coverings in FE settings.</li> <li>● Clean hands thoroughly</li> </ul>	2	5	10	<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>more often than usual.</p> <ul style="list-style-type: none"> <li>● Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>● Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</li> <li>● Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>● Where necessary, wear appropriate personal protective equipment (PPE).</li> </ul> <p>Staff were offered flu vaccinations in October.</p>			<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>A designated person from each department will notify HR of any staff who are isolating. All staff self isolation will be monitored and followed up.</p> <p>Two or more reporting symptoms from the same group could trigger an internal investigation and a Health Protection Team (HPT) notification. Where there are two or more confirmed cases in a two-week period, health protection teams may ask a larger number of other children or young people to self-isolate at home as a precautionary measure.</p> <p>All positive results will be reported to the HPT and the DfE.</p> <p>Public Health England have confirmed that schools will not be left to carry out their own risk assessment in the event of a case - this</p>	
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				will always be supported by the Health Protection team and the DfE.  Contraction of Covid19 from the workplace will be RIDDOR reportable	
	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.  Responses are monitored by the Director of Safety and Support Services			All staff to remain extra vigilant for site users who are not invited.  Any recipient reporting symptoms will be contacted and requested not to attend site. Any local clusters or 'hotspots' will be reported to the PHE for investigation  Any staff who (or those with family member) reporting symptoms will follow current guidance of self-isolation.	
	1.3 The HR department identified staff who are additionally vulnerable such as over 70's and pregnant. This group of staff were sent home first.  Nine staff declared that they were shielding during lockdown.			Our completed Equality Impact Assessment has analysed the impact and consequences of any changes to processes and procedures, intended or otherwise, on any group with protected characteristics or those coming out of shielding.  With any underlying health condition from any background or ethnicity , the College will provide individual risk assessments before staff return to work conducted by the HR department.	Staff will be RAG rated Red, Amber or Green.  Red will remain at home Amber will requires support Green, no impact.  HR will consider redeployment of staff who are Red or Amber because of their current role.

		Communication to all staff is required.
<p>1.4 Site reopening control measures were communicated to all staff. Acknowledgement of understanding was required. <u>Here is a summary of the key control measures that have been put in place:</u></p> <ul style="list-style-type: none"> <li>Monitor government guidance and update our risk assessment weekly.</li> <li>Deep clean our buildings</li> <li>Survey staff opinion on returning to work</li> <li>Put in place a monitored, self declaration for Staff Returning to Work.</li> </ul>		

<p>Put in place a monitored, self declaration for Visitors to Site</p> <p>Put in place a monitored, self declaration for Parents/Guardians visiting BCA.</p> <p>Introduce signage and floor marking to guide all to social distance</p> <p>Introduce hygiene stations at the entrance and exits of the building.</p> <p>Stagger breaks and lunch times to allow social distancing.</p> <p>Site closed to external users.</p> <p>Produce guidance for office setups.</p> <p>Produce guidance for shared areas.</p> <p>Produce guidance for toilet use.</p> <p>Review first aid procedures and brief first aiders.</p> <p>Review fire evacuation procedures and brief fire marshals.</p> <p><u>What can you do when you return?</u></p> <p>Use the hygiene stations and wash your hands thoroughly and regularly.</p> <p>Social distance and do</p> <p>Introduce one-way systems.</p>		
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<p>Internal working areas/offices to be booked to ensure social distancing.</p> <p>No hot desking.</p> <p>A physical barrier to be installed in Reception.</p> <p>Meetings and interviews will be conducted online, where possible.</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).</p> <p>Provide face protection prior to their reopening.</p> <p>Do not stand, sit or talk face-to-face with others</p> <p>Remain extra vigilant for site users who are not invited.</p> <p>Bring your own food and drink.</p> <p>Take your food waste/rubbish home.</p> <p>Ventilate work areas by opening doors and windows.</p> <p>In the event of fire do not congregate.</p> <p>Consider walking meetings for internal appointments with staff.</p> <p>Book external meetings online,</p>		
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<p>where possible. Book ALL visitors and contractors in via Reception to minimise additional numbers on site. Visitors and contractors will need to complete the self declaration prior to arrival</p>		
<p>1.5 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. A Perspex screen has been added between minibus drivers and the students</p>		
<p>1.6 Site users are to wear a face mask in all communal areas and areas where adequate ventilation can not be achieved. Face masks are available for staff, two per person, as required. HOD justification sign off on order form.  Social distancing of queues will be implemented in communal areas. Signage purchased for high pedestrian traffic areas. Floor markings such as taped</p>	<p>Face visors are available as an optional extra for staff unable to social distance or for when lip reading may be required.  From the 4th December we shall only wear visors or shields in conjunction with a close fitting face covering.  Staff are encouraged to maintain the minimum 2M distance</p>	

<p>lines and 2M footpads have been installed</p> <p>One-way systems are in place to reduce pinch points and reduce the possibility of coming face to face with another person.</p>	<p>wherever possible. Student and staff information and communication maintained through training and awareness.</p>	
<p>1.7 Office spaces have been reviewed to ensure staff are able to social distance. to develop solutions. Teaching staff will remain in pods with the students.</p> <p>Enhanced IT support is provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems</p> <p>Arrangements should help homeworkers to stay connected to the rest of the workforce as appropriate</p> <p>Chrome books and furniture loans are in place</p>	<p>Occupants of desks which are face to face will be moved to side-by-side positions or will be moved to other offices and open spaces.</p> <p>Hot-desking will not be supported at this time Equipment should not be shared between staff - limit use of high-touch equipment in the workplace, eg whiteboards</p> <p>Any staff who normally has a hot desk will have a workstation assigned to them.</p> <p>Managers will plan for the minimum number of people needed on site to operate safely and effectively</p> <p>Doors and windows will be opened daily to ventilate offices with fresh</p>	<p>Ho Ds sh ou ld re vie w wi th th e Dir ec tor of Saf ety an d Su</p>

	air, where appropriate and possible. When this is not possible such as rooms becoming too cold. Face coverings will be worn.	pp ort Se rvi ce s an d th e Dir ec tor of Est at es if sta ff cir cu ms ta nc es ch an ge, or if gui da nc
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<p>1.8 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>		
<p>1.9 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</p>	<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.</p> <p>Promote " Hands, face and Space " campaign.</p> <p>This will feature as part of our social distancing media film</p>	

<p>facilities</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>1.10 Staff will have access to Greenacres House for additional toilets</p>				<p>Consider an additional toilet block for 20/21 in the Jersey Yard. Work scheduled to be completed by the end of March 2021.</p>	
	<p>1.11 HSSWC Meeting has moved to fortnightly to allow staff communication to be a 2-way process Staff Q&amp;A sessions were available on three August training days</p>					
	<p>1.12 Face-to-face meetings are discouraged. Meetings are held virtually where possible to minimise contact with staff outside of regular workplace pods. Walking meetings and outdoor</p>					

	<p>meetings side-by-side are encouraged.</p> <p>We have cancelled nonessential training and all face-to-face training, recruitment and inductions are online</p>					
<p>2. Contraction of Covid-19 virus lead to <b>Student</b> ill health or fatality</p> <p><b>Staff and students</b> working together in workplace premises inevitably raises the risk of virus transmission</p>	<p>Communication to parents and students will be ongoing. We shall follow the prevention guidance:</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> <p>Site users are to wear a face mask in all communal areas and areas where adequate ventilation can not be achieved.</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>	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>The Director of Safety and support Services will monitor the student absence for Covid related absence. All Covid related absence will be monitored and followed up.</p> <p>Monitoring will be recorded and then archived at the end of each period. Period one will be September to the end of October. Period two will be to the Christmas closure Period three will follow in January 2021</p> <p>Staff guidance for returning students who are displaying symptoms. Students will be sent to the old counselling room via the back path where they will wait to be collected. PPE in place for staff waiting in the room. Any contaminated waste will be double bagged for disposal.</p> <p>All positive results will be reported to the HPT</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>Student attendance notified via daily returns to the ESfA.</p> <p>An agreed Student Charter has been sent to all departments</p> <p>Add the one way systems to the Student Induction app for September.</p>			<p>and the DfE.</p> <p>Two or more reporting symptoms from the same group will trigger an internal investigation.</p> <p>Where an outbreak in a school is confirmed we will</p> <ul style="list-style-type: none"> <li>● Engage with the NHS Test and Trace process.</li> <li>● Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</li> <li>● Contain any outbreak by following local health protection team advice.</li> </ul>	
	<p>2.1 The site will return to ⅔ days attendance in September</p> <p>Students will be allocated a vocational 'pod' limited to one area to the site. The pods are colour coded with a matching student ID</p>			<p>Students will be met on the first day by tutors and taken to pods.</p> <p>Students remain in their pod 1 metre away from other students and staff wherever possible. Queues for entry to classrooms will be outside, where possible.</p>	

<p>Holder on the lanyards. The coloured ID holder will help all staff identified if students are in the correct zone.</p> <p>Wherever possible students will remain in their designated area of the campus and within their pod. This will include lunch breaks. Desks which are face to face will be moved to side-by-side positions or will be moved to other rooms and open spaces.</p> <p>Contactless thermometers are with each curriculum department. For most departments this will be used with cause only.</p> <p>For the Animal Centre, Equine Yard and Foundation all staff and students will have daily temperature checks. Access will be denied if the temperature is raised.</p>	<p>On arrival to the classroom the tutors will open doors and windows. They let students in via the external doors, where possible. 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. Face coverings will be worn.</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>2.2 Events which invite members of public to site such as enrolment and student interviews will be conducted electronically where possible.</p>	<p>Virtual Open Days in October and November 2020. Student taster days postponed until January 2021. RHS theory classes to go on-line until January 2021.</p>	

2.3 Limit the numbers of users to cloakrooms and toilets	One in one out will be advocated. Staff will be encouraged to offer toilet breaks during lesson time to reduce the congestion during a collective break.		
	2.4 Staggered student breaks to limit congregating in areas, such as the smoking areas 2M bays will be line marked on extra walkways where congregation could occur		
The student drop off/collection area may see an increased numbers if students are reluctant to use the coaches	2.5 Increased number of parents attempting to collect requires staff rota to recommence  A rota with additional duties for coach and drop has been distributed for the start of term		
Business interruption or business frustration.	3.0 Face coverings to be worn on public transport  Drivers to issue dispo face masks to students who are without one.		We are still reviewing the options for social

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		having applied hand sanitizer and a face mask prior to boarding.	BCA staff will be present
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		class tutor who will escort them to the coaches. The students will fill up the coaches from	
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				city students will be required to take two seats each.	
Interruption to daily processes leads to business interruption or business frustration	<p>4.1 Food provision will be grab and go with disposable containers rather than a plated meal.</p> <p>One way systems are in place to move pedestrian traffic through the cafes.</p> <p>A perspex screens have been added to all the till areas in the cafes to allow cashiers and customers to be face to face.</p>	1	5	5	<p>Students will eat their lunch in their classroom under the direction of their tutor who will facilitate a staggered break. Staff will endeavour to ensure that only students requiring to purchase food enter the canteen areas.</p> <p>Weekly review of our food provision.</p>

	FOH staff will wear a face covering					
	4.2 For all other site users such as the Dance School and Polish School Both schools will demonstrate their action plan for the monitoring of parents on site. All their staff will submit our visitor to site declaration form					Polish School suspended. Ardmore activities suspended. Ardmore head office closed on 30/09/20 not staff on site thereafter.
Interruption to daily processes for teaching learning	4.3 All residential trips and visits will remain suspended until further notice	2	5	10		Review in accordance with government guidelines.
Unsafe conditions if qualifications have expired Interruption to daily processes leads to business interruption or business frustration	5. 1 Some staff may require refresher training after protracted periods of homeworking. HOD will consider additional training required	3	2	6		

Health & Safety sign off: Gillian May	Date: January 2020
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